

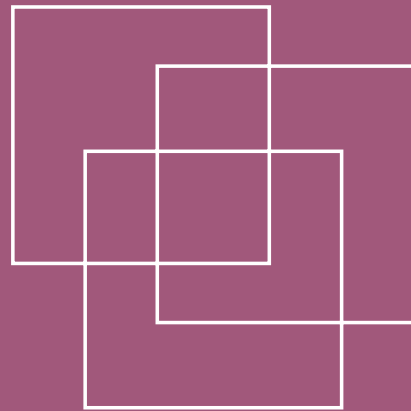


India-EU Common Agenda on Migration and Mobility



HANDBOOK FOR THE
INTEGRATION OF

Indians in France



Local Partner



Implementing Partner



Implementing Partner

**HANDBOOK FOR THE
INTEGRATION OF**

Indians in France

**India-EU Cooperation and Dialogue
on Migration and Mobility**

Implemented by:
International Labour Organization (ILO)
International Centre for Migration Policy Development (ICMPD)

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List of acronyms

AME	Aide médicale d'Etat (State medical aid for undocumented migrants)
CAF	Caisse d'allocations familiales (family allowances fund)
CCAS	Centre communal d'action sociale (local council social services)
CPAM	Caisse primaire d'assurance maladie (public health insurance scheme)
CROUS	Centres régionaux des oeuvres universitaires et scolaires (regional student services centres)
CRA	Centre de rétention administrative (administrative retention centre)
OFII	Office d'immigration et d'intégration
OQTF	Obligation de quitter le territoire française (obligation to leave French territory)
PASS	Permanence d'accès aux soins de santé (health services access points for undocumented migrants)
SMIC	Salaire minimum interprofessionnel de croissance (statutory minimum wage)
VLS-TS	Visa de long séjour valant titre de séjour (long-stay visa equivalent to a residence permit)

The asterisks in the handbook refer to the useful contacts provided in section 10.

Introduction

The *Handbook for integration of Indians in France* is a guide for immigrants from India, who represent only a small percentage of the total immigrant population, with approx. 40 000 people. It will be useful to labour migrants, as well as students and professionals from India living in France.

The handbook provides basic information required to successfully integrate in France. It includes step-by-step directions on the documentation needed to stay in the country and preliminary orientation on how to access basic services, emphasizing health, education, employment, housing, family needs and transportation. It also attempts to address more complex questions like irregularity.

This handbook was prepared by Christine Molliner, with additional inputs from the Embassy of France in India and the Embassy of India in France. The ILO is grateful to all the contributors. It is also available in Hindi and Punjabi.

→ 1. Entry into France

Before you enter France (or any other country of the Schengen space), you need a travel document – a passport – and a visa.

GETTING A VISA

There are two main categories of visas for non-EU foreigners:

→ 1.1 Short-stay visas (called Schengen visas)

For stays of 90 days and less: for tourist purpose, business, family visit or for short-term work (in the case of invited artists or academics). This allows you to reside in any Schengen country, for a maximum duration of 90 days in any 180- day period.

→ 1.2 Long-stay visas

For stays of more than 90 days. They are of 2 types:

→ 1.2.1 VLS-TS (visa de long séjour valant titre de séjour)

Long-stay visa equivalent to a residence permit: once you arrive in France, it stands as a residence permit, valid for a maximum of 1 year.

You can apply for a VLS-TS if you are: the spouse of a French national, a student, an intern, an employee (with a work permit), the spouse of a foreign legal resident coming to France as part of the reunification procedure (see below).

Within three months of your arrival in France, you must send to the French Office for Immigration and Integration, OFII* (Office français d'immigration et d'intégration) the form called demande d'attestation OFII that was given to you together with your visa (by the French embassy in India). Once confirmed by the OFII, the visa gives you the same rights as a residence permit. On top of visa fees, you will be asked to pay a tax by the OFII (from 60 € to 250 €, depending on the purpose of entry).

→ 1.2.2 Other long-stay visas containing the statement *carte de séjour à solliciter* (residence permit must be applied for)

They are valid for 3 months. Within 2 months of your arrival in France, you must apply for a residence permit from the Préfecture* (the public service in charge of most administrative procedures) of the department in which you live.



→ 2. Residing In France

→ 2.1 Residence permits

The right to stay in France is based on the notion of immigration process (*parcours d'immigration*) implying that this right, and the related residence permit, are progressive. Hence, you will first be delivered a 1-year residence permit, then a multi-year permit then a 10-year resident card. Most of these permits allow you to work (in some cases, the employer has to apply for a specific work permit).

All non-EU foreigners above the age of 18 wishing to reside for more than 3 months in France must hold a residence permit. It is advised to carry it with you at all times, as you can be asked to produce it by the police.

Normally, residence permits are only delivered to foreigners who have entered France regularly, i.e. with a visa, and who reside regularly in the country. However, if you have long-term private or family ties in France (if you are married to a regular foreign resident, or if you have been living continuously in France for several years and are able to prove it), you have the possibility to be considered due to what is termed *vie privée et familiale*. In case you have proof of at least 5 years of residence in the country, and 12 pay slips and the support of your employer who will have to provide a work contract and to pay taxes, you may be able to regularize

through the process known as *régularisation exceptionnelle par le travail*. Both these routes are a difficult, complex and uncertain process. It is strongly advised to seek the support of a lawyer specialized in immigration law or migrant support organization that can provide you support for this process (see section 10 - Useful contacts for more information)

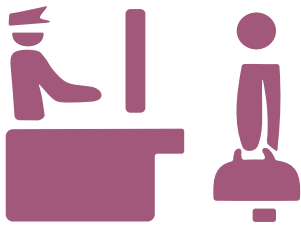
There are several categories of residence permits:

➔ 2.1.1 VLS-TS (visa de long séjour valant titre de séjour)

Long stay visa equivalent to a residence permit valid for a maximum of 1 year. See above

2 months before your VLS-TS expires, you must apply for a residence permit from the Préfecture.

