

## MAKING YOUR STAY OFFICIAL IN FRANCE

**DISCLAIMER: The information below relating to French legal requirements is provided for general information only and may not be totally accurate in a particular case. Questions involving interpretations of specific provisions or application to a specific case should be addressed to French government officials. The Embassy is not in a position to intercede with French authorities on behalf of Americans seeking visas, visa exemptions and work permits.**

U.S. citizens planning to enter and visit France as **tourists** do not require a visa and are permitted to remain in the country a maximum of 3 months (90 days.) (See page 7 for Schengen Treaty Member Country requirements.)

Americans planning to stay in France for **more than 3 months**, or for purposes other than tourism, **must have a long-stay visa** (*visa de long séjour*) in their passports on arrival in France. **They must apply for the appropriate long-stay visa issued in the U.S., at the French Consulate having jurisdiction where they reside in the U.S.** (See list of French Consulates in the U.S. on pages 8-9.)

Note: It is not possible for an American to come to France as a tourist and then change his/her status to that of a worker, a student or a resident. The French authorities will require such individuals to return to the U.S. to apply for the appropriate visa. **Bearer of long-stay visas must apply for a Carte de séjour within a week of their arrival (See pages 10-15 on residence permits. For students see page 16-23.)**

## EMPLOYMENT IN FRANCE

Americans hoping to enter the French labor market are cautioned that it is very difficult to find employment. To be able to work in France, Americans, except for those in special categories (see below,) must have arranged employment approved in advance by the French Ministry of Labor and they must have obtained a long-stay work visa before entering France (see "Visa Requirements for France" on pages 5-10.) The Embassy will not intervene with French Authorities on behalf of American citizens seeking a visa, visa exemption or work permit.

Americans who disregard the visa requirement and apply in France for a work permit are required to leave the country to obtain the appropriate visa at a French consular office in the U.S. Americans should not come to France expecting to find a job and to regularize their status after arrival. Such expectations are unlikely to be fulfilled and personal hardship may result. Most foreigners are not eligible for French Social Security or unemployment benefits. In some cases, individuals may have difficulties with French authorities and may face expulsion from France.

### EMPLOYMENT SITUATION:

Since July 1974 there has been a virtual freeze on the employment of nationals of all countries other than nationals of member countries of the European Union. Unemployment in France is currently at about 10 %, and French laws and regulations governing immigration and employment in France are enforced with increasing rigor.

A few categories of Americans in France are in a special position with regard to employment. These are:

- 1) bearers of a *carte de résident* who have resided in France in that category for ten years;
- 2) spouses of French citizens.

Most Americans, however, do not fall into any of these special categories. The only other Americans who have any chance for full-time employment in France are highly skilled technicians and qualified managerial (*cadre*) personnel. Some students can qualify for part-time *au-pair* employment, and other students can qualify for part-time or summer employment. There are also some voluntary collective work programs. Visas for any of these jobs must be obtained before entering France. The Embassy cannot assist Americans to find employment in France, but this information sheet as well as the related ones herein offer some guidance.

### **TEACHING POSITIONS:**

The teaching field in France is largely closed to Americans. Teachers in French public secondary schools and public universities must be French citizens. At the secondary level, the only exceptions are teaching assistants. Public universities can hire foreigners as visiting professors (*Professeurs Associés*) or as *Maîtres de Conférences Associés*, Assistants and *Lecteurs*. The Franco-American Commission for Educational Exchange in Paris (Fulbright Commission) can provide information on openings for visiting lecturers in France and has a general information sheet on "Teaching Positions in France" with useful addresses in both France and the United States. Interested persons may write to:

#### **Franco-American Commission for Education Exchange**

9 rue Chardin

75016 Paris

Tel: 01 44 14 53 60

(Educational Advising Center tel: 0 892 68 07 47)

Website: (<http://www.fulbright-france.org>)

E-mail: [cfa@fulbright-france.org](mailto:cfa@fulbright-france.org)

### **OBTAINING THE MINISTRY OF LABOR'S AUTHORIZATION TO WORK:**

An American who finds a prospective employer in France depends on the employer for the initial and essential step of obtaining the authorization of the French Ministry of Labor to hire him/her. This authorization is a prerequisite document for the issuance of a long-stay visa by a French Consul in the U.S.

In Paris, the employer must contact the following office:

**Ministry of Labor, Service de la Main d'Oeuvre Etrangère**

123 boulevard de la Villette, 75010 Paris / Tel: 01 44 84 42 86

Métro: Jaurès or Stalingrad

Hours: 9 a.m – 11:30 a.m. / 1:30 p.m. – 4:30 p.m.

U.S. citizens must inform their prospective employers as to which French Consulate in the U.S. they will apply for a visa so the authorization from the Ministry of Labor can be sent to that office. After the visa has been issued and the American enters France, he/she must apply at the Préfecture de Police, in Paris or at the local Préfecture elsewhere, for a *carte de séjour*, (see info on "Residence Permits" (*Cartes de séjour*.)

### **Franco-American agreement on training (*convention de stages*):**

There is a reciprocal agreement between France and the United States on exchange training programs for young workers with a minimum of one-year experience and a written job offer. The contracts are only for durations of three to eighteen months. For more information on this program, please contact directly the *Espace Employé international* at the ANPE in France (French National Unemployment Agency) at Tel: 01-53-02-25-50, E-mail: [stageseei.omi@anpe.fr](mailto:stageseei.omi@anpe.fr)

### **Employment with American firms in France:**

The Embassy has no information on employment opportunities with private firms in France. A detailed list, "American Firms in France", is available at the:

#### **American Chamber of Commerce in France**

156 Boulevard Haussmann

75008 Paris

Tel: 01-56 43 45 67

Website: (<http://www.amchamfrance.org>)

Email: [amchamfrance@amchamfrance.org](mailto:amchamfrance@amchamfrance.org)

The Chamber of Commerce itself does not handle inquiries on employment opportunities.

### **Establishing a business in France:**

Americans considering establishing a business in France can begin by contacting the Commercial Counselor at the nearest French Consulate in the United States for information and guidance. Interested Americans may also write to: American Embassy, Commercial Affairs Section, 2 Av. Gabriel, 75382 Paris Cedex 08

### **EMPLOYMENT AT THE UNITED STATES EMBASSY:**

Under certain conditions, the Embassy recruits American citizens locally. For further information, please contact the Office of Human Resources directly, Tel: 01 43 12 25 74.

*THE FOLLOWING INFORMATION PERTAINS TO EMPLOYMENT OF U.S. CITIZENS WITHIN THE EMBASSY AND THE CONSULATES, UNESCO and OECD. PLEASE NOTE THAT, DUE TO THE CURRENT FISCAL CLIMATE, EMPLOYMENT OPPORTUNITIES ARE LIMITED.*

The Human Resources Office accepts and considers only applications that are associated with a specific vacancy announcement.

With the exception of certain Eligible Family Members of Mission employees, all other categories of candidates must have the required work and residency permits at the time that they apply for local positions in France. **Please note that the U.S. Embassy is not able to sponsor candidates for a work entry visa to France.**

Local position vacancies are generally advertised internally and externally, concurrently, or at times internally only. The recruitment process is competitive and it is essential that candidates address the selection criteria (required qualifications) for the vacancy with specific and comprehensive information. When equally qualified, candidates will be given preference in the following order: Appointment Eligible Family Members, U.S. veterans claiming preference, and all others.

