

## V.I.E. - COUNTRY MEMO

### UNITED STATES

*Are you planning a V.I.E. assignment in this country? Read all the information and find out about the obligations you need to meet before you can start the project. **Steps to be taken jointly by the company in France, the local company and the applicant.***

#### POINTS TO REMEMBER WHEN STARTING A V.I.E. ASSIGNMENT

The duration of a V.I.E. assignment in this country may not exceed 18 months, depending on the applicant's profile.

The French company must ensure that **the host organisation** is aware of the steps to be taken and that the latter **accepts the terms and conditions**. To obtain a J-1 visa, you **must use an approved sponsor** who validates the prerequisites imposed by the US Department of State, while Business France examines the project to validate its eligibility for the V.I.E. program.

V.I.E.s have **trainee status**, conferred by the J-1 visa. In a few rare cases, the V.I.E. has an F1 visa with OPT (special case dealt with [in the appendix to this Memo](#)).

Type of visa	12-month J-1 "Intern" visa or 18-month J-1 "Trainee" visa or F-1 visa with 12-month OPT (see Appendix 7 of this Memo)	Additional costs over 12 months <sup>1</sup> : - Visa procedure	- Cost varies according to type of visa and sponsor
Status of the applicant	Intern	Start of assignment on site:	Authorised for F-1 visas with OPT (see Appendix 7 of this Memo)
Duration of assignment	6 to 18 months	Start of assignment in France:	Possible subject to having obtained the DS-2019
Specific conditions	Duration of assignment limited to 12 or 18 months depending on the visa / Mandatory use of an approved sponsor / Specific constraints linked to the applicant's profile (status, diploma, experience) and the host organisation (size, management, English- speaking environment) / Conditions of stay and end of assignment, to be respected throughout the program / Extensive questionnaire on the applicant's personal situation when applying for the visa	Shortest possible start time <sup>2</sup>	8 weeks for a start date on the 1 <sup>st</sup> of the month

Pour accéder facilement aux dernières évolutions de cette Note, repérez l'icône 

<sup>1</sup> Additional costs to the allowance and administration costs, estimated in EUR according to the exchange rate specified below, non-exhaustive estimate (excluding the payment of a housing allowance, travel costs incurred by the visa application or other special cases such as an accelerated visa application, etc.).

<sup>2</sup> Estimate of the shortest possible start time, excluding businesses not yet approved by Business France and other reasons that may extend processing times (incomplete applications, etc.).

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### VALIDATE ALL ASPECTS OF THE ASSIGNMENT

In addition to the eligibility criteria specific to the V.I.E. program, the French company must ensure that the project complies with the requirements imposed by the American authorities, in terms of both the applicant's profile and the host organisation:

#### > PROFILE OF THE APPLICANT

**Any French or European Economic Area national** can apply for a V.I.E. assignment in the United States, **regardless of their level of education or experience, as long as they meet one of the following criteria:**

- ✓ Are a student enrolled in a higher education establishment and in the process of validating his/her diploma; or
- ✓ Have graduated less than 12 months ago from a higher education establishment; or
- ✓ Are a graduate of a higher education establishment with at least 12 months' professional experience in the field of the assignment; or
- ✓ Have at least 5 years' professional experience in the V.I.E. field of the assignment.

**Only diplomas obtained outside the United States and professional experience acquired outside the United States are taken into account.** If the diploma has not yet been awarded, a definitive and unconditional certificate of achievement from the school will be accepted. The applicant must have a sufficient level of English.



**! Applicants holding dual nationality** with a country placed under restriction by the US Immigration Service may encounter difficulties in obtaining a visa. We strongly recommend that you consult the website of the US Embassy in France regularly to keep abreast of the latest regulatory developments.

**! Applicants with dual American nationality** are not eligible for a V.I.E. assignment in the United States, as they cannot obtain the required visa.