➔ 2.1.2 Temporary residence permits (cartes de séjour temporaires)



They are valid for a maximum duration of 1 year and, depending on the purpose of entry, will bear the statement ‘student’, ‘visitor’, ‘intern’, ‘employee’, ‘private & family life’. To be entitled to apply for a temporary residence permit, you should already hold a valid VLS-TS, except in specific cases (mostly for foreigners applying for a permit under ‘private and family life’, namely: minors, parents of French children, foreigners born and educated in France, foreigners with strong personal and family links in France, beneficiaries of subsidiary protection, stateless persons, victims of domestic violence, trafficking or prostitution).

After one year of regular residence with a temporary residence permit, its holder can apply for a multi-year residence permit. Some categories of temporary residence permits holders (such as interns or visitors) can only ask for the renewal of their temporary residence permit, not for a multi-year permit.

The French government grants temporary residence permit or *Autorisation Provisoire de Séjour (APS)* to foreign students, to stay in France for one year after graduating with a Master’s degree. During this period, the students may look for a

job or prepare for launching a company in the field corresponding to their studies. They are also authorized to work for a maximum of 964 hours during this period. Indian students are allowed to renew the APS for an extra year.

→ 2.1.3 Multi-year residence permits (cartes de séjour pluriannuelles)

They are of 4 types:

1. The regular multi-year residence permit that can be delivered only after 1 year of regular stay in France. It is valid for 4 years.
3 other types of permits can be delivered upon arrival in the country:
2. The ‘skills passport’ permit (*carte passeport talent*) for graduates, highly skilled persons, academics, artists or employees on assignment. The latter category refers to employees transferred to work under a local contract for a French branch of their foreign-based company. This permit is valid for 4 years and renewable. More information can be found here: https://france-visas.gouv.fr/fr_FR/web/france-visas/passeport-talents
3. The ‘intra-company transfer’ (*salarié détaché ICT*) residence permit for employees of a foreign-based company, whose contract is with their employer based abroad: it is valid for the duration of the assignment for up to 3 years, on a non-renewable basis.
4. The seasonal worker permit, for a maximum duration of 3 years, renewable and allowing to work for a maximum of 6 months per year but not to settle in the country.

This seasonal permit is usually granted to workers coming from North Africa to work in agriculture.

→ 2.1.4 The resident card (carte de résident)

It is valid for 10 years and renewable. It is of 2 types:

- one bearing the statement ‘long term resident EU’, which entitles you to stay in another EU country without a visa;
- one without this statement



You can apply for a resident card if you have lived in the country for 3 years with a multi-year residence permit. It is also granted to certain categories of foreigners, who have lived regularly in the country for 3 years, without a multi-year residence permit: spouses of French nationals, parents of French children, dependents who came as part of family reunification (underage children and spouse). It is also delivered to refugees without consideration of duration of their stay in the country.

The 'long term resident EU' card is delivered under the following conditions:

- over 5 years of regular continuous residence in France, with a temporary residence permit, a multi-year permit or a resident card, beneficiaries of the subsidiary protection and their dependents. For holders of the multi-year skills passport permit, they must have lived for a period of 5 continuous years in a member state of the EU, including 2 years in France to qualify. Their dependents must have lived for 5 continuous years in France to qualify.
- having passed a certified test of French
- demonstrating a 'sufficient, regular and stable income' (at least equal to the statutory national minimum wage – SMIC - which amounts to 14 400 € as an annual net salary)



Renewing or converting your residence documents is done at the Préfecture*. As it is a complex process, especially for non-French speaking persons, you can seek guidance from organizations helping immigrants*.

Once you have received your permits, it is advisable to register with the Embassy of India. The form is available here - <https://www.eoiparis.gov.in/register.php> and can be completed online from the embassy website

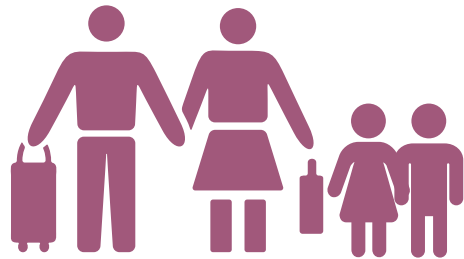
➔ 2.2 Your individual integration process

Once the procedures regarding your residence permit have been completed either with the OFII (Office français d'immigration et d'intégration) or the Préfecture, you will be called to come to the OFII. During a personal interview, you will be asked to sign your republican integration contract (Contrat d'intégration républicaine), and to pass a written and oral language test to assess your level in French (the CIR is aimed at immigrants wishing to settle on a long-term basis in France and to engage in a personalized integration process). If it is lower than A1 (according to Common European Framework of Reference), you will be prescribed compulsory language courses (between 50 and 200 hours, depending on your original level). Meeting the requirements of the republican integration contract is one of the conditions for the renewal of your residence permit.

➔ 2.3 Family reunification

To apply for family reunification, you need to have:

- valid residence documents (a resident card, a multi-year residence permit or a temporary residence permit)
- lived at least 18 months in France
- stable and sufficient resources (they must be at least equal to the statutory national minimum wage – SMIC - which amounts to 14 400 € as an annual net salary)
- accommodation big enough to house your family (your accommodation can be visited by social workers to check its suitability). For a family of 2, it has to be between 22 m² and 28 m² (236 to 301 sq ft), for 3 persons between 32 and 38 m² (344 to 409 sq ft), depending on where you live in France.



Who is entitled to family reunification? Your spouse and your minor children (under 18). You should apply for it from the OFII and fill the following form: https://www.formulaires.modernisation.gouv.fr/gf/cerfa_11436_05.do

If you want to sponsor other family members or friends from India, there is a different procedure. They will have to apply for a short-stay visa (for a stay of no more than 3 months) and you will have to provide a sponsorship certificate, where you commit yourself to cover the cost of their stay. This certificate has to be stamped by your local council (mairie), but they may refuse to do so. If the local council rejects your certificate application, you can lodge an appeal, for which you can seek free advice from a law center (Maison de la Justice et du Droit*, Point d'accès au Droit*).



