



CULTURAL SERVICES
FRENCH EMBASSY
IN THE UNITED STATES

Online Application Instructions Teaching Assistant Program in France: 2022-2023

Please follow along with this document as you fill out your application. This guide will help you understand the application questions and program requirements.

ELIGIBILITY

Before starting your application, make sure you meet the program's eligibility criteria:

AGE: You must be between 20 and 35 years old on October 1, 2022, the start date of the 2022-2023 program. Applications from persons over or under the age limit will not be considered.

CITIZENSHIP: You must be a U.S. citizen or permanent resident. You must have a valid passport (and green card if you are a permanent resident).

French permanent residents of the U.S. and French-American dual citizens ARE eligible to apply, as long as you meet all other eligibility requirements.

If you are NOT a U.S. citizen or permanent resident, you may qualify for another country's equivalent program. More information on other programs can be found here: <https://www.france-education-international.fr/assistants-langue-france/pays-concernes>

EDUCATION: You must have completed high school plus at least three years of higher education by October 1, 2022. You must have completed the majority of your elementary, secondary and university studies in the United States.

ENGLISH LANGUAGE: You must be a native speaker of English.

PROFICIENCY IN FRENCH: You must be proficient in French.

If you do not have a university major or minor in French, you may still apply if you have developed at least a basic proficiency in French (approximately 3 semesters of college French as a general guideline) and/or if you have lived abroad in a Francophone country.

Students from all fields of study are encouraged to apply. However, all applicants should demonstrate solid French skills and an interest in education.

Before Beginning Your Application

Prepare the following items in advance. All hard-copy supplemental items must be scanned and saved as JPG, JPEG or PNG files. Crop and rotate images for viewing.

REQUIRED OF ALL APPLICANTS

- University Transcript**
Obtain an official transcript from your university registrar office (print-outs of unofficial online transcripts will NOT be accepted).
- Passport (valid through October 2023)**
Scan the photo/information page + signature page of your passport.
- Photograph of Yourself (Passport-Style)**
Must be taken against a white background and clearly show your face. Please crop photos you take yourself to the format of an official passport photo.
- Personal Statement in French (approximately 500 words)**
Write about why you want to be a Teaching Assistant in France (personal, academic, professional reasons). **DO NOT have your French corrected by anyone with knowledge of the French language (professors, friends, family).**
- Prepare Your Language Evaluation**
You must submit an outside evaluation of your French skills: **EITHER** a recommendation from a university French professor or teacher from the Alliance Française, **OR** scores from a standardized French-language test.
 - 1. First Option – University French professor / Alliance Française teacher:**
Contact the person to ask if he/she is willing to complete the TAPIF online language evaluation form for you. You will register this person in the online application and he/she will receive further instructions on how to access the recommendation form online.
 - 2. Second Option – Test Scores from a standardized French-language exam:**
Contact your local Alliance Française (<https://afusa.org/chapters-map/>) for more information about available exams, testing dates, costs, etc. Plan well in advance as testing sessions in the fall/winter tend to fill up quickly.
- Prepare Your Academic or Professional Letter of Recommendation**
Applicants must ALSO submit a recommendation from an academic or professional reference. This cannot be the same person who does your language evaluation. Contact the person well in advance of the application deadline to ask if he/she is willing to serve as your second recommender.

OTHER ITEMS

- U.S. Permanent Resident Card (if you are not a U.S. citizen)**
Scan the front of your currently-valid green card.

- Additional university transcripts (if necessary)**
If you attended more than one institution of higher education, obtain an official transcript from each school.

- Proof of Housing in France (OPTIONAL)**
If you are claiming proof of housing in France for the 2022-2023 academic year, you must provide a utilities bill or lease in your name or in the name of your host. If you are staying with a host, he/she must provide a letter stating that you can stay with him/her during the length of the program, plus a utilities bill or lease in his/her name.

Main Application Form

Complete this section of the application **IN FRENCH**. Do not translate proper names into French (i.e. university name, street address, state, etc.). **Remember to save your answers at the end of the form by clicking "Sauvegarder"**.