**! Applicants should expect to fill in a detailed questionnaire when applying for a visa:** since a presidential decree of 20 January 2025, visa applications now contain a section requiring **applicants** to state their **"sex at birth"**, in addition to the sex stated on their passport. *To find out more, we recommend you consult the US Department of State's online frequently asked questions or contact the US consular authorities in France before your departure by writing to the following address: [ParisVisaInquiry@state.gov](mailto:ParisVisaInquiry@state.gov).*

*The issuing of a visa or residence permit is a matter for the authorities of the country of assignment. They retain full discretion to accept or refuse an application, and may also require additional documents or conditions regardless of the steps taken by the company or V.I.E.*

## Special cases:

### > Applicant studying at an American university

Applicants studying at an American university who have completed at least 9 months of studies (i.e. one academic year) may be granted an **F-1 visa with OPT** after obtaining their diploma (see Appendix 7 of the Memo) to carry out a **12-month V.I.E. assignment** (non-renewable).

### > Applicant who has already obtained a J-1 visa before the V.I.E. assignment

Applicants who have already visited the United States on a J-1 visa must take into account the following waiting period before applying for a new J-1 visa, which varies according to the type of visa previously obtained and the sponsor chosen:

After a J-1 Intern	→	To obtain a new J-1 Intern visa, a <b>waiting period</b> is required, the length of which varies according to the sponsor. Applicants must also provide proof of a <b>period of time spent outside the United States</b> and, in certain cases, of school activity during this period (e.g. semester of courses related to the assignment or obtaining a diploma).
After a J-1 Trainee	→	A waiting period of 2 full years outside the United States is required.
After a J-1 Trainee	→	A waiting period of 2 years outside the United States is also required.
After a J-1 Trainee	→	Not authorised, with rare exceptions (e.g. return to student status).

In all cases, the V.I.E. assignment must be different from the one carried out for the first J-1 visa.

## > HOST ORGANISATION

Any type of host organisation can host a V.I.E. as long as it meets the acceptability criteria imposed by the chosen sponsor (see specific appendices relating to sponsor conditions) and the US Department of State:

- ✓ Any local branch of the French company
- ✓ Business partner of the French company
- ✓ Host organisation: *to obtain the list of available host organisations, the company must contact its V.I.E. sales representative.*

The main acceptability criteria vary depending on the sponsor chosen (see the appendices to this Memo for more details):

- ✓ A supervisor must be present at the V.I.E. placement;
- ✓ An English-speaking work environment that is adapted, professional and secure;
- ✓ Drawing up a training plan (form DS-7002), which will be monitored throughout the V.I.E. assignment;
- ✓ Compliance with the minimum number of employees required by the sponsor for the host organisation to be eligible (see the appendices to this Memo for more details).;
- ✓ The V.I.E. must be covered by Workers' Compensation or General Liability. The insurance cover provided by Business France covers the guarantees required by the sponsor. In the email sent when the application is launched, Business France sends the company and the applicant a certificate attesting to this, which the applicant must present when applying for a J-1 visa;



- ✓ Visit to the host organisation: if the organisation has not previously hosted a V.I.E. or does not fully meet the sponsor’s criteria, an on-site visit may be arranged by the sponsor or its representative;
- ✓ Evaluation of the assignment: the host organisation’s supervisor must send the sponsor: (1) an interim evaluation at mid-term, (2) a final evaluation at the end of the assignment. These written evaluations must be signed by the placement supervisor and the V.I.E. before the end of the assignment.

> NATURE OF THE ASSIGNMENT UNDER THE J-1 VISA

The V.I.E. program is formative in nature. The assignment entrusted to the V.I.E. must enable the development of professional skills, within a clearly defined learning framework. **V.I.E.s may not hold a managerial position or perform a role comparable to that of a traditional salaried employee.**

The J-1 visa, issued under the V.I.E. program, is a professional internship visa (Intern or Trainee), not a work visa. The aim is to promote cultural and professional exchange, and to strengthen relations between the United States and other countries. Please note:

- 1/ the J-1 visa cannot be equated with an employee of the local host organisation;
- 2/ the host organisation cannot hire the V.I.E. directly at the end of his/her V.I.E. assignment in the United States. A period of time is generally required before any change is made to another form of visa.