2.4 Assisted voluntary return to your country of origin (Aide au retour volontaire)

If you are without residency documents, if your asylum claim has been rejected or if you have been issued an obligation to leave French territory (OQTF, obligation de quitter le territoire français), you can have access to a voluntary return programme. The OFII* (Office français d'immigration et d'intégration) will pay for your air ticket and give you some money at the time of departure (650 €). You might also be entitled to a social reintegration grant to help you find a job or start your own business in your country of origin.

However, this process also requires the Embassy of India to issue an Emergency certificate for your travel back to India.



2.5 Your rights as an undocumented migrant

If you face an ID check by the police and are unable to provide a residence permit, you might be detained in an administrative detention center (Centre de rétention administrative or CRA*) for the purpose of deporting you to India. You should seek guidance on your rights from the organization represented in the center where you are detained: their advisors are independent from French authorities. You may also need to hire a lawyer to defend your case; this must be done within 48 hours, in the administrative court.

There are many associations and groups in France supporting undocumented migrants and providing legal assistance. See section Useful contacts in this handbook for further information.

→ 2.6 Unaccompanied minors

According to the law, unaccompanied minors (mineurs isolés étrangers) are to be taken care of by the child protection services and provided education etc. However, local disparities exist in the level of care provided.

→ 3. Social Security and Health Care

→ 3.1 For regular residents

It is compulsory to join the Sécurité sociale (social security) for all people working or living in France. It includes a public health insurance scheme (Assurance maladie) that covers risks related to sickness, maternity, disability, industrial accident and work-related illness. It partly covers healthcare expenses and it provides income replacement in the event of sick leave. To join the public health insurance scheme, you must go to the local office of the Caisse Primaire d'assurance maladie* (your local public health insurance office). Minors are insured with their parents. You will be assigned a health insurance scheme according to your situation. You will then receive a registration number with which you can apply for your carte vitale, a card containing administrative information, that will be requested by doctors, chemists, hospitals.

It is advised to subscribe to a supplementary private health insurance (*mutuelle*) that covers the costs not reimbursed by the Assurance maladie. Depending on your resources, you may be entitled to receive supplementary coverage free of charge (referred to as CMU-c in French) or financial aid for the payment of supplementary health insurance (referred to as ACS in French) in order to reduce its cost.



For students, see the section 8.



3.2 Access of undocumented migrants to healthcare

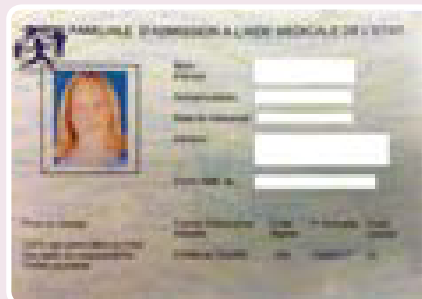
Undocumented migrants are excluded both from the Assurance maladie and from supplementary private health insurance, as they require valid residence papers, but they can apply for State Medical Aid (Aide médicale d'Etat or AME). Renewable, AME is valid for 6 months and will cover one's health expenses: medical consultations, medicine and hospital treatment are free, provided you show your AME card. However healthcare provisions which are deemed non-urgent will require prior agreement from the Assurance maladie. More information can be found here: <https://www.service-public.fr/particuliers/vosdroits/F3079>

To be eligible, you must have lived in France for more than 3 months and your resources must be below a certain threshold (600€/month). To apply, you need to go to the local health insurance office (Caisse primaire d'assurance maladie), fill a form (https://www.ameli.fr/sites/default/files/formulaires/93/s3720_homol_mai_2018_version_ameli.pdf) and provide the following documents: a photo; an ID document; a proof of residence in France; a proof of address.

Don't wait till you get sick to apply for the AME: because it takes time to get it (up to 2 months in Paris) and you can use it as a proof that you have been residing in France.

Social security services are an administration separate from immigration services and their employees are not allowed to report cases of undocumented migrants to the police.

If you don't have the AME yet, you can still get free medical check-ups from the PASS, *Permanences d'Accès aux Soins de Santé* (Health Services Access Points), located in most hospitals, as well as from Médecins du Monde Health Center (for more organizations providing health services to migrants, see the contact section). Besides, hospital treatment in case of pregnancy and vital emergency is free but you have to apply from the social services of the hospital where you have been admitted to (it is called Fonds pour les soins urgents et vitaux, the Fund for urgent and vital healthcare).



→ 4. Employment

→ 4.1 Finding a job

To find a job, provided you have valid documents of residence allowing you to work, you can register with Pôle Emploi, a government service responsible for supporting and informing people seeking employment (for a list of these offices, see: https://lannuaire.service-public.fr/navigation/pole_emploi).



If you are less than 26 years old, you can contact a Mission locale* (the local youth employment office).

You can register online (www.pole-emploi.fr), you will be asked for your ID, residence permit, social security card (carte vitale) and CV and afterwards (usually within a few days) you will be offered an interview with an employment counselor. You can access job vacancies and apply online.

Private job centers and temporary recruitment agencies can also be contacted.

Here are a few websites: <https://www.indeed.fr/>; <https://www.keljob.com/>; <https://www.apec.fr/>; <https://www.adecco.fr/>

→ 4.2 Unemployment benefits

French and foreign residents (with a residence permit allowing them to work) have equal access to unemployment benefits, providing they have worked at least 4 months. It is compulsory to register with Pôle Emploi as soon as you lose your job and to provide, on top of the documents listed above, a redundancy certificate given by your former employer.



→ 4.3 Labour rights of undocumented migrants

If you are undocumented, you have no authorization to work. Any work you do will be irregular or black work (travail au noir), which means that your employer is not declaring you to the authorities, nor paying social security contributions, nor taxes. He will not provide you with a work contract, nor with pay slips.