ETAT CIVIL

- A1** Last Name
- A2** First Name
- A3** Sex
- A4** Date of birth
You must be between 20 and 35 years old on October 1, 2022, the start date of the 2022-2023 program.
- A5** American nationality/citizenship status. *We ask about naturalized citizens since, if selected, your birth certificate translation requirements may differ.*
- A5.1** Do you have dual citizenship?
If so, please indicate your second (non-American) nationality here.
- A5.2** If you answered yes to A5.1 AND your second nationality is from an E.U. country, do you wish to work in France using your European Union citizenship?
- A6** Marital status (Single, Living with Partner, Married)
- A6.1** If you are married or living with your partner, is your spouse or partner also applying to the Teaching Assistant Program in France?
We try to place spouses and partners in the same region, but cannot guarantee the accommodation of such requests. Your chances of being placed in the same

Académie will be higher if both persons request a less sought-after region such as Amiens, Clermont-Ferrand, Limoges, Reims, or Rouen.

- A6.2** If you answered yes to A6.1, what is the name of your spouse/partner?

- A7** Do you have children?
If you plan to take a child with you to France, the school(s) where you work will not be responsible for finding the child a place in the local school system.

COORDONNEES

The postal address and telephone number provided here must **remain valid through October 1, 2022** (do NOT list a university address: if you are accepted to the program, very important paperwork may be mailed to this address over the summer). You must also provide a **personal** e-mail address (rather than a university e-mail address; .edu email addresses will not be accepted by our platform).

Notification of selection will be sent by e-mail to the address you provide in B7, so please list an e-mail account that you check regularly.

TAPIF is a youth mobility program. Applicants already residing permanently in France will NOT be given priority, and may be placed on the program waiting list for positions that may become available during the summer, depending on availability.

- B1** Address Line 1
- B2** Address Line 2
- B3** City
- B4** State
- B5** Zip Code



- B6 Country
- B7 E-mail address : please note that use of .edu emails is prohibited by our platform as they often lead to missed program emails and create confusion
- B8 Phone number (home)
- B9 Phone number (cell)

PROFIL D'ASSISTANT(E)

C1 Académies souhaitées – Preferred Geographical Location
 French school districts are called “Académies” and cover large regions of France. You may select up to three Académies of preference on your application, but **you may only choose one from each group (A, B and C)**. If you have no preference, write “NP” or leave the box blank.

Select ONLY ONE Académie from each group. This gives us a better chance of assigning you to your second or third choice region if your first pick is not available. In rare cases, we are unable to place candidates in one of their top three choices of Académie. If this happens, we use the information provided in the rest of the application file (hobbies and interests indicated by field of study, work experience, personal statement, etc.) to try to find another good fit for the applicant.

Candidates may be assigned anywhere within an Académie. We CANNOT take specific city requests into account.

Few assistants are assigned to the city bearing same name as the Académie. For example, the Académie of Toulouse is very large and only a small number of assistants are placed in the city proper of Toulouse. Many placements are in small towns and rural areas. The Académies of Aix-Marseille, Nice, Bordeaux, Montpellier, Toulouse and the “départements d’outre-mer” (DOMs) have many positions in rural locations where public transportation is limited.

Applications are considered on the understanding that if you are accepted to the program and confirm your participation, you will commit to the position offered, **wherever it may be located within the assigned region of France.**

Flexibility is HIGHLY ENCOURAGED!!!

Placement decisions are based solely on merit, so the most qualified applicants have the best chance of being assigned to their regions of choice. Placements depend on the number of requests received for an Académie vs. the number of positions available in that area. Certain regions are more “competitive” than others. The Académies of Paris, Lyon, Nice, and Strasbourg, for example, are popular choices with only a limited number of spots available.

Note regarding Paris: VERY FEW positions are located in the city proper of Paris. If you list “Paris” as one of your choices, you will be considered for all three Académies in the Ile-de-France region (Paris, Créteil and Versailles). Housing in the area can be hard to find and very expensive. Schools in the Paris region are rarely able to help assistants find housing. Making ends meet on the assistantship salary (€780 net per month) can be extremely difficult in and around Paris.



CHOOSE ONLY ONE ACADEMIE FROM EACH GROUP.

If you have no preference, write “NP” or leave the box blank.

Example 1

Choix 1: Besançon
 Choix 2: Lyon
 Choix 3: Poitiers

Example 2

Choix 1: Nancy-Metz
 Choix 2: NP
 Choix 3:

Example 3

Choix 1: NP
 Choix 2:
 Choix 3:

GROUP A	GROUP B	GROUP C
Amiens Caen Clermont-Ferrand Limoges Nancy-Metz Poitiers Reims Rouen	Aix-Marseille Bordeaux Corse Grenoble Lyon Nice Paris Region (Paris/Créteil/Versailles) Strasbourg Outre-Mer (Guadeloupe/Martinique) Outre-Mer (Guyane) Outre-Mer (Réunion)	Besançon Dijon Lille Montpellier Nantes Orléans-Tours Rennes Toulouse

C2 Contrats d'enseignement souhaités – Contract Preference

You may request the age group to which you would like to be assigned. We take these preferences into consideration but cannot guarantee that you will receive your choice of contract. Many more positions are available at the secondary level than at the primary level. All contracts have a 12-hour per week schedule that can be divided among up to three schools.