> DURATION OF THE ASSIGNMENT

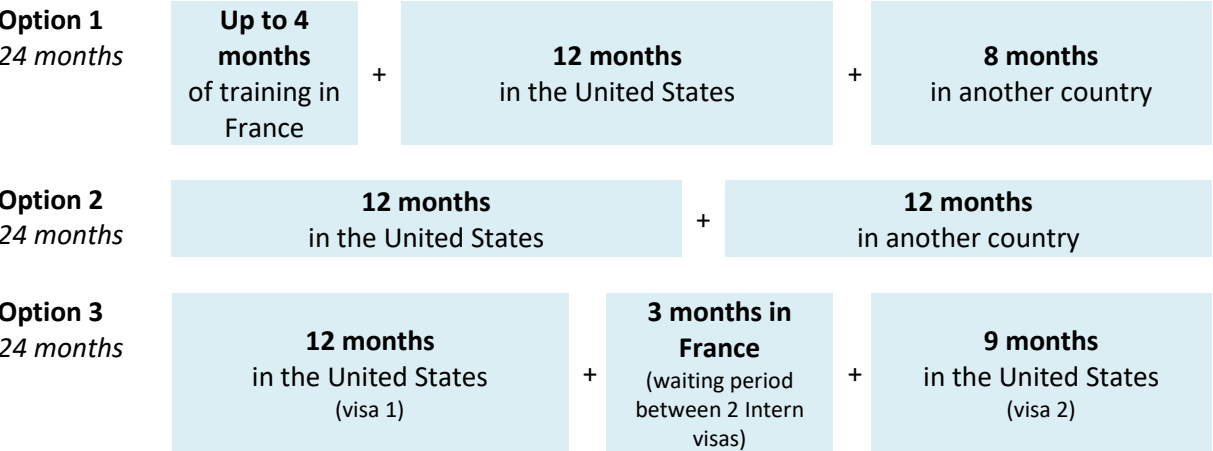
The applicant’s profile determines the sub-category of the J-1 visa and the duration of the V.I.E. assignment:

Visa	Profile of the applicant	Duration of the visa and of the V.I.E. assignment
J-1 visa INTERN	<ul style="list-style-type: none"> <li>✓ Enrolled in a higher education establishment (<b>student</b>)</li> <li>✓ Has graduated from a higher education establishment in the 12 months preceding the start of the assignment (<b>recent graduate</b>)</li> </ul>	<b>12 months non-extendable</b>
	<p><b>AND</b> does not have 52 weeks’ full-time work experience outside the USA.</p>	
J-1 visa TRAINEE	<ul style="list-style-type: none"> <li>✓ Graduates or those awaiting the issue of their diploma (diploma must be obtained at least 15 days before departure),</li> </ul> <p><b>AND</b> can provide evidence of at least 52 weeks’ full-time work experience in a company (including work placements) relevant to the V.I.E. assignment. Applicants awaiting a diploma should provide proof of a previous higher education diploma relevant to the assignment.</p>	<b>18 months non-extendable</b>
	<ul style="list-style-type: none"> <li>✓ Proof of 5 years’ professional experience (even if you don’t have a diploma) in the same field as the V.I.E. assignment.</li> </ul>	

In the hotel and catering sectors, the J-1 visa may be limited to just 12 months. **Certain sectors are not eligible** for J-1, such as the hospital, sports and education sectors.