Even if undocumented, an employee has the same labour rights as other employees, at least in theory, and his/her employer has obligations. An undocumented worker is entitled to:

- be paid at least the minimum wage (SMIC)
- the payment of overtime hours (normal working hours in France are 35 hours/week)
- paid leave
- termination pay (3 months of salary)

According to French labour law, in case of black work, the employer is held responsible, while the employee is considered as a victim of the situation. To defend your rights as an employee in situations of black work, you have to prove that you indeed work for your employer and you must therefore collect evidence, such as testimonies from co-workers and clients, photos, paychecks, text messages from your employer.

In case you are undocumented and have not been paid due wages or are in a labour accident, the best place to approach for assistance is a trade union (syndicat*). You might have to start a labour dispute with your employer before the labour tribunal (Conseil des Prud'hommes), which can result in the payment of heavy fines by the employer. But since your employer could report you as an undocumented person, you should seek step by step legal advice and support from the trade union – you will be asked to become a member of the union for a nominal fee. The syndicat can provide you with a lawyer.

The trade union can also help you to apply for a residence permit on the basis of your employee status, but there is no legal guarantee that you will get it, since it is at the discretion of the Préfecture.



5. Accommodation

There are 2 main ways to get accommodation in France:

- through rental of state or private accommodation, furnished or unfurnished
- through purchase of a property

The cost of accommodation varies significantly, especially depending on the region (Paris and its region are much more costly than the rest of the country)



5.1 Rental in the private sector

Finding a rental in the private sector: this can be done through people you know, checking announcements in the press or specialized websites (such as: <https://www.pap.fr/>). In this case, it should be free to access rental offers.

If you do it through a real estate agency, they usually charge you one month of rent to organize the visits and draft the rental documents.



In any case, make sure to sign a lease contract (contrat de location). It is usually concluded for a period of three to six years and is renewable. You will also sign a check-in inventory, so if you notice any problem with the accommodation, you should have it notified there.

You will be asked to provide: ID documents, your last three wage slips (your salary needs to be 3 times higher than your rent), a guarantee by a third party to pay the rent in the event of default on your part (this person must be a resident of the EU and will be asked to provide proof of income and ID), 2 month rent as a deposit.

Most rented accommodation are unfurnished. Home insurance is compulsory both for landowner and tenant (each should subscribe to a separate one).

The landlord is entitled to increase annually the rent, in accordance with a legal rent reference index (IRL, *indice de référence des loyers*).

Before leaving the rented accommodation, you should give 1 or 2 month notice (depending on what is mentioned in your lease contract).

In case of problems with your landlord or the real estate agency, you can contact one of the tenants' organizations*.



5.2 Social housing

If you intend to settle permanently in France, it is advisable to apply for social housing as soon as you arrive in the country, as this is much cheaper than private housing (specially in Paris where private housing is very expensive) and it takes time to get it (up to several years in Paris). It is available irrespective of nationality to every regular resident. You can submit your application online (<https://www.demande-logement-social.gouv.fr/>) and you have to renew it every year. You can get help for the application from your local council social services (CCAS, Centre Communal d'Action Sociale*) or free letter-writing services (*écrivain public**).



5.3 Housing when undocumented

If you are undocumented you don't have access to social housing and cannot apply for it.

You will also find it difficult to find a rental in the formal private sector, since you won't be able to provide the necessary documents (such as residence permit and pay slips).

Most undocumented migrants therefore rent from landlords who don't provide leasing contract nor rent receipts, nor a legal address – all this is illegal. The quality of the housing is likely to be poor and the owners usually charge a higher rent.

Homeless people, including undocumented foreigners, can apply for emergency accommodation offered by: emergency shelters (*centres d'hébergement d'urgence- <https://www.paris.fr/services-et-infos-pratiques/social-et-solidarites/personnes-en-situation-de-precarite/lieux-d-accueil-128>*) for one or a few nights; accommodation and social rehabilitation centers for several months; shelters for single mothers. To have access to these reception facilities, one has to dial a toll-free number, 115 (frequently saturated in Paris and its region). These services will not share information about your status with the police.



6. Social Benefits

Regular residence in France is a requirement to be entitled to social benefits.

To apply for them, you need to go to the local office of the Family Allowances Fund (Caisse d'Allocations Familiales- CAF*).

There are roughly three types of benefits: maintenance benefits, birth and early child-care benefits and specific-purpose benefits. For more information please visit: <https://www.caf.fr/>



6.1 Basic maintenance benefits

Family benefits (allocations familiales)

Family benefits are paid to families with at least 2 children residing in France aged less than 20 years old. It amounts to 131 €/month for 2 children and 299 €/month for 3 children.

Family income supplement

This benefit is payable to families with at least 3 children aged between 3 and 21 years. The amount depends on your income, which should not exceed 44 518 € for a single income family (for instance, if you have 3 children, it amounts to 257 €/month for a single-income couple earning no more than 19 081 €). Since these figures are updated from time to time, please refer here for the latest: <http://www.caf.fr/allocataires/droits-et-prestations/s-informer-sur-les-aides/petite-enfance/l-allocation-de-base>



6.2 Birth and early childcare benefits

They include a birth/adoption grant (941 € for each birth, and 1883 € for an adopted child), a basic monthly allowance paid until the child is 3 years old (from 92 € to 184 € monthly), as well as benefits allowing parents to stop working or to work part-time in order to look after their child. More details can be found here: <http://www.caf.fr/allocataires/droits-et-prestations/s-informer-sur-les-aides/petite-enfance/la-prime-a-la-naissance-et-la-prime-a-l-adoption>





6.3 Specific-purpose benefits

There are several of them, such as:

- Education allowance for a disabled child (*Allocation d'éducation de l'enfant handicapé*)
- Back-to-school benefit to cover part of the costs of the new school year (*allocation de rentrée scolaire*): for children enrolled in schools aged 6 to 18 years old

For more information, there is a handbook in English on family benefits and CAF services: <http://www.caf.fr/sites/default/files/GUIDE%20PF%202013%20ANGLAIS.pdf>



6.4 Childcare



There is a wide range of childcare options in France. Collective childcare is provided by qualified staff and is considered as the best way to promote the emotional, intellectual and physical development of the child, allowing them to socialize and prepare them for the entry into nursery school.