The application language is English unless a position requires only a limited knowledge of English.

A complete application package must include:

- A cover letter indicating the job title/number and highlighting the particular qualifications for the position as advertised.
- A current detailed resume which provides the following additional information as appropriate:
- For all - Indication of nationality (also dual nationalities) and address of residence.

To apply for Embassy employment please send the following documents to Office of Human Resources, American Embassy, 2 avenue Gabriel 75382 Paris Cédex 08: a letter describing your area of interest, a current CV, a copy of **both sides** of a **valid French Carte de Séjour and Work Permit or French Identity Card**, a copy of your U.S. passport and, if applicable, a copy of your current security clearance. Due to limited staffing, we are unable to give descriptions of jobs over the telephone and we cannot acknowledge receipt of applications. Applicants who wish to receive an acknowledgment of receipt should either send their application by registered mail with return receipt or enclose a stamped, self-addressed envelope. Successful applicants will be notified when employment in their area of interest is available. Applications will be kept on file for one year.

### **Employment as a Foreign Service Officer:**

Those interested in becoming Foreign Service Officers may consult the following website: (<http://www.careers.state.gov>), or should write to the Board of Examiners for the Foreign Service, Box 9317, Roslyn Station, Arlington, VA 22209. The Foreign Service examination brochures and application forms are available at U.S. Embassies and consular offices each year and may be obtained from this Embassy by writing to: American Embassy, Office of Human Resources, 2, avenue Gabriel, 75382 Paris Cédex 08. Those interested in employment with other U.S. Government agencies should write to the employment division of the appropriate agency in Washington, DC. There are no U.S. military installations in France.

For more further information on French Employment Law please refer to the following website: <http://www.avrio.net/533.0.html> .

## VISA REQUIREMENTS

**DISCLAIMER: The information below relating to French legal requirements is provided for general information only and may not be totally accurate in a particular case. Questions involving interpretations of specific provisions or application to a specific case should be addressed to French government officials. The Embassy is not in a position to intercede with French authorities on behalf of Americans seeking visas, visa exemptions and work permits.**

U.S. citizens planning to enter and visit France as tourists are not required to have a visa, or a *carte de séjour*, and are permitted to remain in the country a maximum of 3 months (90 days.) For more information see: (<http://www.consulfrance-washington.org>) or (<http://www.ambafrance-us.org>).

**A U.S. citizen intending to stay in France for more than 3 months (90 days,) to study, to work or to reside, must have the appropriate long-stay visa (*visa de long séjour*) in his/her passport on arrival in France in order to be able to apply for a *carte de séjour*.**

The visa must be obtained from the French Consulate in the United States that has jurisdiction over the applicant's place of residence in the U.S. Applications for long-stay French visas cannot be made by Americans in third countries, e.g., England or Belgium, unless the American is a local resident of that country for one or more years.

It is not possible for an American to come to France without a long-term visa and then apply within the country for a residence permit. The French authorities will require such persons to return to the United States to apply for the appropriate visa.

Specific information and application forms are available from the French Consulates in the U.S. (See pages 8-9 for a list of French Consulates.) A visa applicant will be required to submit an application form accompanied by supporting documents: a valid passport, several passport-type photographs and proof that the applicant can financially support himself and any dependents who may accompany him during his stay in France. Proof of medical insurance with coverage in France is often a prerequisite for issuance of a visa. In some cases, a police clearance record is required. Any applicant less than 18 years old will have to present a written authorization from his parents or guardian. Fees are charged for the issuance of all French visas.

### **Proof of Financial Resources:**

Proof of financial resources or support can take the form of: bank statements; formal letters of reference from the applicant's bank showing account numbers and balances or recent bank, savings or brokerage account statements; a notarized letter from the sponsor stating that he/she will be responsible for all expenses and proof of his/her financial means; letters from family or friends guaranteeing regular support or a *certificat d'hébergement* from a French family or friends with whom the applicant will be staying in France. For persons wishing to retire in France, please provide proof of sufficient income: pensions, dividends, savings; bank and brokerage account statements. Such letters and documents should be notarized. Students may submit a letter from a study abroad program guaranteeing board and lodging, evidence of a fellowship or scholarship or, if a veteran, a Certificate of Eligibility from the Veterans Administration.

**Franco-American agreement:** (convention de stages)

There is a reciprocal agreement between France and the United States on exchange programs for young workers with a minimum of one-year experience and a written job offer. For more information on this program, please contact directly *the Espace Employé international* at the ANPE in France (French National Unemployment Agency) at Tel: 01 53 02 25 50, E-mail: stageseei.omi@anpe.fr

**Au-pairs:**

In order to obtain a visa, the *au-pair* will be required to present a copy of a work contract signed by the applicant and the French family. The work contract will also have to be approved and signed by the French Ministry of Labor and the Service de la Main d'Oeuvre Etrangère (123 Boulevard de la Villette, 75010 Paris.) If a contract is not immediately available, provide a letter describing the job offer signed by the family who will employ you. The *au-pair* must have a medical examination in order to obtain a visa.

**Marriage:**

Americans intending to come to France to marry, and to take up residence in France for a period exceeding three months, must apply for a long-stay visa for marriage (*visa de long séjour pour mariage.*) U.S. citizens, tourists in France, may also marry in France, provided they comply with French law. At least one party to the marriage must reside in France for forty days preceding the date of the civil ceremony (30 days of residence plus 10 days for publication of the banns.) (See information on marriage formalities on separate information sheet.) ***For more information, please contact the French authorities directly.***

**Students:**

In addition to the basic requirements cited above, a student is required to obtain a letter of admission from the French university or school (*attestation de pré-inscription,*) if registering for the first time, or other evidence of registration (*certificat d'inscription or autorisation d'inscription,*) depending on the level and type of studies. The letter of admission or registration is normally reviewed by the French cultural affairs officer in the French Embassy, who may also examine the applicant's academic credentials before the student visa can be issued. The applicant will also need a medical examination.

**Persons seeking Employment:**

In addition to the basic requirements, an American who wishes to work in France needs a work contract approved by the French Ministry of Labor. This means that the French employer is required to present the signed contract to the Ministry with a request for its approval. If and when the Ministry has approved the contract, it is forwarded to the Organization for International Migrations (O.M.I.), 44, rue Bague, 75015 Paris, tel: 01.53.69.53.70, for transmission to the appropriate French Consulate in the U.S. The O.M.I. charges the employer a fee for this service. The French Consulate will notify the American who can then proceed with visa formalities. A medical examination is required (within the last three months and usually by a doctor on a list prepared by the French Consulate); the visa applicant is expected to pay the doctor's fee.

**For complete information on obtaining French visas,** please consult the French Embassy's website: (<http://www.consulfrance-washington.org>) or (<http://www.ambafrance-us.org>)

## **Schengen Treaty Member Countries and Entry Requirements**

American tourists do not need visas to stay in France or any other Schengen Treaty country for a maximum of 90 days during a 6 month period; that means you can spend 90 days in France, (or, for instance, 10 days in Italy + 20 days in Spain + 60 days in Germany.) After 90 days, you **must** leave Schengen territory and remain away for at least **90 days**. You may only travel back to France, or another Schengen country, and stay for another 90 days if you have spent at least 90 days out of Schengen Territory. For example, you cannot stay in France for 90 days then go to Spain (or another Schengen country) and then come directly back to France.