Possibilities of extending the duration of the assignment beyond 12 and 18 months:

**J-1 Intern Visa – 12 months maximum**

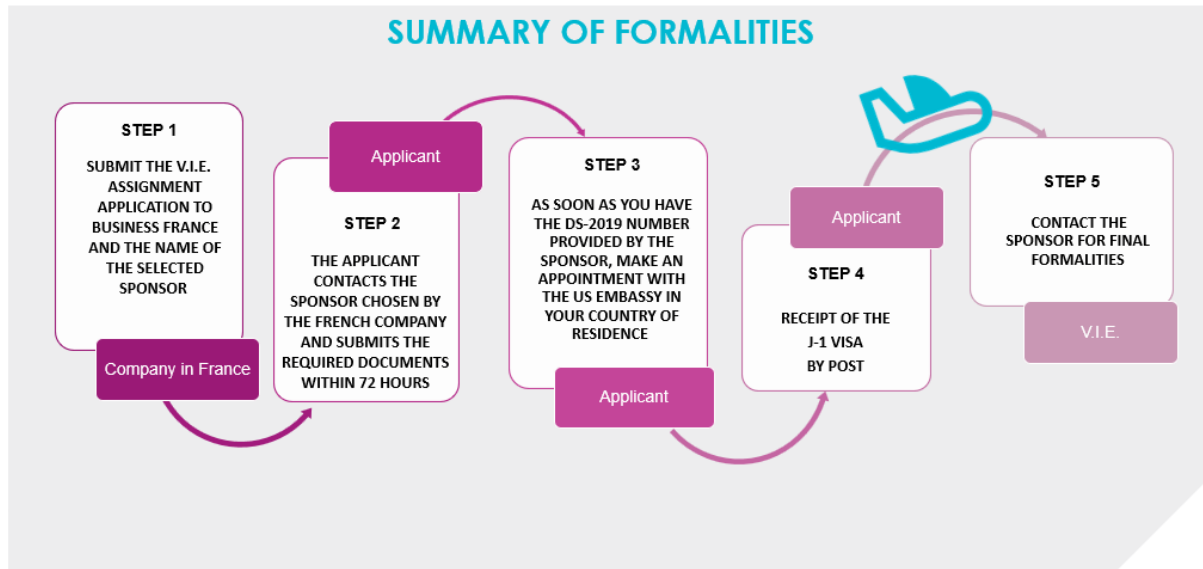


**J-1 Trainee Visa - 18 months maximum**



## RESIDENCE CARD AND ADMINISTRATIVE PROCEDURES

There are **5 steps** to the formalities involved in launching a V.I.E. assignment in the United States:



The applicant is only authorised to travel to the United States once his/her application has been approved by Business France. The V.I.E. can then leave **with a passport containing the J-1 visa and the DS-2019**.

### > SELECTION OF THE SPONSOR BY THE FRENCH COMPANY

The J-1 visa application procedure, defined by the US Department of State, requires the support of an approved sponsor selected by the French company and involves 2 steps:

- 1/ **issue of the DS-7002 and DS-2019 by the sponsor to the applicant**
- 2/ **issue of the J-1 visa by the US Embassy to the applicant**, specifying the "Trainee" or "Intern" category and the duration of the visa/assignment.

The sponsor supports the company and the applicant throughout the formalities and throughout the assignment.

The company must select the sponsor of its choice from among those accredited by the US Department of State. Business France recommends the following three sponsors:

- ✓ **ODYSSEY**: Odyssey International Exchange based in Los Angeles;
- ✓ **PARENTHÈSE/CIEE**: the Portland-based Council on International Educational Exchange (**CIEE**), represented in France by Parenthèse;
- ✓ **FACC**: the French American Chamber of Commerce (**FACC**) based in New York.

Each sponsor has its own terms of assignment, deadlines and rates (see the appendices at the end of this Memo). Other sponsors can also help you obtain a J1 visa. **This choice will be definitive for the duration of the assignment in question.**

Once the applicant has been identified, the company sends Business France:

- the request for a new assignment via the E-VIE extranet and
- the selected sponsor, to be specified **in the "Purpose of the assignment" tab**.

