

Foreign students residing in Val d'Oise (95), in Hauts de Seine (92) and in Paris (75) do not need to apply for a temporary work permit (APT) if their internship is mandatory and required for obtaining their degree. However, the internship must be approved with an agreement form ("*convention de stage*") signed by ESSEC, the employer, and the student.

Students residing in other departments such as 78 or 94 should inquire at their local Labor Office (D.D.T.E.F.P.).

The department you live in can be determined by the first two digits of the postal code of your address in France. For example if your postal code is 95801, your department is 95.

For the list of local Labor Offices (D.D.T.E.F.P) visit the online web address: <http://www.travail.gouv.fr> → *Adresses utiles* → in the roll-down menu go to "*Vos interlocuteurs en région*" and on the map click on "**Ile-de-France**".

The exemption is **only applicable for internships approved with an agreement form**, and may not be applied to other types of work.

For this reason, if you cannot obtain an internship agreement from an employer that satisfies your university's requirement (for example, you work part-time as a bartender), depending on your nationality you may have to apply for a temporary work permit (APT).

A temporary work permit (APT) is a type of work permit required for working while you are still a student. This document is not the same as the residence permit; however it is only obtainable with a valid residence permit and a valid passport.

The temporary work permit must be obtained prior to your first day of work.

1. Who must obtain a temporary work permit?

- All students who are not citizens of the countries listed below, amongst exemptions.
- Students who do not have an internship agreement ("*convention de stage*")

Those exempt from the temporary work permit include:

- Citizens of the European Union countries prior to May 1st, 2004.
- Citizens of the European Economic Zone: Austria, Belgium, Denmark, Finland, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, as well as the United Kingdom and Switzerland.
- Citizens of Andorra and Monaco.
- Students who are not paid or those who earn less than one-third of the French minimum wage (SMIC).

2. What are the requirements?

- You must hold a valid temporary residence permit for students (*carte de séjour mention "étudiant"*) or at least a valid renewal "*récépissé*" and a valid passport.
- You must be enrolled at an academic institution that entitles you to the student social security.
- You must have a work contract.

Note : The temporary work permit is delivered for one specific company and for a limited number of working hours.

3. How to apply?

In order to apply for the *APT*, you must present the following documents to the Labor Office, le "*Direction Départementale du Travail, de l'Emploi et de la Formation Professionnelle*", *D.D.T.E.F.P.*, **near your place of residence in France:**

- A copy of your ESSEC student card and enrolment certificate.
- A copy of your passport and residence permit.
- A copy of your work contract stating number of working hours per week or per month.
- A stamped, self addressed envelope.
- A very simple letter explaining your request for the *APT* (optional).

If you reside in Cergy (95), France, send your application and documentation to:

D.D.T.E.F.P

Service de la Main d'œuvre étrangère

Immeuble de l'Atrium

3, boulevard de l'Oise

95014 Cergy

*This office is a 5-minute walk from ESSEC. You may contact them by telephone at 01 34 35 49 49.

If you reside in Paris (75), France, send the application to:

D.D.T.E.F.P

Service de la Main d'œuvre étrangère

127, boulevard de la Villette

75483 Paris Cedex 10

*This office is located near the Métro stop Jaurès. Contact them at 01 44 84 42 86 / 41 00.

4. How long does the application process take once I have submitted it?

The waiting time varies from one to three weeks.