**The Embassy is not in a position to intercede with French authorities on behalf of Americans seeking visas, visa exemptions and work permits.**

### **Schengen Treaty Member Countries:**

Austria  
Belgium  
Denmark  
France  
Finland  
Germany  
Greece  
Iceland  
Italy  
Luxembourg  
Netherlands  
Norway  
Portugal  
Spain  
Sweden

## FRENCH CONSULATES IN THE U.S.

### **WASHINGTON, D.C.**

#### **French Embassy, Consular Services**

4101 Reservoir Road NW - Washington DC 20007

Tel : (202) 944 6195

Fax: (202) 944 6148

Website for the Embassy: (<http://www.ambafrance-us.org/>)

Website for the Consular Section: (<http://www.consulfrance-washington.org>)

*District of Columbia, Delaware, Maryland, Ohio, Pennsylvania, Virginia & West Virginia*

### **ATLANTA French Consulate General**

Prominence in Buckhead - Suite 1840 - 3475 Piedmont Road, NE – Atlanta, GA 30305

Tel : (404) 495 1660

Fax: (404) 495 1661

Website: (<http://www.consulfrance-atlanta.org>)

*Alabama, Mississippi, North Carolina, South Carolina, Georgia & Tennessee*

### **BOSTON French Consulate General**

Park Square Building, Suite 750, 31 Saint James Avenue, Boston, MA 02116

Tel : (617) 542 7374

Fax: (617) 542 8054

Website: (<http://www.consulfrance-boston.org>)

Maine, Massachusetts, New Hampshire, Rhode Island & Vermont

### **CHICAGO French Consulate General**

205 North Michigan Avenue - Suite 3700 – Chicago, IL 60601

Tel : (312) 327 5200

Fax: (312) 327 5201

Website: (<http://www.consulfrance-chicago.org>)

E-mail: [contact@consulfrance-chicago.org](mailto:contact@consulfrance-chicago.org)

*Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, North Dakota, South Dakota, Nebraska & Wisconsin*

### **HOUSTON French Consulate General**

777 Post Oak Boulevard - Suite 600 – Houston, TX 77056

Tel : (713) 572 2799

Fax: (713) 572 2911

Website: (<http://www.consulfrance-houston.org>)

*Arkansas, Oklahoma & Texas*

### **LOS ANGELES French Consulate General**

10990 Wilshire Boulevard - Suite 300 - Los Angeles, CA 90024

Tel : (310) 235 3200 / 01

Fax: (310) 312 0704

Website: (<http://www.consulfrance-losangeles.org>)

*Arizona, Colorado, New Mexico.*

*California counties of Imperial/Inyo/Kern/Kings/Los Angeles/Mono/Orange/Riverside/San Bernardino/San Diego/San Luis Obispo/Santa Barbara & Ventura. Nevada counties of Clark/Esmeralda/Lincoln/Mineral/ Nye*



**MIAMI French Consulate General**

Esprito Santo Plaza, 1395 Brickell Avenue, Suite 1050, Miami FL 33131

Tel : (305) 403 4150

Fax: (305) 403 4151

Website: (<http://www.consulfrance-miami.org>)

*Florida, Puerto Rico, Virgin Islands*

**NEW ORLEANS French Consulate General**

1340 Poydras Street - Suite 1710 - New Orleans, LA 70112

Tel : (504) 523 5772 through 74

Fax: (504) 523 5725

Website: (<http://www.consulfrance-nouvelleorleans.org>)

*Louisiana*

**NEW-YORK French Consulate General**

934 Fifth Avenue – New York, NY 10021

Tel : (212) 606 3600

Fax: (212) 606 3620

Website: (<http://www.consulfrance-newyork.org>)

*Connecticut, New Jersey & New York*

**SAN FRANCISCO French Consulate General**

540 Bush Street - San Francisco CA 94108

Tel : (415) 397 4330 (415) 362 2948

Fax: (415) 433 8357

Website: (<http://www.consulfrance-sanfrancisco.org>)

*Alaska, California & Nevada (except LA consular district), Idaho, Montana, Oregon, Utah, Washington & Wyoming, Hawaii & the Pacific Islands under the jurisdiction of the United States*

**OTHER FRENCH CONSULAR OFFICES IN THE UNITED STATES:**

France also maintains a consular agent or an honorary consul in many cities in the United States. Their addresses can be obtained from the appropriate French Consulate. They can perform some consular services but do not issue visas.

Complete information on the French Consulates in the U.S. may be found on the following website page: (<http://www.ambafrance-us.org/intheus/consulates.asp>).

## RESIDENCE PERMITS (*Cartes de séjour*)

**DISCLAIMER:** The information below relating to French legal requirements is provided for general information only and may not be totally accurate in a particular case. Questions involving interpretations of specific provisions or application to a specific case should be addressed to French government officials. The Embassy is not in a position to intercede with French authorities on behalf of Americans seeking visas, visa exemptions and work or residence permits.

For complete information please consult the prefecture de police website:

<http://www.prefecture-police-paris.interieur.gouv.fr/demarches/etrangers/etrangers.htm>

Students please refer to: [http://www.prefecture-police-paris.interieur.gouv.fr/module\\_rdv/etudiants/](http://www.prefecture-police-paris.interieur.gouv.fr/module_rdv/etudiants/)

U.S. citizens planning to enter and visit France as tourists are not required to have a visa, or a *carte de séjour*, and are permitted to remain in the country a maximum of 3 months (90 days.)

**A U.S. citizen who intends to stay in France for more than 3 months (90 days,) to study, to work or to reside, must have the appropriate long-stay visa (*visa de long séjour*) in his/her passport on arrival in France in order to be able to apply for a *carte de séjour*.**

The visa must be obtained from the French Consulate in the United States that has jurisdiction over the applicant's place of residence in the U.S. (See information on French Visa Requirements on pages 5-9 of this guide.) Applications for long-term-validity French visas cannot be made by Americans in third countries, e.g., England or Belgium, unless the American is a local resident of that country for one or more years.

It is not possible for an American to come to France without a long-term visa and then apply within the country for a residence permit. The French authorities will require such persons to return to their country of residence to apply for the appropriate visa.

### Types of “*Cartes de Séjour*” (residence permits):

**Students: please see section on residence permits for students on pages 16-23.**

The French authorities issue three main types of residence permits to foreigners, depending on their status. A U.S. citizen who wants to reside and work in France receives one of the following documents:

- *carte de séjour temporaire* or *carte de séjour temporaire salarié*
- *carte de résident*
- *carte de séjour mention visiteur* (for retired persons.)

*Cartes de séjour* are issued to individuals 18 years of age and older. Parents of children below the age of 18 should obtain a *visa de long séjour* for their children before coming to France.