## > OBTAINING DS-7002 AND DS-2019

The J-1 visa can only be issued if 2 documents have been obtained in advance from the sponsor:

- **DS-7002**: this form is the training/internship plan that the V.I.E. will follow during his/her assignment. It must be completed by the American host organisation and the applicant. It describes the training objectives, the tasks to be carried out and the skills to be acquired during the stay.
- **DS-2019**: this form certifies that the applicant has sufficient resources to support himself/herself during his/her stay in the United States and must **be presented on arrival in the United States or during an identity check**.

The company begins the process of obtaining the DS from the sponsor (see the appendices at the end of this Memo).

Business France confirms the launch of the assignment process and sends:

- ⇒ to the French company: an email with the subject line **“V.I.E. - Taking charge of the assignment”**
- ⇒ to the V.I.E. applicant: an email with the subject **“V.I.E. - Taking charge of your assignment”**.



**The V.I.E. applicant must contact the sponsor within 72 hours of receiving the email from Business France.** The company is advised to check that the V.I.E. applicant has sent the sponsor the J-1 request within 72 hours of receiving the email from Business France.

The applicant must promptly send the sponsor the documents requested.

The sponsor contacts the American host organisation to finalise the application and obtain payment of the fees. The French company is advised to ensure that the host organisation has returned the documents requested by the sponsor and that the J-1 fees have been paid by the host organisation.

The sponsor continues to examine the file until the DS is issued, on average within 8 weeks of taking charge of the file.

If the DSs are not issued by the sponsor by the **deadline of the 20<sup>th</sup> of the month preceding the start of the V.I.E. assignment**, Business France reserves the right to postpone the assignment to the following month.

The DS-7002 is a printable electronic document that applicants must download from the space provided by the sponsor. The DS-7002 must bear the signatures:

- of the applicant
- of the sponsor
- and of the host organisation.

**The dates indicated on the DS-7002 or DS-2019 must correspond to the dates of the V.I.E. assignment in the United States.** If the V.I.E. starts his/her assignment in France or elsewhere, these dates are not taken into account on the DSs.



**As soon as the applicant obtains the DS-7002 (no need to send the DS-2019), he/she must send it to Business France via his/her personal space on the [My International Internship website](#).**

Business France will then be able to pre-approve the visa, the duration of the assignment and the V.I.E. host organisation.



## > OBTAINING THE J-1 VISA



**As soon as they know the DS-2019 number** (and even before they receive the document), **applicants make an appointment with the US Embassy in their country of residence** using the instructions sent to them by the sponsor. Business France recommends **making the first available appointment**, even if the date is a long way off. By logging back on to the Embassy website regularly, **applicants will be able to bring forward their appointment** by taking the slots that have become available. This tip speeds up the appointment process, which can sometimes take a long time.

Applicants living in France are encouraged to give priority to the Paris Embassy, which is used to handling J-1 visa applications.

The applicant must attend the appointment in person, which lasts just a few minutes and includes fingerprinting (unnecessary if the applicant has already obtained a visa). He/she must present:

- His/her passport
- The DS-2019 and DS-7002
- Proof of payment of SEVIS fees<sup>3</sup> (check with the sponsor and the company to determine who pays these fees).

This list is not exhaustive: check with the sponsor.

At the appointment, applicants leave their passport with the US Embassy and collect it by express courier within 10 days, with the J-1 visa affixed to the inside. If the application is unsuccessful, the Embassy will return the passport without a visa.



**As soon as the applicant obtains his/her J-1 Visa, he/she must send a copy to Business France via his/her personal space on the [My International Internship](#) website.**

The J-1 visa authorises a multiple-entry stay, provided that the DS-2019 has been stamped by the sponsor (see next step) once you have arrived in the USA.

The J-1 visa is said to be “closed”, meaning that the V.I.E. will be authorised to reside in the United States during the period mentioned, provided that he/she carries out the placement in the host organisation named on the DS-2019.