Nurseries (*crèche*) provide full time childcare for children under 3, whose parents are both working or studying. The cost depends on the family's income. This type of childcare is in high demand, so it is recommended to register in the early stages of pregnancy (especially in Paris).

Daycare centres (*halte-garderie*) offer part-time childcare (a few hours per week).

Individual childcare is another option: the child is looked after by a state certified nanny (*assistante maternelle*), overseen by the local council. The fees are income related.

More information (particularly on the financial help available) is available on the CAF (Caisse d'Allocations Familiales*) website.

➔ 6.5 If you are a victim of violence, domestic abuse, trafficking

Even as undocumented migrant, if you are a victim of domestic violence, exploitation at work or trafficking you have rights and several organizations can help you, such as hotlines (Violences femmes info*), women's organizations (le Mouvement français pour le planning familial*), law centers (Point d'accès au droit*) and specifically dedicated to migrant women (Rajfire*) and to victims of trafficking (CCEM*). The Embassy also has funds to provide you with legal aid or other support as required in such cases.

➔ 6.6 If you are married

As per Indian law, it is compulsory to register your marriage within thirty days of marriage in India or abroad.

If there is a case filed by your spouse, summons/warrants will be issued online, through the specially designated website of the Ministry of External Affairs and your properties may be attached to the case, if you do not appear before the Court.

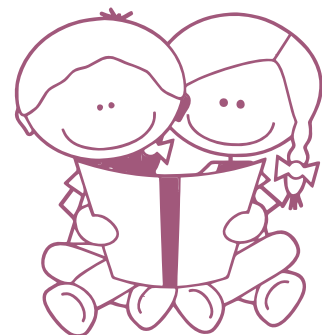
If you are an Indian woman abandoned by your husband, the Embassy of India, Paris may provide financial and legal assistance to you on a means tested basis.

➔ 7. Education, Training and Language Courses

➔ 7.1 Education for children

➔ 7.1.1 The French school system

- School is compulsory for all children from 6 to 16, and from September 2019 will be compulsory from 3 years old (education can even start at 2 in some schools). Before 3, they can attend nursery (crèche) at a cost calculated according to your income.
- Children can attend a government free school (from 2 or 3 years old onwards) or a certified private



school, both teach the national curriculum. Registration in a government school consists of two stages: you should first go to your town hall (mairie) that will decide which school your child will attend (usually according to where you live). You will be issued a registration certificate with the name and address of the school. You will then meet the school's headmaster to finalize the enrollment of your child. Since school is compulsory, even if you arrive in the middle of the school year, your child will be offered a place in one of the local schools.

School	Age of child	Class
Ecole maternelle (pre school)	3 to 6 = 3 years	Petite section, moyenne section, grande section
Ecole primaire (primary school)	6 to 11 = 5 years	CP, CE1, CE2, CM1, CM2
Collège (lower secondary school)	11 to 14 = 4 years	sixième, cinquième, quatrième, troisième (6°, 5°, 4°, 3°)
Lycée	15 to 18 = 3 years	Seconde, première, terminale

→ 7.1.2 Facilities for non-French speaking children

Upon their arrival in France, they are enrolled in a regular class and they also receive the support of a special teaching unit for non-French speaking pupils that include intensive French language lessons until they are fully able to follow the standard curriculum.

→ 7.1.3 If you are undocumented

Access to school and education is guaranteed by French and international laws to every child, including those whose parents are undocumented. However, undocumented parents may face some difficulties in getting their children enrolled: the town hall may ask for the parents' residence documents. This is illegal, and you can appeal to the administrative court against this abusive practice - with the help of an organization such as RESF (Réseau Education sans Frontières, Education without borders network*).



7.2 Education and skill training for adults



7.2.1 Where to learn French?

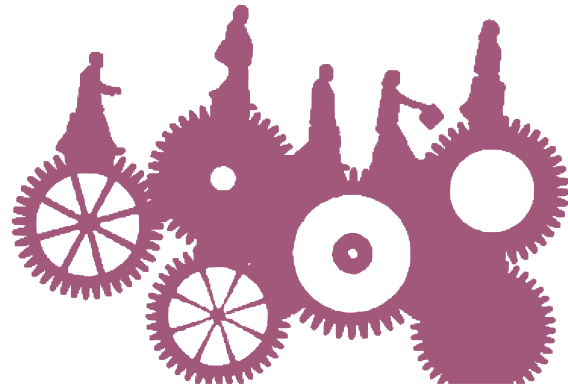
The French courses you might attend following your interview at the OFII (leading to the signature of your republican integration contract) are entirely free- more information is available here - <http://www.ofii.fr/>. They are aimed at beginners and are open only to regular immigrants (OFII officers will give you all the relevant information to enroll in such a course).

If you are undocumented, or if you want to improve your language skills beyond basic French, there are numerous places providing free courses: voluntary organizations, municipal libraries, city councils, etc. In Paris and its region, there are several courses on offer, but the demand is high, therefore some of the courses may be crowded. Except for the ones offered by Paris city council (cours municipaux pour adultes), with a registration fee, most are free. Some, such as the ones offered in municipal libraries, are without prior registration (see the contact section).



7.2.2 Skills training and professional education

You can take courses if you are unemployed to improve your skills and qualifications as well as throughout your entire career. As an employee, you are entitled to formation professionnelle (skills training), partly paid for by your employer. This is either as part of the training programme offered by your company or out of your own initiative.



All employees have a personal training account, with 24 hours of courses per year worked.

You can get guidance from trade union representatives in your place of work or from Greta* (public adult education centers) advisers or Pôle Emploi* advisers.