Most Americans coming to France for stays of more than three months are issued a *carte de séjour temporaire*. This card is valid for up to one year, and may be renewed. There is no fee for the initial *carte de séjour*. If the French authorities decline to renew a *carte de séjour temporaire*, the bearer must leave France before his initial residence permit expires.

A *carte de séjour temporaire salarié*: is valid for 1 year maximum, with the annotation *salarié* or showing the specific professional activity under which the contract was approved, as well as the French department(s) in which the bearer can be employed. This type of card can be renewed two months before the expiration date and upon presentation of a new work contract. After five years of continuous residence in France, the bearer may request a *carte de résident*, which is valid 10 years. Please remember that issuance of the 10-year *carte de résident* is not automatic. The authorities at the préfecture will review the application to determine whether or not the applicant may receive this special residence permit.

The *carte de résident* is issued to foreigners who have the intention of becoming French residents. It is valid for ten years and renewable, if the holder can prove that he/she either is exercising a profession in France or has sufficient means to support himself/herself financially without being employed in France. Applicants may obtain this card only under certain conditions. A medical examination is usually required and specific questions concerning French language skills and general knowledge of French culture may be asked. In order to qualify for a 10 year-card, the foreigner must show proof that he has lived in France for at least five consecutive years.

The *carte de séjour mention visiteur*, issued for retired persons. It allows you to remain in France, but not to work.

### **Retiring in France:**

In order to stay in France after you retire, you must prove three things:

- 1) You must prove that you have the financial means to live in France without working; i.e., your pension must be sufficient;
- 2) You must demonstrate that you have comprehensive health insurance coverage that is valid in France. (You may be able to continue your current health insurance or you may need to buy a new health insurance policy either in France or from the U.S.);
- 3) You must demonstrate that you have a place to live in France.

When you make your application to reside in France, you should explain your reasons for wanting to stay in France. If your application is approved, you will be granted a *carte de séjour mention visiteur*, which allows you to remain in France but not to work. The *carte de séjour* can be renewed indefinitely, on an annual basis, as long as you present proof that you have adhered to the requirements

Getting permission to work is more difficult. It depends on the type of work you want to do. The Government of France may not approve any request for a job paying less than 3,700 euro a month (gross) unless your specialty is in great demand in France. If your request is granted, you should get a *carte de séjour mention salarié*.

## How to apply for a *Carte de Séjour* in Paris:

Americans arriving in France with the appropriate long-stay visa and planning to live in Paris, should, within eight days of arrival, go to the appropriate Centre de Réception des Etrangers (see page 13) with their passport and visa to apply for a *carte de séjour*. **Exception: all American STUDENTS have a maximum of 30 days and must follow a separate procedure explained on pages 16-23 of this guide.**

Each applicant will proceed to the *Centre des Etrangers* that corresponds to his/her local address of residence. The applicant will be asked to fill out a questionnaire and provide a local address. The applicant will immediately be given an appointment notice (*convocation*) with the Préfecture de Police, stating the date, time and location of the office at which the applicant should appear. This date is usually fixed 2 to 12 weeks later, depending on the number of pending applications. Do not forget to bring the appointment notice to this meeting.

### Documents required by the Prefecture for the *carte de séjour*:

To apply for a *carte de séjour*, the following basic documents must be submitted (others may be required in individual cases). Please see the following website for more information:

([http://www.prefecture-police-paris.interieur.gouv.fr/demarches/etrangers/paris/sejour/autre\\_categorie/pieces.htm](http://www.prefecture-police-paris.interieur.gouv.fr/demarches/etrangers/paris/sejour/autre_categorie/pieces.htm))

- Valid passport including long-stay visa (with a photocopy of the title page-photo, name, date and place of birth, validity and French visa page);
- Birth certificate;
- Three (3) identity photographs (3.5 cm x 4.5 cm);
- Proof of financial resources (applicable in all cases);
- A medical certificate issued by the O.M.I. (*Office des Migrations Internationales*);
- Proof of residence in Paris.

Note: For first time applicants for residence permits for Americans, employed in France, and their spouse, whose original files were provided by the O.M.I. (*Office des Migrations Internationales*) these applications may also be filed by mail. Please see page 14 for information on renewing residence permits (students, see page 19).

For an *au-pair*: contract approved by French Ministry of Labor, and pre-registration form or letter of admission into school.

For holders of a work permit and work visa the applicant must submit: the employment contract **approved by the Services de la main d'Oeuvre Etrangère, 123 boulevard de la Villette, Paris 75010 – Tel: 01 44 84 42 86 – Métro: Jaurès or Stalingrad open 9:00 a.m – 11:30 a.m. and 1:30 p.m. – 4:30 p.m.**

*If it is not possible to issue the carte de séjour immediately, the applicant will be given a temporary authorization récipissé de demande de carte de séjour which is valid for up to 3 months, and may be used as evidence that an application has been made for a residence permit. The applicant should carry it until he/she received his/her permanent *carte de séjour*.*

For students, please see page 16 of this guide.

## Reception Centers for Foreigners – First Applications for Residence Cards in Paris (*Centres de Réception des Etrangers*)

These reception centers located at the **Hôtel de Police** at each location below are part of the Préfecture de Police of Paris and are open from 9:00 a.m. to 4:30 p.m. Monday to Thursday, and 9:00 a.m. to 4:00 p.m. on Friday; they are not open on French holidays. **Students** see entry 3 below.

- 1) If you live in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> *arrondissements*:

**Centre de Réception des Etrangers**

**Hôtel de Police**

**19/21, rue Truffaut**

**75017 Paris**

Métro: Place Clichy or La Fourche

Tel: 01 53 71 51 68

- 2) If you live in the the 11<sup>th</sup>, 12<sup>st</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> *arrondissements*:

**Centre de Réception des Etrangers du 14e**

**Hotel de Police**

**114/116 avenue du Maine**

**75014 Paris**

Métro: Gaité or Montparnasse or buses 28, 58 or 91

Tel: 01 53 71 51 68

**For Students only:** Please call tel. 0821 001 975 (toll call) for information in English and French and see following:

- 3) From **September 12, 2006 to December 23, 2006**, all first-time student applicants must go to the following address:

**Centre de Réception des Etrangers**, 13 rue Miollis, 75015 Paris – Métro: Cambronne or Ségur.

This office is open Monday to Thursday from 8:35 a.m. to 4:30 p.m., and Friday from 8:35 a.m. to 4:00 p.m.

**(After December 26, 2006 please go to the center located below; appointments are not necessary for first-time applicants):**

**Cité Universitaire International de Paris, Maison internationale**

17, boulevard Jourdan,

75014 Paris

Métro Cité Université; RER line B

Open Monday to Thursday from 8:35 a.m. to 4:30 p.m., and Friday from 8:35 a.m. to 4:00 p.m.

**Please see section on residence permits for students on page 16 of this guide.**

As of September 12, 2006 **students renewing their residence cards** must do so **by appointment only**; please see page 19 of this guide.

## **How to apply for a Carte de Séjour outside of Paris:**

Americans who live outside of Paris should inquire at their local police station or at the Mairie (town hall) about procedures for obtaining a *carte de séjour*. In some departments, the préfetures have delegated the authority to process such applications to local officials. In others, the American may have to apply at the Direction de la Réglementation of the Préfecture or the nearest Sous-Préfecture.