**Applicants must travel to the United States within 30 days, with the agreement of their company and Business France.**

## > MANDATORY CONTACT WITH THE SPONSOR AND BUSINESS FRANCE

**As soon as they arrive in the United States**, V.I.E.s must notify the sponsor of their arrival to validate 2 points:

- 1/** the sponsor gives the V.I.E. a certificate that will enable him/her to obtain his/her SSN (see below).
  - 2/** the V.I.E. must have the sponsor sign the DS-2019 in order to enter and leave American territory.
- The V.I.E. must also contact the local V.I.E. representative (see contact details at the end of this Memo).

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<sup>3</sup> The SEVIS (Student and Exchange Visitor Information System) fees are compulsory for all J-1 visa applicants. These fees are intended to support the system that monitors and manages all J-1 visa holders during their stay in the United States. The SEVIS fees must be paid before the appointment at the US Embassy by the sponsor, the company or the applicant. It is therefore important to check with the sponsor to find out who will cover these specific fees.

## The American social security number (SSN)

In the United States, the Social Security Number (SSN) is a number allocated to each American citizen or to any person eligible to work in the United States. The V.I.E. must have an SSN:

- to obtain an American driving licence (if he/she needs to drive a vehicle),
- if the State in which he/she resides requires him/her to present an SSN in order to complete certain formalities or access certain services (opening a bank account, renting a flat).

You can apply for the SSN online at <https://socialsecurity.gov>.

This formality, which requires a waiting period of around 2 weeks, does not trigger the payment of social security contributions, nor does it link you to the American social security system.

## SPECIAL CASES

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<p>What about dependents?</p>	<p>The visa procedures for dependent beneficiaries must be carried out at the same time as those for the V.I.E. applicant.</p> <p>Dependent beneficiaries can obtain a J-2 visa by applying to the same sponsor as the applicant, on presentation of a family record book (<i>livret de famille</i>) attesting to a marital status (PACS not recognised). The J-2 visa may allow you to work in France, provided you obtain an Employment Authorization Document (EAD) when you arrive.</p> <p>The cost of J-2 visas for dependent beneficiaries is at the discretion of the company.</p> <p>Documents to be provided include:</p> <ul style="list-style-type: none"><li>- Copy of spouse's passport;</li><li>- Copy of marriage certificate;</li><li>- A copy of the health insurance certificate (sent by Business France in the "V.I.E. - Taking charge of your assignment" email).</li></ul>
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## LOCAL ADMINISTRATIVE PROCEDURES

Once in the United States, V.I.E.s are invited to a welcome meeting organised online by the Business France office in the United States (see contact details at the end of this Memo), during which they receive the information they need to settle in successfully.

All additional information useful to ensure that the assignment goes smoothly is included in the V.I.E. Guide.

**Within 15 days of their arrival**, V.I.E.s must complete their consular registration online. If the V.I.E. is French, the registration must be submitted using this link: [HERE](#). For nationals of other European countries, information is available on the websites of the embassies of the countries concerned in the United States.



## CONDITIONS OF STAY FOR V.I.E.S

Please inform your subsidiaries or host organisations of the need to meet the conditions listed below:

General conditions of a V.I.E. assignment (details vary according to the sponsor)	
Reminders to the host organisation AND the V.I.E.	
<ul style="list-style-type: none"> <li>- The content of the assignment must comply with the training plan referred to in DS-7002.</li> <li>- Door-to-door canvassing is prohibited.</li> <li>- Possibility of teleworking within the limits imposed by the sponsor.</li> <li>- V.I.E.s must be accompanied by their training supervisor to the location declared in the DS-2019.</li> </ul>	
Reminders to the host organisation	Reminders to V.I.E.s
<ul style="list-style-type: none"> <li>- The V.I.E.'s working environment must be English-speaking, safe and comply with the requirements in terms of the ratio of supervisors to employees.</li> <li>- Workers' Compensation or General Liability is compulsory (see <a href="#">Business France insurance cover</a>).</li> <li>- The sponsor must receive a mid-term and end-of-assignment evaluation drawn up by the local supervisor.</li> <li>- The American authorities may carry out on-site checks to verify the reception conditions for J-1 visa holders (in this case they indicate J-1 and not V.I.E.).</li> </ul>	<ul style="list-style-type: none"> <li>- V.I.E.s must <b>update their contact details</b> in the MonVIE/VIA space.</li> <li>- It is imperative that you <b>comply with local laws</b>, particularly with regard to driving a vehicle (see the "<a href="#">Driving a vehicle</a>" section of <a href="#">this Memo</a>).</li> <li>- Any infringement, contravention or penalty received locally <b>must be reported within 24 hours to Business France and the sponsor</b>.</li> <li>- We recommend that V.I.E.s refrain from making any <b>comments of a political nature, particularly on social networks</b>, and that they do not take part in events or demonstrations with a political dimension.</li> <li>- We strongly recommend that you <b>keep a copy of your DS-2019 and passport with you</b> at all times.</li> </ul>

