

# Work-study guide

## for international students

### What is work-study basis?

This is a training system that is founded on **phases in a company** and **phases of courses** at the University. You follow your training at the University and you work in a company according to the schedule set up by your Head Teacher. You will therefore sign a work-study contract (professional or apprenticeship) which is considered as an employment contract.

### What are the advantages of studying on a work-study program?

- **Develop your knowledge and skills** at the company
- **Be surrounded** and supervised by **professionals**
- **Gain work experience**
- **Learn the job** on the field
- **Obtain a degree equivalent** to that obtained in classical training
- **Have a salary**
- **Don't have to pay for tuition fees**
- **Be more competitive** on the labor market



### Who can study on a work-study basis?

- **For students between 16 and 29 years old**, it is possible to conclude a work-study contract. Beyond the age of 30, it is also possible if you are recognized as a disabled worker, a high-level athlete (supporting document) or if you have a project to create or take over a company requiring the prepared degree.
- **For « Newcomer » foreign students from outside the European area :**
  - for a 'BUT', 'Licence': Bachelor's degree, they must provide proof of the first year of initial training followed on French territory before being able to sign a work-study contact
  - for a Master's degree, they can sign a work-study contract as soon as they arrive in France.

- **For foreign students from the European area :**

European students follow the same procedures as French students to enroll in a French higher education institution. Thanks to the free movement of workers in the European Union, applicants from an EU country can freely work in France without applying for a work permit.

### What is the pay?

The apprentice benefits from **remuneration paid by the company that varies according to his/her age, and level of training**. Moreover, his/her remuneration increases year after year during the contract. The minimum wage received by an apprentice corresponds to a **percentage of the SMIC (French minimum wage)**. It is **paid every month** from the start date of the contract, the amount is the same whether the work-study apprentice is in training or in company.



According to article D6222-32 of the labor code, an Apprentice enrolled in 'LP' (Professional Licence) must be paid as being in the 2nd year (BUT2).

	APPRENTICESHIP CONTRACT			PROFESSIONAL CONTRACT
	1st year	2nd year	3rd year	
Under 18	492 €	711 €	1002 €	1185 €
Under 21	784 €	930 €	1221 €	
From 21 to 25	966 €	1112 €	1422 €	1458 €
Over 26	1823 €			

## What is the procedure to follow ?

- 1/ **Apply for training** (via Campus France or E-candidat)
- 2/ **Get your visa** (in your native country)
- 3/ **Contact companies**
- 4/ **Inform your company** that it will have to apply for a 35-hour work week permit via the ANEF platform at the following link:  
<https://administration-etrangers-en-france.interieur.gouv.fr/immiprouisager/#/authentification>
- 5/ **Contact SEFOC'AL** (sefocal@umlp.fr)

## 7 tips to find a company

### 1 Ask your Head Teacher to share with you his/her data base with the open positions

### 2 Browse the job boards

These are websites where companies post ads to find their candidates : Indeed, Studyandwork, Monster, the APEC, Career Center, Alumn'Force, etc.

### 3 Invest in social networks such as LinkedIn and Twitter.

There is an internal job board on LinkedIn that lists many work-study offers of all kinds. But before applying, be sure to create an attractive profile.

On X, look for specific hashtags, such as [#i4emploi](#), [#apprentissage](#) or [#alternance](#) for example.

### 4 Send unsolicited applications

Some companies do not need to post an ad to find a candidate. Do not hesitate to send your CV and cover letter to a company that appeals to you!

### 5 Personalize your CV and cover letters

All companies are looking for different candidates. Some will insist on human qualities, others on skills... This is why you should always personalize your CV and cover letter.

You can send an international CV to big international companies. If you want to apply in small companies, it will have to be adapted and translated according to the French model.

It is possible to contact 'OSE' department (Orientation Traineeship Employment) (ose@umlp.fr) of the University to work on your CV.

### 6 Organize your search well to find a work-study contract.

Prepare an Excel spreadsheet that includes everything you should not forget (the company name and the hiring manager name, the job description, the date you applied, the feed-back, etc.)

### 7 Get prepared for your job interview

You must know how to present the content of your training, propose missions that you could occupy, indicate the dates of training and the rhythm of the work-study (calendar).

## Who are your contacts at the University ?

- **The Head Teacher of your training.** He or she is your key contact throughout the year.
- **SEFOC'AL (Continuing education and work-study department of University).** We manage the work-study contracts and act as a link between you, the company and the Head Teacher. We will answer your questions related to work-study and support you in your search for the company. Our email address: sefocal@umlp.fr
- **The DREIF (Direction of European and International Relations and Francophonie)** : department of University which welcomes and accompanies students, teachers, researchers and delegations from abroad. It informs students who wish to make an international mobility as part of an exchange programme; it supports them in defining their mobility project. The email address: dreif@umlp.fr
- **Referent for international students** : she welcomes international students outside the exchange programs. Do you want to have documentation on housing, health, visa application, various assistance and aids? Contact: ludivine.prost@umlp.fr
- **ESN (Erasmus Student Network)** : the association's mission is to welcome all international students, and to promote their social inclusion through various intercultural and solidarity activities. Contact: info@erasmus-besancon.com / Website: <https://besancon.esnfrance.org>