

Practical information



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This section will guide you through all the administrative procedures you need to follow before your departure and upon arrival in France and at your school.

The following information will help you, please read it carefully!

BEFORE YOUR DEPARTURE

Arrêté de nomination (“certificate of appointment”)

You should have received or will shortly receive an “arrêté de nomination” (“certificate of appointment”). The “arrêté de nomination” is the official document certifying your appointment as a language assistant in France. It usually looks like the document on the opposite page, but may differ from one académie to another:

Make sure you keep hold of this document.

- 1 Your school's académie
- 2 The school to which you are administratively “attached”. In certain cases (primary) you will not work in this school
- 3 Explanation of acronyms:
 - CLG** : collège = middle school (ages 11-15)
 - E.E.** : école élémentaire = primary school (ages 6-11)
 - E.E.A.** : école élémentaire d'application = primary school that also specialises in teacher training (ages 6-11)
 - E.M.** : école maternelle = nursery school (ages 3-6)
 - IA** : inspection académique = administrative services for the primary level
 - LG** : lycée général = high school (ages 15-18)
 - LGT** : lycée général et technologique = general/technical high school (ages 15-18)
 - LP** : lycée professionnel = vocational high school (ages 15-18)
 - LPO** : lycée polyvalent = general, technical and vocational high school (ages 15-18)
- 4 This number indicates the percentage of hours that you will work in each establishment
- 5 If you are assigned to several schools, this information is mentioned here
- 6 For non-EU citizens only: the stamp from the DIRECCTE (Direction régionale des entreprises, de la concurrence, de la consommation, du travail et de l'emploi) must appear on your “arrêté de nomination”.

Contact with your school

As soon as you receive your arrêté de nomination, you must contact your host school. To find the contact details of your school you can use the [national education directory](#) which lists all the schools in France.

NB: Most schools are closed in July and August.



Ministère de l'éducation nationale
Académie : 1

ARRETE DE NOMINATION

DRH
Chapitre : 3197

LE RECTEUR

Vu l'arrêté ministériel du 5 janvier 1989, modifié par l'arrêté du 26 avril 2002, portant délégation de pouvoirs aux Recteurs d'académie pour la nomination des assistants étrangers de langue vivante dans les écoles primaires et dans les établissements d'enseignement du second degré ;

ARRETE

M. Mme : Né(e) le :
Domicilié(e) à :

Grade : ASSISTANT(E) DE LANGUE
Discipline : ASSISTANT(E) D'ANGLAIS
Adresse d'affectation : ... 2
LYC/CLG/LP/IA/etc. 3
Est affecté(e) à compter du jusqu'au à 100% 4

Pour y exercer à titre principal à :
et à titre secondaire à : ... 5

AVIS FAVORABLE 6
Pour un contrat de 7 mois



Fait à, le

Pour le Recteur et par délégation
Pour le D.R.R.H. et par attribution
Le Directeur des Personnels Enseignants

Destinataires : intéressé(e) / établissement / rectorat / financier / I.A / DIRECCTE / CIEP

What to put in your message?

You can start your message as follows:

- for a primary school: « Madame la Directrice, Monsieur le Directeur »;
- for the inspection académique (administrative services for the primary level): « Madame l'Inspectrice, Monsieur l'Inspecteur »;
- for a middle school: « Madame la Principale, Monsieur le Principal »;
- for a high school: « Madame la Proviseure, Monsieur le Proviseur ».

Think about asking questions on the following topics:

- your school: its geographical and social context, size, number of teachers and pupils;
- your pupils: age, language level, profile;
- your contacts in the school;
- transportation: will someone be waiting for you when you arrive? If so, where and when?
- the name of the teacher in charge of assistants in your school;
- possibility of accommodation in the school.

Visas

Only for non-EU citizens

Before you leave home, you need to obtain a VLS/TS (long-stay visa equivalent to a residence permit) and go through several steps to be granted the right to work and live in France during the period of your contract.

1 ✚ The rectorat of your académie of appointment will send you **your certificate of appointment** by post.

2 ✚ Go online to download and print out the following two forms:

- the **VLS/TS form ("formulaire VLS/TS")**
- the **OFII* certificate form ("demande d'attestation OFII")**

Fill out these two forms and don't forget to sign them.

3 ✚ Make an appointment at the French consulate of the country where you live to request a VLS/TS. **On the day of your appointment**, go to the consulate with the following documents:

- the completed and signed VLS/TS form ("VLS/TS formulaire");
- the completed and signed OFII certificate form ("demande d'attestation OFII");
- some passport photos which **conform to the ISO/IEC 19794-5 : 2005 standard** (the number of passport photos requested may vary according to the country, you should inquire about this at the French consulate when you book your appointment);
- your certificate of appointment ("arrêté de nomination");
- your passport (must be valid at least 3 months after the end of the visa you are requesting).

4 ... At the end of the appointment, the French consulate will issue your VLS/TS:

- the consular agent will stamp your passport and tick the appropriate box according to the purpose of your stay in France;
- you will be given your passport with the VLS/TS, the OFII certificate form and some instructions on how to proceed once in France.

5 ... Check that your visa mentions the following:

- "travailleur temporaire",
- "CESEDA R311-38", "voir autorisation de travail".

6 ... Check that your visa does not expire before the end of your contract in France (30 April 2019).**Budget**

Please be aware that travel expenses for your trip to and from France are not covered by the CIEP or the académies. Plan a personal budget of at least € 1,000 to cover your expenses (moving and living expenses) until you receive your first pay installment at the end of November (wages for October and November). An international credit card is highly recommended to make your transactions easier.

Useful documents you can bring with you to France

- your certificate of appointment ("arrêté de nomination");
- your passport, or your identity card if you are a European citizen;
- a student card, if you have one, to benefit from student discounts whilst you are here;
- if you are a European citizen, a European Health Insurance Card (EHIC), to be requested at least 15 days before leaving your country of origin;
- a civil status document (birth certificate with direct line of descent) to register for Social Security. In some cases, this document needs to be translated;
- a medical certificate (you can request this upon your arrival in France, if you wish);
- a letter of recommendation from your bank, translated into French;
- a letter in French from a person who will act as a guarantor for the regular payment of your rent;
- if bringing your vehicle to France, a proof of car or motorcycle insurance is mandatory (you do not need to change your number plate);
- various documents and objects from your country. You will be able to use these "authentic documents" during the lessons.