8. Studying in France

All relevant information on studying in France is available in English on the Campus France-India website (<https://www.inde.campusfrance.org/>)



8.1 Enrollment in a French university or private higher education institution



For those looking to apply to French Public/Government Universities, you have to make a request for enrollment through a single online platform (Etudes en France-‘Study in France’). It will then manage the whole enrollment procedure up until the visa request (<https://pastel.diplomatie.gouv.fr/etudesenfrance/dyn/public/authentication/login.html>). You will have to create your private electronic file and will be asked to pay handling fees of 15500 INR.

- Applying for the first year of BA degree (‘L1’): you must make a preliminary admission request (DAP) on the *Study in France* platform and then follow the ‘Study in France’ procedure. You will be called for an academic interview and asked to submit a French language test score (at least a DELF B2 if the programme is French taught. NO French needed for English taught programmes). If your application is accepted by one of the Universities you applied to, you can then proceed to applying for a student visa at the nearest VFS centre
- Applying for the 2nd or 3rd year of a bachelor’s degree or for a master’s degree: you must follow the Study in France procedure. For information please click on the link below -\ <https://www.campusfrance.org/en/procedure-studying-in-France>
- Please note that the two procedures have two separate deadlines. 1st year Bachelor programme application processes start normally in November of the previous year and close in February of the same year of intake. As for 2nd/3rd year Bachelor programmes and Master programmes application processes start in December of the previous year and close in March of the same year of intake.

- If you wish to enroll in a doctoral programme, you are not affected by the above procedure. You should directly contact the doctoral school you are interested in. If you get a positive response, you will have to apply for a ‘talent passport visa’ from the French consulate/embassy in India.

For those looking to apply to a private institution in France, kindly contact your nearest Campus France office to help you shortlist a few institutions and submit a direct application for admission. Please note that such applications still go through the Study in France portal but directly with the concerned institution. Once the application is submitted, the school reserves the right to schedule a Skype interview or a pre-recorded interview. Once the admission is confirmed the Campus France manager will then guide you through the visa application process.

Indian students pursuing courses without RNCP (*Répertoire National des Certifications Professionnelles*) certifications may not be in a position to obtain APS (*Autorisation Provisoire de Séjour*) after their studies.

Indian students should get documents like birth certificates apostilled from India, for facilitation of documentation while in France.



8.2 Applying for a student visa

- If you are staying for less than 90 days (for an internship or a training programme, for instance), you don’t have to go through the study in France process and you should directly apply for a short-stay visa.
- If you are staying for more than 90 days, you must first complete the Study in France procedure (see above). You will need to complete the visa form online on https://france-visas.gouv.fr/en_US/web/france-visas and then take visit the VFS website and take an online appointment for submission of visa documents at the nearest VFS office ([The Embassy or Consulate of France will issue a long-term student visa \(VLS-TS\), that will also serve as a residence permit for the duration of its validity. Among the conditions, you have to prove that you will have a monthly income of 615 Euros during your study program in France.](https://online.vfsglobal.com/Global-Appointment/Account/Registered>Login)

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The VLS-TS (visa long séjour valant titre de séjour) student visa allows you:

- To travel freely to other countries in the Schengen area
- To work in France up to 964 hours per year (20 hours per week).

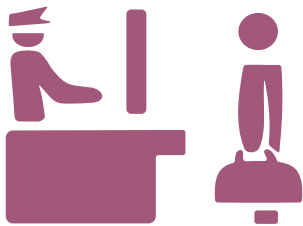
If you work more than what is legally permitted, this might jeopardize the renewal of your student residency permit

- To get some social benefits (see below).

As for any VLS-TS, you must have it validated by the OFII (see above section 1 on visas).



8.3 Applying for a student residency permit



Most French public universities have a service dedicated to international students, providing help and guidance for administrative procedures, accommodation, and access to health care. Some also set up a central information desk at the beginning of the academic year with representatives of

French administrations, such as the Préfecture and the OFII. In Paris, you can go to the desk organized by the Cité Universitaire Internationale de Paris from end of August till November (<https://access.ciup.fr/en/welcome-desk-paris/>)

When your long-stay student visa expires, you can apply for a multi-year residency permit from the Préfecture, valid for the number of years remaining in the program of studies that you are enrolled in. You must meet the following criteria:

- be enrolled in a French public or private institute of higher education
- show that you have a monthly income of at least 615 Euros
- demonstrate the ‘real and serious nature’ of your studies from the start of your study programme in France. In practice, you can be asked by the Préfecture to provide a certificate of attendance, exam results, degrees obtained. Repeating a year does not necessarily call into question the serious nature of the studies.



8.4 Fees and scholarships for foreign student



8.4.1 Tuition fees

Maximum Tuition fees for non-EU international students will be as follows from Sept 2019 onwards in Public Universities for French taught programmes, the fees will be higher in private institutions:

- € 2,770 per year at BA level
- € 3,770 per year at Master's level
- € 380 per year at the doctoral level

As some public universities will not implement the rise of fees in Sept 2019, it is worth checking what the current fees will be in the institutions you are applying at.

If you are already enrolled in a Public University, the fees will remain the same (170 € at BA level; 243 € at Master's level, 380 € at doctoral level) For more details, please visit: <https://www.study.eu/article/tuition-fees-in-france>



8.4.2 Scholarships

- The French Embassy in India awards grants (Charpak scholarship programme) to Indian students of all disciplines at BA, Master's and doctorate levels and for different durations (from 2 months to 2 years) (see Campus France India website, <https://www.inde.campusfrance.org/charpak-scholarships>)
- Eiffel scholarship programme of excellence (funded by the French Ministry of Foreign Affairs) is aimed at foreign students wishing to enroll in Masters and PhD programmes in France in the following fields of study: economics and management, engineering, law, political sciences. French higher educational institutions preselect candidates and send an online application on their behalf on the Campus France website.

- Students who have been residing in France for at least 2 years can also apply for scholarships awarded by the French Ministry of Higher Education and Research on social criteria.
- Finally, universities as well as various public bodies provide research scholarships for which foreign doctoral students and post-doctoral scholars can apply.

