

## FOREIGN SERVICE PROVIDERS PROCESS MAP

### STEP 7: CONFIRMATION OF LONG STAY/RESIDENCE PERMIT

The long stay visa/residence permit (VLS-TS) in the applicant's passport will be confirmed by means of a vignette being placed in the passport.

### STEP 6: POSTED WORKER NOTIFICATION & SOCIAL SECURITY REGISTRATION

An online declaration should be submitted to the labour inspectorate with jurisdiction over the area where the applicant will be working. This should be done prior to the commencement of the assignment. Additionally, if there is no Social Security treaty agreement between France and the sending (home) country, then the applicant must be registered for French social security. The applicant can begin working after this step.

### STEP 5: IMMIGRATION MEDICAL

An immigration medical must be carried out as soon as possible post-arrival; this can be booked once the employee is in France. If there is no OFII in the applicant's country of origin/residence, i.e. the immigration medical was not conducted prior to entry in France, the applicant (plus any dependents over the age of 18) must undergo the immigration medical as soon as possible post arrival. This will take around 4 hours.

### STEP 4: ENTRY TO FRANCE

The applicant may now enter France with his/her passport and valid VLS-TS visa, which should be stamped on entry at the port of entry. Any accompanying dependents can enter on visitor status/visas.

### STEP 1: INITIATION

Client initiates the case with FGI and submits a completed questionnaire. FGI determines the work permit category and sends client the document checklist

### STEP 2: WORK PERMIT APPLICATION

The application is submitted by the home company to the French Labour Authority (DIRECCTE - Directions Régionales des Entreprises, de la Concurrence, de la Consommation, du Travail et de l'Emploi) corresponding to the place of work. The labour authority will review the application and, if approved, forward it to the French Immigration Office (OFII) for further assessment. Once the OFII has reviewed the file, if approved, it will transfer the application to the French diplomatic post in the country of the applicant's residence, as indicated on the application form.  
Processing time: 6-8 weeks

### STEP 3: LONG STAY VISA APPLICATION

An appointment with the French diplomatic post must be made several weeks in advance. The application for the long stay visa (combined visa and residence permit, known as VLS-TS : Visa de Long Séjour- Titre de Séjour) must be submitted to the local French diplomatic post as indicated on the original work permit application form. Any accompanying dependents should apply for visitor visas, if required.  
Processing time: 1-4 weeks

