

# Le Lycée Français de Los Angeles

**WELCOME TO LOS ANGELES and LE LYCÉE FRANÇAIS!**

The information in this brochure is provided for information purposes only and in no way engages the responsibility of Le Lycée Français de Los Angeles.

**⚠ We advise you to arrive with sufficient funds to cover your moving-in costs and living expenses. Your salary will be paid on the 26<sup>th</sup> of each month, starting in September.**

## EMPLOYMENT CONTRACT

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Le Lycée Français de Los Angeles, from the *Petite Section* (Preschool) to *Terminale* (12<sup>th</sup> grade), is accredited by the French Ministry of Education and the Western Association of Schools and Colleges. If you are from France and part of *L'Education Nationale*, you will be *en détachement* or *en disponibilité* until you are granted a *détachement*, which will be retroactive. Your career will continue to unfold normally (seniority, rating, support and educational training, career appointments, etc.). You may contribute to the MGEN and the National Education pension fund at your own expense if you wish.

Your annual Employment Contract is subject to California law.

As a reminder, the vaccination schedule against Covid must be complete (2 vaccines + 1 booster). A copy must be sent to our Covid Compliance Officer, Mr. Sergio Parreira, **before your arrival**: [sergioparreira@lyceela.org](mailto:sergioparreira@lyceela.org)

Please note there is a 9-hour time difference with France.

## DISPONIBILITÉ/DÉTACHEMENT

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The *détachement* request should be made as soon as the teacher has his/her signed contract. It is best to avoid *disponibilité*, which is not necessary if the teacher makes his/her request for *détachement* in a timely manner.

Please send two copies of your application to:

Mme Anne Schoof  
Ambassade de France  
Service des Etablissements Scolaires  
4101 Reservoir Road, NW  
Washington, D.C. 20007 USA

Also, send a PDF copy by email to [coord.aefe@ambafrance-us.org](mailto:coord.aefe@ambafrance-us.org)

# Le Lycée Français de Los Angeles

## J-1 VISA / J-2 DEPENDENT VISA

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Foreign nationals are recruited and may benefit from a J-1 visa. **ONLY THOSE TEACHERS HIRED BY LE LYCÉE FRANÇAIS DE LOS ANGELES ARE OFFERED A J-1 SPONSORSHIP.**

Our Visa Department provides the necessary documents and information once the Employment Contract is signed.

**Upon issuance of your Form DS-2019, you will be sent the J-1 VISA BOOKLET, with step-by-step instructions on the J-1 visa process, American Social Security card, and California Driver's License. Please read the documentation carefully.** All questions regarding visas should be addressed to [visas@lyceela.org](mailto:visas@lyceela.org).

**⚠ Use only Internet Explorer 11 or higher, Firefox, or Google Chrome 58 when completing your DS-160 Non-Immigrant Visa application. Safari and Microsoft Edge are *not* supported.**

1. Complete the J-1 Questionnaire from our Visa Dept. and email it back in the same MS Word format, no PDFs.
2. Read the **J-1 VISA BOOKLET**.
3. Receive your ORIGINAL DS-2019 with a "wet" signature by FedEx. **⚠ You must safeguard this ORIGINAL document as you would your passport and travel with it when you enter and exit the U.S.** Without this ORIGINAL DS-2019, you may be detained or denied entrance to the U.S.
4. Pay the I-901 fee by internet (about \$220). **⚠ Keep a copy of your receipt; you will need it later.**
5. Complete the DS-160 with photos and pay the fee (\$160.00). **⚠ Keep this receipt as well.**
6. Make an appointment with the United States Embassy. You may do so at the end of the DS-160 Form. Go to [www.Travel.State.gov](http://www.Travel.State.gov) to find a list of U.S. Embassies worldwide. In Paris: 2 avenue Gabriel, 75008 Paris Tel: 01-43-12-22-22.
7. Proceed to the Embassy to have your interview. You will receive your passport back with the J-1 visa in about a week. You may be able to arrange to pick up your passport as well.

The U.S. Department of State Official Website: [www.travel.state.gov](http://www.travel.state.gov)

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## CHRONOLOGICAL ORDER: WHAT TO DO WHEN YOU ARRIVE

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### **1. UPON YOUR ARRIVAL ON AMERICAN TERRITORY**

Inform our Visa Department of your arrival in the United States. Send your arrival date as soon as you have booked your plane ticket to [visas@lyceela.org](mailto:visas@lyceela.org). Also, contact Mrs. Michelle Magnier: [magnier@lyceela.org](mailto:magnier@lyceela.org).