The grant search engine ‘Campus bourses’ provides comprehensive information on scholarships offered to international students (<http://campusbourses.campusfrance.org/fria/bourse/#/catalog>)

→ 8.5 Social security and health care

As for all residents in France, it is free and compulsory to join the Assurance maladie (public health care scheme). You can do this on a dedicated website in English (<https://etudiant-etranger.ameli.fr/#/>) and then create a personal account on the general website (<https://www.ameli.fr/>). You should also apply for a carte vitale (a medical card).

Since Assurance maladie covers only part of medical expenses (70% on average), it is also advisable to subscribe to a supplementary student health insurance (mutuelle) of your choice (for a cost starting at 8 € per month). The two main student mutuelles are the LMDE and the SMEREP.

→ 8.6 Accommodation

The first step is to contact the university you are enrolled in, particularly the accommodation service and international relations office. The cheapest and most convenient option for international students is to rent a room in a student hostel (cité-U) for which you have to apply online (between January and May) from the regional office of the CROUS (regional centres of student services). The rent includes utilities and wi-fi connection.

Many Indian students living in Paris are staying at the Maison de l’Inde (India House), which is part of the Cité Universitaire Internationale de Paris (CUIP), a big grouping of university hostels.

Private student residences or youth residences are also available, but the monthly rent is more expensive than in cités U.

Another option is to rent from a private owner a room/studio or a shared flat. Be aware that this is particularly expensive and in high demand in Paris (around 700€ for a room/studio). Finally, you can stay with a host family, sometimes with a rent at a reduced rate in exchange for services (such as babysitting). This is a cheaper option and an ideal one to practice your French.

To help you with the cost of rent, you can apply for housing aid from the Family Allowances Fund, the CAF (Caisses d'allocations familiales).

→ 9. Daily life

→ 9.1 Documents you need to bring with you to France

It is advisable to have important personal documents with you such as:

- Your birth certificate
- Your marriage or divorce or unmarried certificate
- Your qualifications and degrees
- Your vaccination and medical records
- Your driving licence and an international driving licence.



To obtain an international driving license in India, please visit the Ministry of Road Transport and Highways website, here is a link: <https://parivahan.gov.in/parivahan/en/content/international-driving-permit-0>

Most documents requested by the French administration are to be sent by registered post (lettre recommandée avec accusé de réception).

→ 9.2. Translation of official documents

If your original documents are not in French, you will need to have them translated into French only by a translator approved by the French courts. The

translator will certify that the translation is accurate and compliant with the original document by applying his or her stamp and signature. You will bear the cost of translation.

Directory of certified translators: <https://www.annuaire-traducteur-assermente.fr/>

→ 9.3 Opening a bank account

- It is compulsory to open a bank account as soon as you receive a salary.
- Anyone living in France has the right to open one and to have access to basic financial services.

You will be asked to provide: an ID document (your passport) and a proof of residence (some banks also ask for a proof of income but this is illegal).

- Opening a bank account if you are undocumented

You may face some problems to open a bank account if you are undocumented, as some banks will ask for legal residence documents, which is illegal. The law states that you should only be asked to provide proofs of ID and of residence. So if you are initially refused an account by a bank (you should ask for a rejection letter), there is a measure called droit au compte (access to basic banking services) whereby you file an appeal with the Bank of France*, that will appoint within 24 hours a bank compelled to open an account for you. For that procedure, you can seek help from your local legal center* or the city council social services*, which will put you in touch with dedicated organisations.

→ 9.4 Sending money home



There are several options to send money home, for instance through your bank: cash to cash, account to cash (a bank transfer received in cash), cash to account, account to account. But French bank transfer services work well even if they may seem expensive for Indians.

Most Indian migrants send their remittances either through friends and relatives or through private money transfer companies such as Western Union, Transferwise or Money Gram.



9.5 Getting around France



9.5.1 Driving

If you have a driving licence from India, you can drive in France for one year if you also have an international driving licence and a residence permit. Since it is not possible to get an Indian licence converted into a French one, you will have to pass the French driving test to drive in France once the one-year period is over. To do so, you must enroll in a private driving school (auto-école) and attend the courses to prepare the theoretical and practical tests (the package offered is quite expensive, above 1500 € on average). You must have taken at least 20 hours of driving lessons in order to take the practical test, but in practice students need over 30 hours to be able to pass the test.



9.5.2 Public transportation (transports en commun)

The country is rather well connected by public transport, especially in and in-between big cities. For long-distance travel by train, you can get information about schedules and fares and book tickets online from the website of the national railway company (<https://www.oui.sncf/>). For long-distance travel by bus (usually cheaper but much longer than train), you can choose from Eurolines (<https://www.eurolines.fr/>), Ouibus (<https://www.oui.sncf/bus>) or FlixBus (<https://www.flixbus.fr/>). An even cheaper way to travel long or short-distance is through online carpooling platforms such as mobicoop (<https://www.mobicoop.fr/>) or blablacar (<https://www.blablacar.fr/>).

For local travel, you can use the metro, tramways, local buses and trains. It is usually much cheaper to buy weekly or monthly passes than buying single tickets if you travel on a regular basis. For Paris and its region, see the following website: <https://www.ratp.fr/>

Be aware that your employer has to refund half of your monthly pass.

Taxis are quite expensive and when people need them, they tend to use the available online apps.

In big cities such as Paris, public bicycle sharing systems are available and cheap.



10. Useful contacts

To guide you in your administrative procedures, several associations, legal orientation and social services are available. Try to locate them in your local area, asking from your friends or going to the local council social services (CCAS) for a list of local useful contacts. As most of the time interpreting services in South Asian languages are not available, try to go with a French-speaking or English-speaking friend.

To help you fill forms in French, you can go to the free letter-writing services (écrivain public) available in most local city councils.

If you are encountering social or economic problems, you should seek an appointment with a social worker from the local council social services (CCAS).

