

FRANCE SHORT TERM ASSIGNMENT (UP TO 90 DAYS) FOREIGN SERVICE PROVIDERS PROCESS MAP

STEP 3: SCHENGEN VISA APPLICATION

Once the approval is received, the application for a Schengen visa for short term work or work permit exemption (if included in one of the exemption categories) must be submitted to the French diplomatic post.

Processing time: 1 – 2 weeks

STEP 2: WORK PERMIT APPLICATION

The application is submitted by the host 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 company.

Processing time: 3-4 weeks

STEP 1: INITIATION

Client submits required documents to FGI.

STEP 4: NOTIFICATION OF ASSIGNMENT

For "detached" applicants (i.e. those sent on assignment and not locally hired), an online declaration of secondment and a designation of legal representative must be filed online to the labour inspectorate prior to the commencement of the assignment and copies sent to the onsite HR Manager. The legal representative must have access to a number of assignment related documentation for the applicant and the sending entity. The applicant can start work after this step.

Processing time: 1 day

STEP 5: ENTRY TO FRANCE

The applicant may now enter France with their passport, which should be stamped on entry at the port of entry.