### **2. DWELLING/LODGING**

We advise you to find temporary accommodations for your arrival and then, once here, begin your search for your new home.

**⚠ Reminder: Do not send money from France for your temporary lodging (except to KNOWN AND TRUSTED sites such as Airbnb and Booking.com)**

California Landlords traditionally require First and Last Month's Rent, plus a Security Deposit equivalent to one month's rent. Your first salary payment is made on the 26th of each month, starting in September. Please investigate the current marketplace for apartment/housing availability and pricing (i.e., rent), and arrive with funds to secure lodging. You might find a roommate among your colleagues at Le Lycée or take over an apartment from a former teacher.

#### **APARTMENTS FOR RENT:**

Prices for the apartments next to Le Lycée are approximately \$1,700 for a studio or \$2,000 for one bedroom.

**⚠ DO NOT SEND MONEY FROM FRANCE TO RENT/LEASE AN APARTMENT. VISIT IN PERSON!**

- Terraces at Westside: 310-838-8527
- The Diplomat: 310-815-3843
- Boca Raton Apartments: 310-841-2229 / 310-837-1935
- Rosewood: 310-204-4248
- Woodcliff: 310-559-1718
  
- Roommate websites [www.roomates.com](http://www.roomates.com)
- [www.westsiderentals.com](http://www.westsiderentals.com) (a few free ads, but then you pay to access the file)
- [www.craigslist.com](http://www.craigslist.com) - click on Los Angeles - house and condo, etc.
- [www.zillow.com](http://www.zillow.com)
- [www.frenchmorning.com](http://www.frenchmorning.com)

We advise you to find temporary accommodations for your arrival and then, once here, begin your search in person for an apartment.

- Once your rental lease is signed, you cannot withdraw.

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- The city of Los Angeles is spread out; wait to know on which campus you will be assigned before signing a lease.
- **Short term rentals:** Hotels.com / Booking.com / Airbnb.com / Vrbo.com

### **3. VALIDATE YOUR VISA PROGRAM**

Please make an appointment with Mrs. Cooper-Finnigan, Alternate Responsible Officer in Charge of Visa Services in our Visa Department, to **VALIDATE** your VISA PROGRAM.

You must do this before applying for the American Social Security or California Driver's License, etc.

Also, you will have to wait ten (10) days after your arrival in the U.S. Be sure to go to the Official Website of the Department of Homeland Security to print out your I-94 form: <https://i94.cbp.dhs.gov/i94/>.

Mrs. Cooper-Finnigan will welcome you by appointment, starting August 15th, 2022. Contact her at [visas@lyceela.org](mailto:visas@lyceela.org) / 310-836-3464 ext. 325.

Bring the following documents with you to your appointment with our Visa Dept.:

1. Passport with visa
2. Form DS-2019
3. Form I-94
4. Proof of valid French health insurance, including supplemental, MGEN, April, etc.

### **4. OPENING A LOCAL BANK ACCOUNT**

Please, note that most banks will not allow you to open an account until you have obtained your Social Security Number (SSN). However, we have an understanding with Chase Bank, next to Le Lycée only, so you may open an account as soon as you arrive, even without a social security number.

Also, you can present your Employment Contract and give the phone number of Le Lycée (310-836-36464 ext. 314 or 312), which will confirm your employment.

Chase Bank, 10701 W. Pico Blvd Floor 1, Los Angeles (Mr. Tyler J. Lawrence)

Your monthly salary will be paid directly to your local bank account starting in September on the 26th of each month.

### **5. PHONE**

- You will need to have a U.S. phone number.
- You may choose from: T-Mobile, Spectrum (no-contract), Mint, Ultra Me, and AT&T (a little more expensive, but you can combine it with other services like T.V. or internet), amongst others.

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- Rates vary from one company to another depending on your needs and the length of the contract.

## **6. SOCIAL SECURITY ADMINISTRATION ([www.SSA.gov](http://www.SSA.gov))**

**ATTENTION:** Your Social Security Number (SSN) in the USA is NOT medical coverage as it is in France. It is your personal, unique identification number for taxes, credit cards, etc.