## **Change of address:**

If the holder of a residence permit moves within Paris, he/she must inform the police at the “*commissariat de quartier*” having jurisdiction over his/her new place of residence.

He/she must present: a photocopy of the passport; a copy of current residence card; three recent photos; an electricity bill or *quittance de loyer* (rental receipt). This is especially important if the resident is in the process of renewing his/her *carte de séjour* as the Préfecture de Police will not approve the application unless the change of address has been recorded by the local police in the appropriate space on the card. If one is moving from another area of France to Paris please call 01 53 21 25 50 to make an appointment to register a change of address.

## **Renewal of Residence Permits and Obtaining Copies:**

To renew a *carte de séjour* or obtain a copy of a current card, the holder should call 01 53 21 25 50 to schedule an appointment or refer to the following website page: ([http://www.prefecture-police-paris.interieur.gouv.fr/demarches/etrangers/paris/sejour/autre\\_categorie/pieces.htm](http://www.prefecture-police-paris.interieur.gouv.fr/demarches/etrangers/paris/sejour/autre_categorie/pieces.htm))

## **Renewal of certain categories of Residence Permits for residents of Paris only, may now also be done by mail:**

- one-year residence permits for those who are visiting or working in France (*cartes de séjour temporaire* or *cartes de séjour temporaire salarié*);
- for renewal of a 10 year residence permit (*cartes de resident*);
- for renewal of first *carte de séjour* if one is employed in France and introduced by the Office des Migrations Internationales;

In order to obtain your renewal application request by email, write to:  
[prefpol.dpg-7eb-cellule-postale@interieur.gouv.fr](mailto:prefpol.dpg-7eb-cellule-postale@interieur.gouv.fr)

or send a letter to:

**Le Préfecture de Police - Police Générale**  
7ème bureau - Cellule postale 9  
Boulevard du Palais  
75195 Paris Cedex 04

Please indicate your name, your address, date of birth and your current residence permit number (you may also provide a photocopy of your permit.)

Upon receipt of your request, the Préfecture will send you the following:

1. an application form with a list of documents that you will need to provide
2. an appointment slip needed to pick up your resident permit once it is ready

Before sending in your application form, please verify that it is signed and that you have included all the photocopies of the required documents. **Note: you will have to provide the original documents when you pick up your new residence permit.**

*For further information on the renewal by mail process you may call tel. 01 53 71 51 68 (Monday through Friday from 9:00 a.m. to 4:00 p.m.)*

**Some information about required documents:**

The most acceptable proof of financial resources is a statement from the applicant's French bank showing account number and amount or a letter from the French bank certifying that the applicant's account is regularly credited with a specified amount from a U.S. or other external source.

For proof of financial resources, students or others who will not be employed can present a notarized letter from his/her parents (it must be accompanied by a French translation,) stating that the parents guarantee to support their son or daughter at a specified rate per month. Distant relatives and friends can also make such statements, but the basis of the relationship and the support must be explained.

**For more information on residence permits (in French) contact:**

**The Central Office of the Préfecture de Police in Paris:**

**Préfecture de Police,  
Service des Etrangers,  
1 rue de Lutèce  
(Place Louis Lépine),  
75195 Paris RP (4ème)  
Métro: Cité**

**Tel: 01-53 71 53 71 or 01 53 73 53 73**

**Information line: 01 53 71 51 68 (Monday to Friday from 9:00 am to 4:00 pm)**

Website: (<http://www.prefecture-police-Paris.interieur.gouv.fr>)

Website for students: ([http://www.prefecture-police-paris.interieur.gouv.fr/module\\_rdv/etudiants/](http://www.prefecture-police-paris.interieur.gouv.fr/module_rdv/etudiants/))

## CARTE DE SÉJOUR (RESIDENCE PERMITS) FOR STUDENTS

DISCLAIMER: The information below relating to French legal requirements is provided for general information only and may not be totally accurate in a particular case. Questions involving interpretations of specific provisions or application to a specific case should be addressed to French government officials. The Embassy is not in a position to intercede with French authorities on behalf of Americans seeking visas, visa exemptions and work or residence permits.

*For complete information please refer to the following website since certain academic establishments have concluded agreements with the French authorities concerning French residence cards:*

[http://www.prefecture-police-paris.interieur.gouv.fr/module\\_rdv/etudiants/](http://www.prefecture-police-paris.interieur.gouv.fr/module_rdv/etudiants/)

**To obtain your first residence permit as a student**, the Préfecture de Police - Direction of the General Police, has set up reception centers in Paris as follows.

**Some students and au-pairs who have acquired a long-stay visa for under one year are exempted from obtaining a carte de séjour as long as their visas are currently valid. This exemption will be written directly on the visa.**

### First Application for Student Residence Permits in Paris

In order to facilitate administrative procedures for foreign students in Paris who are applying for their **first** residence permit, *titre de séjour*, the Préfecture de Police of Paris advises that the two reception centers for those concerned are located at the addresses below. Students applying for their **first** residence card may start the application procedure Monday through Thursday from 8:35 a.m. to 4:30 p.m. and Friday from 8:35 a.m. to 4:00 p.m. at the following address:

- From **September 12, 2006 to December 23, 2006**, all **first-time student applicants** must go to the following address; (**appointments are not necessary for first-time applicants**):

**Cité Universitaire International de Paris, Maison internationale**  
17, boulevard Jourdan,  
75014 Paris  
Métro Cité Université; RER line B

- As of **December 26, 2006**, **first-time student applicants** must go to the following address: (**appointments are not necessary for first-time applicants**)

**Centre de Réception des Etudiants Etrangers**, 13 rue Miollis, 75015 Paris – Métro Cambronne or Ségur.

- As of **September 12, 2006** students **renewing their residence permits** must do so by **appointment only** (see page 19).



**To obtain your first residence permit, you must present and file your application including all the supporting documents concerning your present situation:**

**Documents required for a student's first request for a *carte de séjour*, residence permit:**

**1. Proof of identity:**

- Your valid passport with one photocopy of the passport identification page (photo, date and place of birth and validity);
- A copy of your French visa page;
- Birth certificate translated into French by a translator licensed by French courts (original plus one photocopy, please refer to separate information sheet for a list of translators);
- In the case of marriage or divorce, where your name does not appear on your passport, provide a photocopy of the marriage or divorce certificate or an identity certificate issued by the consulate.

**2. Visa to enter France (original and one photocopy):**

- A long-stay visa, over 3 months, with the mention “**student**”;
- Or a short-term visa that mentions *étudiant-concours* (student exam) and an examination certificate as proof of passing the exam for which the visa has been issued.

**3. Proof of residence in Paris:**

- If you rent or own an apartment or house: the last electric or gas bill; the last rent receipt, *quittance*; an insurance contract or the rental agreement, if it is less than 3-months old (original and one photocopy);
- If you live in a private person's residence: your host should provide an affidavit *certificat d'hébergement* stating that you live at the address that he/she provides. The host must also provide a copy of his/her identity card or residence permit, the last electric bill, or last rent receipt, *quittance* or house insurance contract;
- If you live in a *foyer* (hostel): please provide a recent affidavit issued by the director of the *foyer*. (This document must be less than three months old).

