

Le Lycée Français de Los Angeles

Welcome to LA & Le Lycée Français de Los Angeles!

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 (at least two months rent + daily living).
Your salary will be paid on the 26th of each month, starting in September. ⚠

EMPLOYMENT CONTRACT

Le Lycée Français de Los Angeles, from the *Petite Section* (Preschool) to *Terminale* (12th grade), is accredited by the French Ministry of Education and the Western Association of Schools and Colleges. 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.

Please note there is a 9-hour time difference with France, but please pay attention to [Daylight Saving Time](#) when parts of the U.S., including California, lose (“Fall Back”) or gain an hour (“Spring Forward”).

DISPONIBILITÉ/DÉTACHEMENT

The *détachement* or disponibilité request should be made as soon as the teacher has his/her signed contract.

Please send two copies of your application to

Mme Anne Deblaciat
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

J-1 VISA / J-2 DEPENDENT VISA

Foreign nationals are recruited and may benefit from a J-1 visa. **ONLY TEACHERS ARE OFFERED A J-1 SPONSORSHIP.**

Our Visa Department provides the necessary documents and information—free of charge to those J-1 teachers the School hires—once the Employment Contract is signed.

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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.

⚠ 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 signed DS-2019 via email. Print, sign, and **safeguard this now signed document as you would your passport and travel with it when you enter and exit the U.S.** Without this signed DS-2019, you may be detained or denied entrance to the U.S.
4. Pay the I-901 fee by internet (\$220). ⚠ Keep a copy of your receipt; you will need it later.
5. Complete the DS-160 with photos and pay the fee (\$185.00). ⚠ 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 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

CHRONOLOGICAL ORDER: WHAT TO DO WHEN YOU ARRIVE

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.

Also, contact Mrs. Michelle Magnier magnier@lyceela.org.

PS: The school administration will be closed from July 29th, 2024, to August 16th, 2024.

2. DWELLING/LODGING

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

TEMPORARY ACCOMMODATIONS/SHORT TERM RENTALS: Hotels.com / Booking.com / Airbnb.com / Vrbo.com. We advise you to find temporary accommodation for your arrival and then, once here, begin your search for an apartment in person.

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

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California Landlords traditionally require the 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.

- Once your rental lease is signed, you cannot withdraw.
- The City of Los Angeles is spread out; wait to know which campus you will be assigned to before signing a lease, but understand that the campus can change. All campuses are anywhere from a block (at the shortest) to six miles (at the longest) away from each other.

APARTMENTS FOR RENT: Prices for the apartments next to Le Lycée are at least \$2,000 for a studio or \$2,500 for one bedroom.

⚠ DO NOT SEND MONEY FROM YOUR HOME COUNTRY i.e., FRANCE TO RENT or 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
- www.westsiderentals.com (a few free ads, but then you pay to access the file)
- www.craigslist.com - click on Los Angeles - house and condo, etc.
- www.zillow.com
- www.apartments.com
- www.frenchmorning.com

UTILITIES: Prices depend on the apartment size, location, and service provider. Please find below a general range of costs from a few service providers.

- Mobile Phone: \$15 [Mint Mobile](#) to \$100 [Verizon](#). Often, EVs retain their foreign mobile service and use it instead of acquiring an American phone number/service.
- Power: \$85 - \$200. [Department of Water & Power \(DWP\)](#)
- Water: \$25 - \$150 [Department of Water & Power \(DWP\)](#)
- Gas: \$10 - \$20 – [So. Cal Gas Company](#)
- Internet: \$40 - \$150. [Spectrum](#) offers fast and reliable Internet, mobile, TV, and home phone services. // [Frontier](#) offers internet and home phone services.
- TV Cable: \$50 - \$250. [Spectrum](#) offers fast and reliable Internet, mobile, TV, and home phone services.
- Streaming Services: [Netflix](#): \$6.99 - \$22.99/mo // [Apple TV+](#) \$9.99/mo. // [Hulu](#): \$7.99/mo.

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Note: You can often get a discount by bundling TV cable, phone/mobile phone, and streaming services.

3. VALIDATE YOUR VISA PROGRAM

Please make an appointment with Mrs. Cooper-Finnigan, the 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. That's why it is so important to arrive early.

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 19th, 2024. Contact her at 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, close to Le Lycée only, so you may open an account as soon as you arrive, even without a social security number.