To help you with residence permit (application, renewal or regularization), there are many voluntary associations, such as La Cimade, for instance.

Free legal centers (Maison de la Justice et du Droit), available in most cities, will provide free legal counseling and local mediation and orientation desks (PIMMS) will help you in your dealings with French administration.

Direct assistance is also available from the 5 gurdwaras (Sikh places of worship) located in the Paris region

Name of organization	Services provided	Contact details
OFII (Office d'immigration et d'intégration)	Reception and registration of newly arrived immigrants; voluntary aided return	http://www.ofii.fr/ List of OFII offices: http://www.ofii.fr/ofii-en-france
Préfecture	The main administration in charge of foreigners, delivering/renewing residency and work permits	List of préfectures: https://lannuaire.service-public.fr/navigation/prefecture
- Mairie (City council) - CCAS (City Council social services)	School registration, social services, help with administrative procedures	List of mairies: https://lannuaire.service-public.fr/navigation/mairie
- Ecrivain public (free letter-writing services)		Contact details available from your local city council
- PIMMS (point information mediation multiservices)	Local information desks	http://www.pimms.org/

Name of organization	Services provided	Contact details
<ul style="list-style-type: none"> - Maison de la Justice et du droit - Points d'accès au droit 	Local law centers providing free legal and administrative counselling	http://www.annuaires.justice.gouv.fr/annuaires-12162/annuaire-des-maisons-de-justice-et-du-droit-21773.html
<p>Employment:</p> <ul style="list-style-type: none"> - Pôle emploi - CFDT (Confédération française démocratique du travail) - CGT (Confédération générale du travail) 	<p>Government agency registering unemployed people, helping to find a job and providing unemployment benefits</p> <p>Trade unions, deal with labour disputes, support and legal advice provided to workers, including migrant workers</p>	<p>List of local offices of Pôle emploi: https://lannuaire.service-public.fr/navigation/mission_locale</p> <p>List of missions locales (local youth employment offices): https://lannuaire.service-public.fr/navigation/mission_locale</p> <p>www.cfdt.fr</p> <p>www.cgt.fr</p>
<ul style="list-style-type: none"> - Caisse Primaire d'Assurance Maladie - PASS (permanences d'accès aux soins de santé) - CASO (Centre d'accueil, de soins et d'orientation) de Médecins du Monde - Centre Minkowska (Paris) 	<p>Public health insurance fund covering illness, maternity, disability</p> <p>Free of charge health services access points located in most hospitals</p> <p>Health clinic (including mental health specialists), orientation services</p> <p>Free mental health clinic with translation services</p>	<p>https://www.ameli.fr/</p> <p>List of offices: https://lannuaire.service-public.fr/navigation/cpam</p> <p>List of PASS located in Parisian hospitals: https://www.aphp.fr/permanences-dacces-aux-soins-de-sante-lap-hp</p> <p>Médecins du Monde Parisian CASO: https://www.medecinsdumonde.org/fr/contact/ile-de-france</p> <p>http://www.minkowska.com/</p>
Caisses d'allocations familiales (CAF)	Child benefit, childcare allowances, housing benefits	<p>https://www.caf.fr/</p> <p>Information on childcare: https://www.mon-enfant.fr/</p>
<ul style="list-style-type: none"> - Association nationale pour la formation professionnelle des adultes (AFPA) - GRETA (groupements d'établissements publics d'enseignement) - Cours municipaux pour adultes - BAAM 	<p>Offer skill training programme and courses for adults</p> <p>Courses for adults offered by Paris city council</p> <p>French courses offered for free and without prior registration in Parisian libraries</p>	<p>www.afpa.fr</p> <p>List of Greta : https://lannuaire.service-public.fr/navigation/greta</p> <p>https://www.paris.fr/cma</p> <p>https://baamasso.org/fr/ateliers-francais/#Les%20cours%20de%20fran%C3%A7ais</p> <p>Comprehensive list of French courses offer in Paris region: https://www.reseau-alpha.org/</p>

Name of organization	Services provided	Contact details
Indian Embassy in Paris	Consular services, registration of Indians in France, contacts with Indian organizations in France	https://www.eoiparis.gov.in/ Emergency number: 0648340063
Gurdwara Singh Sabha	Local assistance, free meals (langar 7 days a week)	http://gssfcs.com/
Indian Professionals Association	Promotion of socio-cultural interactions between Indian professionals and French society	https://ipafrance.com/
NGOs providing help to migrants: - CIMADE - GISTI - CSP 75 (Coordination des Sans Papiers) - RESF (Réseau éducation sans frontière) - RUSF (Réseau universités sans frontières) - Résume	Legal counselling and advice to migrants Undocumented migrants collective in Paris Provides help to undocumented children and their families and prevents deportation Counselling and orientation service for foreign students	https://www.lacimade.org/ www.gisti.org Legal helpline : 01 43 14 60 66 https://csp75.wordpress.com/ http://www.educationsansfrontieres.org/ http://www.rusf.org/-Materiel-.html http://test.resome.org/
- MFPF (Mouvement français pour le planning familial) - RAJFIRE (Réseau pour l'autonomie des femmes immigrées et réfugiées)	Counselling on women' rights, sexuality, contraception and abortion NGO supporting migrant women	https://www.planning-familial.org/ http://rajfire.free.fr/



Useful numbers

SAMU	Ambulance, first aid	15
Police, gendarmerie		17
Pompiers	Fire brigade	18
Enfance maltraitée	Child abuse hotline	119
SAMU social	Homeless support hotline	115
Violences femmes info	Hotline for victims of violence against women	3919
Ac.Sé	Hotline for victims of human trafficking	0825 009 907

The *Handbook for the integration of Indians in France* is a guide for Indian migrants to understand the local systems and how to access the services offered by many local actors, institutions and service providers in France. The handbook is built on the personal experiences of migrants themselves. The aim is to simplify the long list of procedures that migrants approach in their daily life, giving them an opportunity to learn and adapt to the host society and achieve their highest potential.

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