1D Primary School – 7 months (October 1, 2022 to April 30, 2023)

- Working with children aged 8-11 years old
- Assistant organizes oral activities on his/her own with small groups, or works alongside the teacher with the entire class present.
- Prior teaching experience preferred

2D Secondary School – 7 months (October 1, 2022 to April 30, 2023)

- Working with students aged 11-18 years old (collège, lycée)
- Assistant serves as a resource person in conversation groups, provides small group tutorials, facilitates English-language clubs, or works alongside the teacher with the entire class present
- No prior teaching experience required

NP No Preference

C3 Indicate if you are willing and able to assist in one of the following areas:

Art, Business-Management, Sustainable Development, History, Hospitality-Hotel Management, Sign Language (ASL or LSF), Literature, Math, Music, Science, Physical Education, Computers and Technology, Theater.

C4 During the 2022-2023 school year, would you be interested in teaching additional English-language courses during school vacations (for extra pay)? *By answering “yes” to this question, you are simply indicating your interest so that the Académie can contact you if they decide to offer this type of program (you would not be obligated to participate).*

C5 Would you be willing to work in a “zone d'éducation prioritaire” (ZEP)?

Implemented in 1981, the French government's “Zone d'Education Prioritaire” program designates schools in disadvantaged areas to receive additional resources in the spirit of equal opportunity.

**** If you would actively prefer teaching in a ZEP, please write a short note to this effect at the end of your statement of motivation (section F1) and we will flag your application for a ZEP placement.**

C6 What type of location assignment would you prefer? *Small town / rural area, Small- to Medium-sized city, Large city*

AUTRES RENSEIGNEMENTS

D1 Have you already participated in the Teaching Assistant Program in France?
If so, indicate your prior Académie assignment, level at which you taught, dates of participation, and French “numéro de sécurité sociale” (if you still know it).

D2 Do you already have a place to live in France for the 2022-2023 school year?
** Applicants are in no way required or expected to have already secured housing in France BEFORE applying to the program. This question is for informational purposes only and is entirely optional.*

*If you answer yes, proof of housing is **required**. This will not influence admission to the program and **will not be a decisive factor in your Académie assignment**. Placements are made solely on merit. If you are placed in the Académie where your housing is located, then the Académie administration will consider your proof of housing when making specific school/town assignments. Placement near your pre-arranged housing is **not guaranteed**.*

D2.1 Full name of host in France

D2.2 Street name and number

D2.3 Postal Code

D2.4 City

D2.5 Telephone number

PROFIL ACADEMIQUE

E1 Number of years you have studied French

E2 Your spoken French skills

E3 Your written French skills

E4-E6 Did you go to elementary / middle & high school / university in the U.S.?
If not, provide the name of school, location (country), and dates of enrollment.

E7 Name of your current university or the most recent university attended

E8 Number of semesters

E9 Dates of attendance

E10 Areas of study – Major (and minor if applicable)

E11 Type of degree obtained and date (or predicted date) of graduation

E12 Name of other university previously attended

E13 Number of semesters

E14 Dates of attendance

E15 Areas of study – Major (and minor if applicable)

E16 Type of degree obtained and date (or predicted date) of graduation

E17 Are you certified to teach in the United States?

If so, please provide the name of the state in which you have your certification.

E18 Are you certified to teach English as a Second Language (ESL)?

E19 What career would you like to pursue in the future?

E20 If you are no longer a student, what is your current occupation?

This section of the application must be completed **IN FRENCH**. Do not translate proper names into French (i.e. university name, etc.). Remember to save your work at the end of the section.