**⚠ Please memorize your Social Security number and keep your card in a safe place, but not on your person. You may be asked for your SSN's last four (4) digits, but NEVER the whole number. In the U.S., no one legitimate or official will ever call YOU to ask for personal information.**

You must wait ten (10) days after you enter the U.S. before you can make an appointment with the SSA. Also, during that period, you must have your Visa Program Validated at our Visa Dept. They will send you detailed information on obtaining a Social Security Number. You will need this number to get paid within the American payroll system. To make an appointment, you will need a U.S. phone number. [www.ssa.gov](http://www.ssa.gov)

With your Employment Contract and your Visa, you can obtain your Social Security number with an appointment. Locate an SSA office at [www.SSA.gov](http://www.SSA.gov). The location is based on your Zip Code.

If your spouse wishes to work, they must apply for an Employment Authorization Document (EAD) (work permit) from USCIS: <https://www.uscis.gov/>.

## **7. FINGERPRINTING**

You are required to get fingerprinted to work in a school. Please fill out the REQUEST FOR LIVE SCAN SERVICE form and submit it as soon as possible: [employment@lyceela.org](mailto:employment@lyceela.org)

Official Live Scan Fingerprinting service is scheduled at Le Lycée Français de Los Angeles during New Teacher Orientation Days: Thursday, August 18th, 2022. Le Lycée will pay the fee.

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## FEES PAID BY LE LYCÉE FRANÇAIS DE LOS ANGELES FOR THE EVs

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1. **DS-2019 Fee:** \$2,000-\$4,000. Since the School has its own visa program, we gift the fee to the EVs we hire.
2. **Fingerprinting Fee:** \$97 (paid directly to Live Scan.)

## FEES EXCHANGE VISITORS MUST PAY

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1. **I-901 Fee:** \$180 (payable directly on the FMJ website.)
  2. **DS-160 Fee:** \$160 (payable directly on the CEAC website.)
  3. **Lodging:** Temporary lodging and Permanent Dwelling
  4. **Utilities:** Power, Cable, Internet. Water is often included in the rent.
  5. **Transportation:** Most EVs can walk to school, carpool, or arrange their own way.
  6. **Food:** EVs are offered a discounted lunch ticket rate. Each nutritious and delicious luncheon is prepared fresh daily by our international chefs.
  7. **Professional Clothing:** The School has a professional clothing exchange and points them to moderately priced stores. All EVs are gifted Le Lycée-branded Spirit Wear: t-shirt, sweatpants, jacket, and cap.
  8. **Taxes:** As a general rule, all employees, including French Nationals, Foreign Nationals, and J1, J2, and H1B workers, are subject to regular deductions for all fees and taxes, including Federal, State, and Disability (SDI), Medicare, and Social Security. Taxation changes depending on each individual's declared tax status, and tax laws and rules can change without notice and, at times, work retroactively. It is up to each individual to seek information and clarification from their own tax preparer. Additionally, upon arrival to the United States and while working at Le Lycee, you may qualify for exceptions to the tax rules, which cannot be guaranteed in advance. As for J1 and J2 visa holders, the U.S. State Department discourages Sponsors from commenting, speculating, or advising on tax status.
  9. **Health Insurance:** The School offers each Employee the opportunity to opt into the School's Health Insurance Program with Anthem Blue Cross. The School pays 75% of the premium for the Employee Only. Employees pay the remaining 25% for themselves and 100% for any dependents. Since the effective date is November 1st of each year, the School also requires EVs to provide health insurance from their home country, as per [22 CFR 62.14]. They must also sign a STATEMENT OF COMPLIANCE FOR HEALTH INSURANCE, which assures that the EV will maintain the required health insurance for themselves and any J-2 dependents for the length of stay in the U.S.
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## MORE INFORMATION

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### **CAR**

The minimum age to rent a car is 21 in most U.S. states. You may use a rented or borrowed car with proof of insurance to take the driving test. You can get your Driver's License after making an appointment with the DMV (<https://www.dmv.ca.gov/portal/appointments>, choose Santa Monica or Culver City).

A driver's license is essential since it is also your identification card. The questions can be tricky; you can practice "Free DMV Tests" online. The written portion of the test can be taken in French.

**With your French driver's license, you can only drive for three (3) months after arrival in the U.S.**

If you have a car, be careful parking: read the signs carefully, they are often difficult to understand, and there are "Street Cleaning" days. Even if you feed coins into the parking meter, check if it's a street cleaning day. Always park in the direction of traffic. Never cross outside the pedestrian crossing; it's an Eighty-Five Dollar (\$85) minimum fine.

If you buy a used car, ask the seller to provide, at his own expense, the "Smog Check" certificate. If the vehicle does not pass this test, you cannot drive it.