**4. Proof of resources (original and photocopies):**

- Proof of finances: you must provide documents indicating that you have financing at a minimum level of 430 euros per month, if you do not have dependents. Exceptions if you have a scholarship or have been admitted to one of the European Union Special Programs: Leonardo, Erasmus, Jeunesse et Service Volontaire Européen;
- Present all documents justifying funds provided for the preceding year; (This is requested for applicants who are renewing their residence cards or who are requesting a change of civil status.)
- Present the scholarship documents (financial proof) stamped by the French Consulate for issuance of the visa. **(This is requested for applicants of a first residence card only.)**

**If you cannot provide financial proof, you must present documents on following page:**

**If you cannot provide financial proof, or if you are renewing your residence card, or requesting a change in status** present all documents pertaining to the current school year as follows:

- If you have a scholarship: An affidavit indicating the amount, the duration and the nature of your studies on the letterhead of the organization that attributes or manages the scholarships;
- If your resources are provided by a guarantor in France: proof of financial sources requires an affidavit of commitment signed by the guarantor, including his name, address, the amount of the monthly allowance and the duration of his commitment, a photocopy of his ID card or residence permit, proof of his income (pay sheets, tax returns, etc);
- If your resources are granted by funds coming from abroad, the most acceptable proof of financial resources is a statement from the applicant's bank, travelers checks, exchange forms or any document proving that you regularly receive funds from abroad and indicating their monthly amount;
- If you contemplate working part time, provide a copy of the job offer stating the nature of the job, the number of hours to be worked and the salary;
- If you are an *au-pair*: The *au-pair* contract signed by the service de la Main d'Oeuvre Etrangère, 123, boulevard de la Villette, 75010 Paris. If this document is not immediately available, a letter stating the job offering signed by the family who will employ you.

***5. Documents justifying your studies (original and a photocopy);***

**Certificate of pre-inscription or inscription in a private or public institution, university, high school, institution for technical studies, etc or;**

- a certificate stating that you have been admitted on a program of the European Union (Leonardo, Erasmus, Jeunesse et Service Volontaire Européen);
- or an internship contract (*convention de stage, tripartite: étudiant, employeur, organisme de formation*);
- or a professional training contract.

***6. A certificate stating the nature and intent to study and certificates pertaining to exams taken and passed during the previous year of study, with grades and French diplomas.***

***7. Three recent ID pictures, format (3.5cm x 4.5cm) taken full face, no head apparel and not scanned***

**For items A, B and C below, please refer to the following:**

**For complete information please refer to the following website since certain academic establishments have concluded agreements with the French authorities concerning French residence cards:**

**([http://www.prefecture-police-paris.interieur.gouv.fr/module\\_rdv/etudiants/](http://www.prefecture-police-paris.interieur.gouv.fr/module_rdv/etudiants/))**

**A. To obtain the renewal of your student residence permit:**

Two months prior to the expiration of your residence permit (*carte de séjour*), you must make an appointment on the website of the Préfecture de Police: (<http://www.prefecture-police-paris.interieur.gouv.fr>) under *prise de rendez-vous option étudiants étrangers*. **You should complete the webform in order to make an appointment. You will be given a date and place for an appointment. You may also call tel. 0821 001 975 (toll call) general information in English and French and information on scheduling and appointment.**

**B. To obtain a copy of your student residence permit or advise of a change of address, change of civil status *état-civil* (marriage, divorce, etc):**

You must make an appointment on the website of the Préfecture de Police: (<http://www.prefecture-police-paris.interieur.gouv.fr>) under *prise de rendez-vous option étudiants étrangers*. **You should complete the webform in order to make an appointment. You will be given a date and place for an appointment. You may also call 0821 001 975 (toll call). If you are requesting a **copy of your residence permit** you must submit documents listed in items 1,2,3 and 7 on the list on pages 17-18.**

**C. Change of Student Status**

In certain circumstances, a student may change his/her residence status in France. If a student is in possession of a **signed conditional letter of employment** from a French company, or a **signed contract** to work in France he/she may apply for a change in of resident status. You must present your current residence card and go to student centers (on page 16 of this guide) **without an appointment** for further information.

If you are a student requesting a **change of status** you must submit documents listed in items 1, 2, 3, 5 and 7 on the list on pages 17-18.

If you live just outside of Paris please see following addresses, phone numbers and websites where you may obtain information for student resident cards.

Préfecture de la Seine et Marne (Melun 77)	01.64.71.77.77.	
Préfecture des Yvelines (Versailles 78)	01.39.49.78.00.	<a href="http://www.yvelines.pref.gouv.fr">http://www.yvelines.pref.gouv.fr</a>
Préfecture de l'Essonne (Evry 91)	01.69.91.91.91.	<a href="http://www.essonne.pref.gouv.fr">http://www.essonne.pref.gouv.fr</a>
Préfecture des Hauts-de-Seine (Nanterre 92)	01.40.97.20.00.	<a href="http://www.hauts-de-seine.pref.gouv.fr">http://www.hauts-de-seine.pref.gouv.fr</a>
Préfecture de la Seine-Saint-Denis (Bobigny 93)	01.41.60.60.60.	<a href="http://www.seine-saint-denis.pref.gouv.fr/">http://www.seine-saint-denis.pref.gouv.fr/</a>
Préfecture du Val de Marne (Créteil 94)	01.49.56.60.00.	<a href="http://www.val-de-marne.pref.gouv.fr">http://www.val-de-marne.pref.gouv.fr</a>
Préfecture du Val-d'Oise (Cergy-Pontoise 95)	01.34.25.25.25.	<a href="http://www.val-doise.pref.gouv.fr">http://www.val-doise.pref.gouv.fr</a>

## STUDENT PART-TIME EMPLOYMENT

**DISCLAIMER: The information below relating to French legal requirements is provided for general information only and may not be totally accurate in a particular case. Questions involving interpretations of specific provisions or application to a specific case should be addressed to French government officials. The Embassy is not in a position to intercede with French authorities on behalf of Americans seeking visas, visa exemptions and work permits.**

American students in France can, under certain conditions, obtain a temporary work permit (*autorisation provisoire de travail*) for part-time work during the summer vacation months or during the academic year. Exceptions: students at the Sorbonne's Cours de Civilisation Française, the Institut Catholique and the Alliance Française, or any other school which does not provide French Social Security medical insurance coverage, are not eligible for temporary work permits.

Students, over the age of 18, who are enrolled in courses at the University level in France, may work a **total of 830** hours during a one-year period on the basis of a 35 hour work week. Students may not work full time for more than 3 consecutive months during the year. Long term (CDI) and short term contracts (CDD) are permitted.

*Temporary work permits are usually given to students who do not have sufficient private resources to pursue their studies. Thus, recipients of student grants or scholarships and those who have sufficient financial means are not authorized to have temporary work permits.*

### **Where to apply for a temporary work permit:**

In Paris, students should apply at: **Service de la Main d'Oeuvre Etrangère**, 123 Boulevard de la Villette, 75010 Paris - Métro: Jaurès or Stalingrad / Tel: 01 44 84 42 86 / 16  
Hours: 9:00 a.m. - 11:30 a.m. and 1:30 p.m. - 4:30 p.m.