Statement of Purpose and Experience

- F1** Why do you want to be a Teaching Assistant in France?
(approximately 500 words)
*Apart from evaluating your motivations for the program, this text also helps us evaluate your current French language skills. **DO NOT have your French corrected by anyone with knowledge of the French language (professors, friends, family, etc.).***
- F2** Describe your experiences teaching or working with children or young people.
*Job Title and Name of Employer
Responsibilities
Dates
Hours/Week*
- F3** Have you traveled or lived abroad for more than 1 month outside of the U.S.?
*Location
Context (i.e. studying, tourism, work)
Dates*

Medical Report

To be completed by the applicant in English. Please note: this confidential information is required by French authorities and is not used in the TAPIF selection process.

Dependent Waiver

The dependent waiver outlines the terms and conditions of applying to the program if you intend on bringing dependents (spouse, partner, children, etc.) with you to France. All applicants must complete this form, even if you do not have dependents. Please enter your name and nationality, then electronically sign and date the form.

If you decide to bring dependents with you to France, it will be your responsibility alone to research rules for visas and other paperwork for accompanying persons.

Background Check

If accepted, you will be required to provide a copy of a federal-level background check (specifically, a Federal Identity History Summary) in order to finalize your recruitment with the Éducation nationale. In this case, you will receive more information on this process in late spring/early summer of 2022. We ask candidates to self-report the state of their Federal Identity History Summary during the application process only to better advise you in the event of arrests or charges appearing on your record, especially if you have concerns about the

seriousness of the charge. In no case will the information you self-report to us about your background check be used as an evaluation criteria of your application.

Attestation and Signature

This section of the application provides the terms and conditions of applying to the Teaching Assistant Program in France. It also explains your responsibilities should you participate, and attests that you will provide proof of a clean (or otherwise acceptable) criminal record to the Embassy in order to secure your position in a school in France. Please electronically sign and date the form. This section is required for all applicants.

Supplemental Items Upload

Files must be uploaded one at a time (browse and upload each document separately). All files must be in JPG, JPEG, or PNG format. PDF files are acceptable for the university transcript only. Maximum file size is 4MB. Crop and rotate all images.

REQUIRED ITEMS

University Transcript

You must provide an official transcript from every college/university you have attended. If courses/grades/credits from transfer institutions appear on your home university transcript, then you do NOT need to submit a separate transcript from the transfer institution. If you studied abroad, a separate transcript is required only if the study abroad courses/grades/credits do not appear on your home university's transcript.

Request an official copy of your transcript from your university registrar, then scan and upload the document to your application. If your transcript is issued in a sealed envelope, you may break the seal in order to scan the transcript; we will still consider the document official. Print-outs of non-official online transcripts and hard-copy transcripts mailed directly to the Embassy will NOT be accepted.

PDF files are acceptable for the university transcript only.

Scan of Passport (valid through October 2023)

Scan and upload the first photo/information page + signature page of your passport. If you are a permanent resident of the U.S., you must scan and upload the ID pages of your passport from your country of citizenship here.

Photograph of Yourself (Passport-style)

Must be taken against a white background and clearly show your face. You may take the photo yourself with a digital camera, but must crop it to the format of an official passport photo (from the top of your head to your shoulders). **Scan of U.S. Permanent Resident Card (Required for non-U.S. citizens)**

If you are a permanent resident of the United States but do not have U.S. citizenship, you MUST include a scan of your green card here. Your application will not be reviewed unless you upload both a scan of your passport from your country of citizenship and your U.S. Permanent Resident Card (green card).

OPTIONAL ITEMS

Additional University Transcript 1 & 2

If you attended more than one university, upload additional transcripts here.

Proof of Housing in France (letter from host)

If you are claiming proof of housing in France (question D2), you MUST upload a letter from your host stating that he/she will house you for the length of the 2022=2023 TAPIF program. *This letter is not required if the French utilities bill or lease is in your name.*

Proof of Housing in France (utilities bill or lease)

If you are claiming proof of housing in France, you must upload a utilities bill (i.e. gas/EDF bill) or lease in your name, or in the name of your host.

Other Use this area to upload any additional documents or pages. **If you are selected, you will be required to provide proof of a clean criminal record by uploading an FBI background check to this section. You will be sent instructions on how to obtain this document in April or May.**

Recommendations/Language Evaluation

You must submit one language evaluation AND one general letter of recommendation with your application.

1. The language evaluation can be either:

A letter of recommendation attesting to your French skills, written by a university French professor or teacher from the Alliance Française.

OR

Scores from an official standardized language test like the TCF, TEF, DELF or DALF.

2. The general recommendation can be from an academic or professional reference, attesting to your skills and personal qualities.