You can present your Employment Contract and give the phone number of Le Lycée (310-836-3646 ext. 314 or 312), which will confirm your employment.

Chase Bank, 10701 W. Pico Blvd Floor 1, Los Angeles (ask to meet a financial consultant to open a bank account).

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

As a reminder, please bring enough money to cover your first installation costs (rent, deposit, etc.)

5. PHONE

- It will be easier if you get a U.S. phone number. Many foreign nationals choose only to use their local international mobile number, but please know U.S. government agencies and companies will not or cannot call international numbers.

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- You may choose from T-Mobile, Spectrum (no-contract), Mint, Ultra Me (no-contract), and AT&T (a little more expensive, but you can combine it with other services like T.V. or Internet), amongst others.
- Rates vary from one company to another depending on your needs and the length of the contract.

6. **SOCIAL SECURITY ADMINISTRATION** (www.SSA.gov)

ATTENTION: Your Social Security Number (SSN) in the USA is NOT medical coverage as it is in France. It is your 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 legitimate person or official will EVER CALL YOU to ask for personal information. If you have any questions or concerns, please ask a trusted colleague or the Administration at the School.

You must wait ten (10) days after entering the U.S. before making 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 be paid by the American payroll system. To make an appointment, you will need a U.S. phone number. www.ssa.gov

You can obtain your social security number by appointment with your employment contract and visa. Locate an SSA office at www.SSA.gov. The location is based on your Zip Code.

If your spouse wishes to work, he/she must apply for an Employment Authorization Document (EAD) (work permit) from USCIS: <https://www.uscis.gov/> after activating his/her J2 visa. This process generally takes several months (between one to three months or longer), and the school does not intervene in these personal procedures.

7. **FINGERPRINTING**

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

The official Live Scan Fingerprinting service is scheduled at Le Lycée Français de Los Angeles during the New Teacher Orientation Days, which will be held on Thursday, August 22nd, 2024. Le Lycée will pay the fee.

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MORE INFORMATION

CAR

The minimum age to rent a car is 25 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.

When 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; you risk a fine.

If you buy a used car, ask the seller to provide, at his own expense, the "Smog Check" certificate. You cannot drive if the vehicle does not pass this test. Also, if you buy this car from a garage, do not forget to ask them for a guarantee of at least three months.

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

Regarding car rental, you can also go through the "Turo" application (it is better to create an account beforehand because a certain period is required before use).

PUBLIC TRANSPORTATION

See separate document [LA LOCAL TRANSPORTATION](#) for detailed information.
www.bigbluebus.com // 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 Lycée, 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, i.e., Le Lycée, from commenting, speculating, or advising on tax status.

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Also, see [J-1 VISA PROGRAM FEES](#) for more details.

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
As students wear a uniform, teachers must wear classic professional attire (no jeans, shorts, tank tops, short skirts, etc.)

HANDY CONTACTS

www.france-amerique.com

www.frenchdistrict.com French District Southern California (california-sud@frenchdistrict.com)

www.consulfrance-losangeles.org

www.meetup.com/alliance-francaise-de-los-angeles/

www.losangelesaccueil.org

Facebook pages: Les Frenchis à L.A., Français de Los Angeles, Le Cercle des Français à Los Angeles.

STORES

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

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

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 emergency supplies of your regularly used pharmaceutical products from France.

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Dentists:

Dr. Marc Chemla

435 N. Bedford Drive #410.
Beverly Hills, CA 90210
Tel: 310-275-1188

Dr. Samuel Lasry

1125 S. Beverly Dr #750
Los Angeles, CA 90035
Tel: 310-734-7705

URGENT CARE

- 9726 Venice Blvd, Culver City, CA 90232 Tel: 310-202-1300 (7/7 – 9:00 am to 9:00 pm)
- 4560 Admiralty Way, Suite 100, Marina del Rey, CA 90292 Tel: 310-827-3700
- 9440 Santa Monica Blvd. #406, Beverly Hills, CA 90210 Tel: 310-275-1976
- 1010 N. Sepulveda Blvd, Manhattan Beach, CA 90266 Tel: 310-376-6262

EMERGENCY NUMBER - 911

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

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 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 dependents, and Le Lycée does not in any way contribute to outside health plans.

Contact at Le Lycée Français upon your arrival:

Mrs. Michelle Magnier: magnier@lyceela.org