American students attending French universities outside of Paris should apply for their *autorisation provisoire de travail* at the Direction Départementale du Travail, Service de la Main d'Oeuvre Etrangère, of the area (*département*) in which they are a student.

### **Students must provide the following documents in order to apply for a temporary work permit (*autorisation provisoire de travail*) or A.P.T.:**

- Photocopy of the valid long-stay visa and the title page, including photo, name, date and place of birth, validity;
- Photocopy of the valid student identification card;
- **Original university registration form** (*attestation d'affiliation de l'école*);
- **Original letter of employment from employer or copy of the work contract:** these documents must be dated within a month of the request for the temporary work permit and must include, the name and address of the applicant, position or job description, the salary and number of working hours, place of work and length of employment;
- One self-addressed, stamped envelope.

Please consult the office of the Ministry of Labor, Service de la Main d'Oeuvre Etrangère if you are:

- Attending a remunerated training course;
- Carrying out research;
- A teaching assistant or research assistant;
- Attending an training course as an accountant or lawyer;
- Are a nurse or nurse's aide.

### **How to find part-time employment:**

For those students who receive authorization to work part-time, it is up to the student to find his/her employment. Those attending a French university can consult the Centre Régional des Oeuvres Universitaires et Scolaires (CROUS) which will have job opportunities on file. Students can also consult the classified sections of local newspapers.

A good source of information about temporary employment in France is the **Centre d'Information et de Documentation Jeunesse** (CIDJ) 101 Quai Branly, 75740 Paris Cédex 15, Tel: 01 44 49 12 00. The CIDJ offers a useful information sheet: *Reglementation et Recherche d'Emploi pour les Edudiants Etrangers pendant les Vacances Universitaires* (No. 5.543.) There are several CIDJ in France.

The annual grape and other agricultural harvests in France offer opportunities for students for temporary jobs. Also, some summer camps (*colonies de vacances*) need foreign students because of their language qualifications. Such employment would not come under the 35 hours per week limitation; ask the CIDJ for their information sheet on *Travaux Saisonniers Agricoles*.

The **Council on International Educational Exchange** provides assistance for students seeking employment in accordance with the French Ministry of Labor's requirements. This program allows international higher education students to obtain the necessary documents to work legally in France. Students on the Work in France program need to have an intermediate, or advanced level of French. Students will be asked to find employment and are free to choose almost any position offered. Program participants typically work as waiters/bartenders, salespersons, teachers, amusement park and hotel staff.

### **Eligibility:**

- Students must be 18 years of age or older;
- Be registered as a **full-time student outside of France**;
- Expect to stay in France no longer than 3-months;
- Have an intermediate to advanced level of proficiency in French;
- Have sufficient personal funds to cover initial expenses.

**If you would like to know more about this C.I.E.E. program, or find out how to apply, contact:**

**Council on International Educational Exchange**

112 ter rue Cardinet

75017 Paris

Email: [info@councilexchanges-fr.org](mailto:info@councilexchanges-fr.org)

Tel: 01 58 57 20 50

Tel: 01 58 57 20 41

**Work Abroad**

**Council on International Educational Exchange**

205 East 42nd Street

New York, NY 10017

Tel: 212 661 1414

## **INFORMATION SOURCES:**

**Association Inter-Etudiants en Sciences  
Economiques et Commerciales (AIESEC)**  
14 rue Rouen  
75019 Paris

Tel: 01 40 36 22 33  
Fax: 01 42 05 94 77

**Services des Echanges et des Stages Agricoles dans le Monde  
(SESAME)**  
9 square Fabriel Fauré  
75015 Paris

Tel: 01 40 54 07 08  
Fax: 01 40 54 06 39

**Centre d'Information et de Documentation Jeunesse (CIDJ)**  
101 Quai Branly  
75740 Paris Cédex 15

Tel: 01 44 49 12 00  
Fax: 01 40 65 02 61

**Club des Quatre Vents**  
1 rue Gozlin  
75006 Paris

Tel: 01 43 29 60 20  
Fax: 01 43 29 06 21

**Council on International Educational Exchange**  
112 ter rue Cardinet  
75017 Paris

Tel: 01 58 57 20 50

**Inter Echanges**  
2 avenue Général Leclerc  
75014 Paris

Tel: 01 40 47 54 54  
Fax: 01 40 47 54 55

**Maison Internationale de la Jeunesse et des Etudiants**  
11 rue Fauconnier  
75004 Paris

Tel: 01 42 74 23 45

**Work Abroad**  
Council on International Educational Exchange  
205 East 42nd Street  
New York, NY 10017  
U.S.A.

Tel: 212 661 1414

## AU-PAIR EMPLOYMENT

**DISCLAIMER:** The information below relating to French legal requirements is provided for general information only and may not be totally accurate in a particular case. Questions involving interpretations of specific provisions or application to a specific case should be addressed to French government officials. The Embassy is not in a position to intercede with French authorities on behalf of Americans seeking visas, visa exemptions and work permits.

*Some students and au-pairs who have acquired a long-stay visa for under one year are exempted from obtaining a carte de séjour as long as their visas are currently valid. This exemption will be written directly on the visa.*

*Au-pair* programs are available to foreign students studying in France, male as well as female. An *au-pair* receives room, board and spending money in return for light housework, baby-sitting, and help at mealtimes. These programs are monitored by the French Ministry of Labor which has established the rules and requirements for *au-pair* work. For administrative purposes, an *au-pair* is designated as a *stagiaire aide familiale*.

### **Basic requirements:**

An *au-pair* must be at least 18 years of age and no more than 30. The student is expected to have a fair knowledge of, and to be studying, the French language. During the school year, a minimum stay of three months is required. The regular program length is normally one year, but may be extended to a maximum of 18 months. A student may stay with more than one family during the *au-pair* period, but the total stay cannot exceed 18 months. There are also summer *au-pair* programs of one to three months. In these cases, the requirement that the *au-pair* should be taking French courses is waived if the student has completed at least one year of college-level studies in French.

### **The Au-Pair's family (*famille d'accueil*):**

The objective of the *au-pair* program is to give the foreign student the opportunity to practice and perfect their French and to benefit materially and psychologically from their studies and their temporary stay in France by sharing in a French family's life. Consequently, foreign families in France and unmarried persons without children are usually not authorized to hire an *au-pair*. The family must provide room and board. The *au-pair* will normally share meals with the family members and, insofar as possible, be lodged in a private bedroom.

### **The Au-Pair's schedule:**

The daily work schedule should be arranged in advance between the family and the *au-pair* allowing the student enough time for his/her studies. Normally, the *au-pair* is not expected to work more than five hours a day. The family should give the *au-pair* one day off each week, one of which should be a Sunday. The *au-pair* should always have the opportunity to go to church even if Sunday is a working day.



### **Au-Pair visa requirements:**

American citizens coming to France to work as an *au-pair* must obtain the appropriate *au pair* visa in the U.S. from the French Consulate having jurisdiction over their place of residence. This requirement is mandatory: it is not possible to enter France as a 'tourist' and then change status to that of *au-pair*.