Sign and date the honor statement on the main recommendation page and click "Sauvegarder." Then use the drop-down menu to select which method you will be using for the language evaluation. Once you select your method and click the "page suivante" button, you will be taken to the appropriate registration page.

If you choose the first recommendation method (1 language evaluation from a university French professor or teacher from the Alliance Française + 1 general recommendation from an academic or professional reference):

Complete the registration section for each recommender using the person's name and e-mail address. We prefer that you register the French-language evaluator in the 1st spot, and the general reference in the 2nd spot (the actual recommendation forms are the same, however, so it's ok if you accidentally do it the other way around). Each recommender will be sent an automated e-mail containing instructions on how to access the recommendation form online. The instructions e-mail and recommendation form are both in English. **Recommenders may write their responses in either English or French.**

You will receive an automated e-mail once each recommender submits their recommendation. You will not be able to submit your application until both recommenders have successfully submitted their recommendations.

If you choose the second recommendation method (scan of test scores + 1 recommendation from an academic or professional reference):

Scan the test results page from the TCF, TEF, DELF or DALF and upload the file to the box at the top of the page. Then complete the registration section for your academic or professional reference using the person's name and e-mail address. The recommender will be sent an automated e-mail containing instructions on how to access the recommendation form online. The instructions e-mail and recommendation form are both in English. **The recommender may write his/her response in either English or French.**

You will receive an automated e-mail once your recommender submits his/her recommendation. You will not be able to submit your application until your recommender has successfully submitted his/her recommendation.

Please make sure you enter the correct e-mail addresses for your recommenders.

You may check the status of your recommendation(s) by visiting the "Recommendations/Language Evaluation" tab.

If your recommendation is incomplete, you will still see the button beneath the person's registration area that says "Renvoyer le courriel d'instruction à cette personne".

If your recommendation is complete, you will see a red time-stamped confirmation message below the person's registration area.

If you need to change your method of language evaluation, use the drop-down menu at the bottom of the page to access the other method's page.

Payment

The application fee for the Teaching Assistant Program in France is \$80 and is **non-refundable**. You must pay this fee online using a **credit or debit card**. You will see 'MCUFEU' on your bank statement after paying this fee.

Complete the payment form using the card holder's information and click "Payer." **Please be patient and CLICK ONLY ONCE**. When your transaction is approved, you will be taken to a confirmation page. You may print this page for your records. After your payment has gone through, you must return to the application to finish the application process. **PAYING THE APPLICATION FEE DOES NOT AUTOMATICALLY SUBMIT THE APPLICATION.**

Application Inspector

You must run the Application Inspector before submitting your application. This will check your application for missing elements and tell you if any required sections or questions remain incomplete.

If you are missing a required element, you must return to complete it before you can submit. Remember to save the section in question after you are done fixing the missing element. You must then re-run the Application Inspector and get the "ok" before continuing on to the "Submit Application" section.

Submit Application

Once the Application Inspector verifies your application as complete, the "Envoyer" button will appear active on this page (the button will show as inactive until you have completed all sections and received the go-ahead from the Application Inspector).

Click "Envoyer" to fully submit your application. **A timestamp will confirm that your application was successfully submitted, and you will also receive an automated e-mail confirmation at the e-mail address you provided for question B7. Make sure to double check your spam folder for this confirmation if you do not receive it.** The Application Deadline is **January 15, 2022**.

Notification of selection will be sent by e-mail in April 2022.

Notes

Unsolicited materials uploaded to your application (i.e. resumes, additional recommendations, etc.) will not be considered during the review of your application.

All payments are non-refundable, even for candidates who do not submit applications in the end.

Applications submitted to the Teaching Assistant Program in France become the property of the Teaching Assistant Program in France. Your application and accompanying uploaded materials will not be sent back to you, nor will they be copied or forwarded to another party on your behalf.

All selected applicants will be required to submit a Federal Identity History Summary (background check) in summer 2022. This is a requirement of the French educational authorities. The French educational authorities reserve the right to modify selection decisions based on the candidate's Identity History Summary.

IMPORTANT

Your application is not complete until you run the Application Inspector and click the active "Envoyer" button in the Submit Application section.

To confirm that your application has been successfully submitted, make sure you see a timestamped confirmation message on the Submit Application page AND check that you receive the automated confirmation message at the e-mail address provided for question B7 (make sure to double check your spam folder for this confirmation if it does not appear in your inbox).

If you have any doubts as to whether or not your application has been successfully received by the program, please send an e-mail to:

teaching-assistant-program@frenchculture.org