

Before leaving home

Before leaving home, prepare for your arrival in France! The following information will help you do so.

Certificate of appointment

Ministère de l'éducation nationale

Académie :

1

ARRETE DE NOMINATION

DRH

Chapitre : 3197

LE RECTEUR

Vu l'arrêté ministériel du 5 janvier 1989 modifié portant sur la délégation de pouvoirs du ministre de l'Éducation nationale aux recteurs d'Académie pour la nomination des assistants étrangers de langues vivantes

ARRETE

M. : Né(e) le

domicilié(e) :

Grade : ASSISTANT ETRANGER

Discipline : ASSISTANT ETRANGER D'ANGLAIS

Adresse d'affectation : 2 ... LYC/CLG/LP/IA/etc. ... 3

Est affecté(e) à compter du jusqu'au à 100.00 % 4

Pour y exercer à titre principal à :

à titre secondaire à :

5

AVIS FAVORABLE
Pour un contrat de 6
SEPT Mois
à BOBIGNY le 02 JUIN 2010
P/LE DIRECTEUR DÉPARTEMENTAL
LE DIRECTEUR ADJOINT DU TRAVAIL 6

Fait à, le

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

Destinataires : intéressé (1ex) Établisst (1ex) Rectorat (2ex) Financier (1ex)
I.A (1ex) DIRECCTE (2ex) CIEP (1ex)



You should have received or will shortly be receiving an “arrêté de nomination” (certificate of appointment). The “arrêté de nomination” is the official document

certifying your appointment as a language assistant. It usually looks like the document on the opposite page, but may differ from one académie to another.

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)

EE(PU): école élémentaire (publique) = primary school (ages 6 -11)

EEA: école élémentaire d'application = primary school (ages 6 -11) where trainee teachers may work

IA: Inspection académique = administrative services for primary level

LG/T: lycée général/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)

LYC: lycée = high school (ages 15 -18)

4 This number is the percentage of hours that you will teach in each establishment.

5 If you are assigned to several schools.

6 **STAMP FOR THE DIRECCTE (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 your future school

In order to obtain the contact details for your school, you can consult the **"Annuaire de l'éducation nationale"** (Ministry of Education Directory), which lists all the schools in France.

Write to the head of your school or to the "contact person", whose name you should have received, to introduce yourself and ask some questions to help you prepare for your arrival.

Warning!

Please be aware that most schools are closed in July and August!

SOME QUESTIONS YOU MIGHT WANT TO ASK

- **Quelle est la taille de l'établissement (nombre d'enseignants et d'élèves) ?** How big is the school (number of students and teachers)?
- **Quel est l'âge des élèves ? Combien de professeurs y enseignent ma langue ?** How old are the students? How many teachers teach my language?
- **Est-ce que je travaillerai avec des professeurs d'autres disciplines ?** Will I be working with teachers of other subjects?
- **Dans quel environnement géographique et social se situe l'établissement ?** What is the school's geographical and social environment like?
- **L'établissement a-t-il un partenaire ou un établissement de jumelage dans mon pays d'origine ?** Does the school have a partner or sister school in my country of origin?
- **L'établissement a-t-il un site Internet ? Si oui, quelle en est l'adresse ?** Does the school have a website? If so, what is the address?
- **Quels sont l'aéroport et la gare ferroviaire (SNCF) les plus proches de mon lieu d'affectation ?** Which airport and railway stations are the closest to my assigned school?
- **Qui devrai-je contacter à mon arrivée ? Puis-je avoir l'adresse, le courriel et le numéro de**

HOW SHOULD YOU START YOUR LETTER/E-MAIL?

- **"Madame la Directrice, Monsieur le Directeur"** for primary schools;
- **"Madame la Principale, Monsieur le Principal"** for middle schools (collège);
- **"Madame la Proviseure, Monsieur le Proviseur"** for high schools (lycée);
- **ou "Madame l'Inspectrice, Monsieur l'Inspecteur"** for administrative services for primary level.

- **téléphone de la « personne contact » ? Où devrai-je me rendre en arrivant et à quelle date ?** Who should I contact when I arrive? Could you let me have the address, e-mail address and telephone number of the "contact person"? Where should I go when I arrive and on what date?
- **Quelles sont les possibilités de logement à loyer modéré dans ma ville d'affectation ? Dans l'établissement lui-même ?** What are the possibilities for affordable accommodation in my assigned city? Within the school itself?
- **Puis-je avoir les nom, adresse et courriel de mon éventuel prédécesseur ?** Can you provide me with the name, address and e-mail address of the previous language assistant, if there was one?



Visas

Only for non-EU citizens

Before you leave, you need to obtain a VLS/TS visa (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. We strongly advise you to read this section carefully and start the procedure as soon as possible!

Before you leave

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

→ Go online to 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.

→ Make an appointment at the French consulate closest to where you live to request a VLS/TS visa.

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”)

*OFII : Office français de l’immigration et de l’intégration

- your passport (must be valid at least 3 months after the end of the visa you are requesting).

The French consulate will issue your VLS/TS visa:

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

Check that:

→ your visa mentions the following :

- “travailleur temporaire”,
- “CESEDA R311-3 8° - voir autorisation de travail”.

→ your visa does not expire before the end of your contract in France (30 April 2016).

Advice and useful documents

Budget

An international credit card is highly recommended to make your transactions easier.

Plan a personal budget of at least **€1,000** to cover your expenses (moving and living expenses) until you receive your first pay at the end of November (wages for October and November).

You may, however, ask for a pay advance at the end of October (70 to 80% of total wages), if you have opened a bank account and asked your school's administration by 10 October. This procedure will be explained at the Induction Day in early October.

Administrative formalities

Warning!

Please be aware that travel expenses for your trip to and from France are not covered by the CIEP or the académies.

Some documents you might want to bring with you:

- 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 be translated depending on the language of the document, in order to register for Social Security in France (see page 20).
- 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;
- a proof of car or motorcycle insurance is mandatory, if you bring your vehicle (you do not need to change your number plate).

WITH YOU FOR YOUR LESSONS

VISUALS

- pictures of your family, your friends, your home, your city or town, your school or university
- a map of your city, a map of your region, tourist brochures
- paper money and coins from your country (if you come from outside the Eurozone)
- postcards, signs, posters
- menus, recipes, games

AUDIOVISUELS

- excerpts from television newscasts
- weather reports, TV commercials, video clips...

SONORES

- audio recordings of poems and nursery rhymes, stories and songs
- radio advertisements
- book readings
- karaoke DVDs

WRITTEN PRESS

- national and local press, weather reports, cooking recipes, horoscopes
- magazines for children and teens, comic strips, picture books
- advertising flyers, student newspapers, sports press
- programmes for shows, radio, television