The classic *au-pair* (one who will be taking some French language and civilization courses while working for a French family) should arrange a work agreement or contract directly with a family, or through an *au-pair* organization (see list below,) and then apply to the nearest French Consulate for a *visa de long séjour* as a *stagiaire aide familiale*. A work contract approved by the French Ministry of Labor is a prerequisite for a visa. See the Embassy's information sheet on "Visa Requirements for France" for a list of the addresses of French consular offices in the United States. Americans who have come to France with a student visa and have obtained a residence permit and registered at a French university or school can obtain *au-pair* status after arrival in France. As in the case of the classic *au-pair*, the student *au-pair* will need to find a family and obtain the French Ministry of Labor's approval of the work contract.

### **Pocket Money:**

The *au-pair* should receive approximately 270 euros per month in pocket money (as opposed to wages as such.) Some families provide their *au-pair* with a *carte orange* (a monthly pass valid for the Métro, buses, and suburban trains,) but they are not required to do so by Ministry of Labor regulations.

### **Social Security Coverage:**

The family must declare the *au-pair* as a *stagiaire aide familiale* to the French Social Security Administration (U.R.S.S.A.F.) and make the monthly contribution (*côtisation*.) in order for the *au-pair* to receive social security benefits in the event of illness or accidents. The monthly contribution, paid by the host family, is approximately 144 euros.

### **Approval of work contract:**

The French family or *au-pair* organization can obtain contract forms in triplicate from the Foreign Labor Branch of the Ministry of Labor office (Direction Départementale du Travail et de la Main d'Oeuvre) at the Préfecture in each of the 95 French departments. In Paris, this address is: Service de la Main d'Oeuvre Etrangère, 123 Boulevard de la Villette, 75010 Paris / Tel: 01 44 84 42 86/41-00 Métro: Jaurès or Stalingrad The completed contract forms, signed by both parties, must be returned to the Service de la Main d'Oeuvre Etrangère accompanied by:

- 1) A medical certificate from a doctor who has examined the *au-pair* within the last three months, along with a French translation and;
- 2) The student card (if applying as a student already resident in France) or transcript or other evidence of student status in the United States (if applying for the visa in the United States as a regular *au-pair*.) The Service de la Main d'Oeuvre Etrangère will approve and stamp the contract form, returning two copies to the family or organization, which must provide one copy to the *au-pair* for use in applying for the visa and for residence and work permits.

## **Residence and work permits:**

After arrival in France with a visa, the classic *au-pair* must apply within eight days for a residence permit. (See the pages on "Residence Permits (*Cartes de séjour*) for France.")

**Some students and au-pairs who have acquired a long-stay visa for under one year are exempted from obtaining a carte de séjour as long as their visas are currently valid. This exemption will be written on the visa.**

Along with the work contract, the classic *au-pair* must present evidence of registration in a French language school (Alliance Française, the Sorbonne, etc.). Evening classes are not acceptable. After obtaining a *carte de séjour*, the *au-pair* returns to the Service de la Main d'Oeuvre Etrangère to receive a temporary work permit (*autorisation provisoire de travail*.) The permit is normally valid for six months, and is renewable.

## **Au-Pair organizations:**

The organizations listed below assist students in finding *au-pair* employment. While the Embassy cannot assume any responsibility for the competence and integrity of these organizations, it has verified that all of those on this list are prepared to assist Americans. They usually charge a registration fee for their services.

- Accueil Familial des Jeunes, 23 rue du Cherche-Midi, 75006 Paris; Tel: 01 42 22 50 34
- L'Alliance Française, 101 Boulevard Raspail, 75006 Paris; Tel: 01 42 84 90 00
- Institut Catholique, 21 rue d'Assas, 75006 Paris; Tel: 01 45 48 31 70

## NON REMUNERATED EMPLOYMENT

### **Semi-skilled or unskilled work on collective work projects:**

Young men and women, including Americans and other foreigners, have the opportunity in France during the summer vacation months to obtain room and board in exchange for unskilled and semi-skilled labor on collective work projects. These projects include agriculture, environment, handicrafts, social welfare, restoration of buildings and monuments, archeology and others -- all in an international educational and cultural context aimed at the development of youth. Project sites are located in various regions of France.

### **Conditions of programs:**

Participants do not have to be students, but most programs have a minimum age requirement (see list below.) Some require the participant to be less than 30 years old; others have no age limit. Most expect the participant to work from five to eight hours daily, five days a week. The programs vary in length from a few weeks to several months; some are available the year around. The foreign participant must pay his own transportation costs to and from France, as well as the costs of travel to and from the program site in France. The sponsoring organization usually charges registration and participation fees, including liability and health insurance.

### **Program Organizations:**

At present there are ten associations in France sponsoring voluntary work programs (*chantiers de jeunes volontaires bénévoles*) under the overall administration of **Cotravaux** 11 rue de Clichy – 75009 Paris, Tel: 01 48 74 79 20. The ten associations are listed below. Interested persons should write directly to a specific association for detailed information about its program.

## **SPONSORING ASSOCIATIONS FOR NON-REMUNERATED EMPLOYMENT:**

**Compagnons Bâtisseurs** Tel: 01 43 73 70 63  
5 rue des Immeubles Industriels  
75011 Paris  
Minimum age: 16

**Concordia U.N.A.R.E.C** Tel: 01 45 23 00 23  
1 rue de Metz  
75010 Paris  
Minimum age: 15

**Etudes et Chantiers** Tel: 01 45 38 96 26  
33 rue Campagne-Première  
75014 Paris  
Minimum age: 13

**Jeunesse & Reconstruction** Tel: 01 47 70 15 88  
10 rue de Trévis  
75009 Paris  
Minimum age: 15

**Neige & Merveilles** Tel: 04 93 04 62 40  
La Minière de Vallauria  
06430 Saint-Dalmas de Tende  
Minimum age: 18

**Solidarites Jeunesses** Tel: 01 48 00 09 05  
38 rue du Faubourg Saint-Denis  
75010 Paris  
Minimum age: 15

**Union R.E.M.P.A.R.T.** Tel: 01 42 71 96 55  
1 rue des Guillemites  
75004 Paris  
Minimum age: 14

**Solidarites Jeunesses** Tel: 01 48 00 09 05  
38 rue du Faubourg Saint-Denis  
75010 Paris  
Minimum age: 17

**Service Civil International** Tel: 01 42 54 62 43  
8 rue Camille  
75018 Paris

**Federation Auberges de Jeunesse** Tel: 01 44 89 87 27  
27 rue Pajol  
75018 Paris

## **CAVEAT**

The United States requires French citizens coming to the United States to enter the U.S. with the appropriate visa if they are coming to work either in the short or long term. French immigrants wishing to work in the United States must be certified by the U.S. Department of Labor. There is no provision in our own law for intercession by foreign embassies on behalf of their citizens who wish to circumvent established procedures. For this reason, the Embassy is not in a position to intercede with French authorities on behalf of Americans seeking visas, visa exemptions and work permits. Most foreigners are not eligible for French Social Security and unemployment

### **United States Embassy**

*Office of American Services*

*2, rue Saint-Florentin*

*75382 Paris Cedex 08*

*France*

*Telephone: 01 43 12 22 22*

*Website: <http://france.usembassy.gov>*

*E-mail: [citizeninfo@state.gov](mailto:citizeninfo@state.gov)*

*June 2006*