Remember to bring a certificate from your French insurance, translated into English, to get insurance for your vehicle.

### **PUBLIC TRANSPORTATION**

[www.bigbluebus.com](http://www.bigbluebus.com)

[www.metro.net/riding/maps](http://www.metro.net/riding/maps)

### **TAXATION**

As a general rule, all employees, including French Nationals, Foreign Nationals, and J1, J2, and H1B workers, are subject to regular deductions for all fees and taxes, including Federal, State, and Disability (SDI), Medicare, and Social Security.

Taxation changes depending on each individual's declared tax status, and tax laws and rules can change without notice and, at times, work retroactively. It is up to each individual to seek information and clarification from their own tax preparer. Additionally, upon arrival to the United States and while working at Le Lycee, you may qualify for exceptions to the tax rules, which cannot be guaranteed in advance. As for J1 and J2 visa holders, the U.S. State Department discourages Sponsors from commenting, speculating, or advising on tax status.

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## **TUITION for J-2 DEPENDENT CHILDREN**

J-2 Visa Dependent Children who qualify (grade report from the previous school, age, and space availability) may be eligible for some Le Lycée Financial Aid, which begins in grade K-2. All others, including H-1B visa holders, Permanent Residents, and U.S. citizens, pay tuition and fees for their children.

## **DRESS CODE: (Conservative, Professional Attire)**

Please read Le Lycée Français de Los Angeles' Employee Handbook (attached to your contract). Please sign the acknowledgment of receipt and send it to the following address: [employment@lyceela.org](mailto:employment@lyceela.org)

## **HANDY CONTACTS**

[www.france-amerique.com](http://www.france-amerique.com)

[www.frenchdistrict.com](http://www.frenchdistrict.com) French District Southern California ([california-sud@frenchdistrict.com](mailto:california-sud@frenchdistrict.com))

[www.consulfrance-losangeles.org](http://www.consulfrance-losangeles.org)

[www.meetup.com/alliance-francaise-de-los-angeles/](http://www.meetup.com/alliance-francaise-de-los-angeles/)

[www.losangelesaccueil.org](http://www.losangelesaccueil.org)

## **STORES**

Thrift Shop: Goodwill for used furniture, dishes, etc.

Grocery Stores: Trader Joe's, Vons, Pavillion, Ralphs, Whole Foods, Albertsons, Costco (requires membership)

Pharmacies: CVS, Rite Aid, Walgreens (vaccination service on-site)

Clothing and Home: Ross Dress for Less, Homegoods, Marshalls, Big Lots, Target (comparable to Monoprix)

Department Stores: Macy's, Nordstrom's, Bloomingdale's (more expensive)

## **HEALTH**

French-speaking doctors:

**Dr. Maurice LEVY**  
1125 Beverly Dr.  
Los Angeles CA 90035  
Tel: 310-556-8200

**Dr. Maurice DARVISH**  
11611 San Vicente Blvd  
Los Angeles CA 90049  
Tel: 310-820-0013

**Dr. Michel MAZOUZ**  
1125 Beverly Drive #730  
Los Angeles CA 90035  
Tel: 310-201-0626

We advise you to bring a small emergency supply of your regularly used pharmaceutical products from France.



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## **MEDICAL INSURANCE**

J-1 visa holders and their J-2 dependents are required by the Exchange Visitor Program to enter the program with health insurance from their home country, as specified on the Form DS-2019 and in the Exchange Visitor Program regulations, 22 CFR Part 62.14.

Each October, the enrollment period begins for the Lycée Health Insurance Plan. November 1st is the effective date. It is made available to all qualified employees, with 75% of the premium paid by Le Lycée for the Employee Only and 25% paid by the Employee. The Employee pays in full for their dependants, and Le Lycée does not in any way contribute to outside health plans.

## **URGENT CARE**

4560 Admiralty Way, Suite 100, Marina del Rey, CA 90292  
9440 Santa Monica Blvd. #406, Beverly Hills, CA 90210  
1010 N. Sepulveda Blvd, Manhattan Beach, CA 90266

Tel: 310-827-3700  
Tel: 310-275-1976  
Tel: 310-376-6262

## **EMERGENCY NUMBER - 911**

For the Fire Department, Police, or Ambulance, **dial 911.**

Contact at Le Lycée Français upon your arrival:

Mrs. Michelle Magnier: [magnier@lyceela.org](mailto:magnier@lyceela.org)