### Reminders to V.I.E.s about travelling outside the United States:

- Before leaving the United States, whether for personal or professional reasons, V.I.E.s must obtain prior information to avoid any problems on their return:
  - ✓ Some destinations, such as Cuba, are strictly forbidden by the American authorities.
  - ✓ We also recommend that V.I.E.s consult: 1) the list of authorised countries from the French Ministry of Foreign Affairs ([Advice for travellers](#)); 2) the website of the French Embassy of the United States in France ([here](#)).
- Before leaving the United States, V.I.E.s must obtain prior approval:
  - ✓ from the host company,
  - ✓ from Business France,
  - ✓ and from the sponsor (signature in the “Travel validation” section of the DS-2019 valid for 12 months only – to be renewed if necessary).
- The maximum period authorised outside US territory is 30 consecutive days. After 30 days, the J-1 visa is automatically **suspended or cancelled by the sponsor**.

### Reminders to the V.I.E. at the end of the assignment:

- It is essential that the V.I.E. follows the end-of-assignment instructions (see the [end-of-assignment procedures section of this Memo](#)).
- Significant penalties may apply in the event of non-compliance with these rules, including provisional detention and/or a 10-year ban on entry or re-entry to the United States.

We thank you for your vigilance in strictly complying with these instructions, issued by the American authorities and the sponsors. For any further information, please contact your sponsor directly.



By April 2025, there will be an **increase in random checks and stricter enforcement of existing rules**. Any V.I.E. who does not comply with the conditions of residence is liable to severe penalties.

## SECURITY

**Depending on how the security situation changes**, travel within certain countries or regions may be discouraged or even banned. In addition to requesting authorisation for any travel outside the country of assignment (or in any orange zones in the United States), the V.I.E. must find out about the security conditions by referring to the map drawn up by the Crisis and Support Centre, which details the status of each country by colour.

Green zone	Normal vigilance: no particular security constraints
Yellow zone	Enhanced vigilance
Orange zone	Travel permitted with the local V.I.E. representative's prior approval
Red zone	Formal ban on entering the zone

Everything you need to know about security rules  
in the United States



[Travel advice website / United States](#)

Everything you need to know about security rules  
around the world



[Travel advice website](#)

## TAXATION

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Under current tax regulations, the allowance received by the V.I.E. under the J-1 is **not normally subject to tax in the United States.**

However, if this rule were to change, the provisions of Article 2-5<sup>4</sup> of the agreement signed between Business France and the host company would apply.

Like any person working in the United States, **V.I.E.s are required to declare their income to the American authorities**, as well as any taxes paid during their assignment in the United States. This declaration is compulsory and must be sent to the Internal Revenue Service (IRS), the office of the US tax authorities, **before 15 April each year**, concerning income earned in the previous year. The V.I.E. must comply with the instructions given by the sponsor and Business France.

**V.I.E.s in possession of any residence permit other than the J-1 may be subject to taxation.**

Companies are advised not to re-invoice the cost of the V.I.E. to their local entity hosting the individual, as this would have tax consequences in the event of an accounting audit. Under no circumstances will Business France be able to settle a situation that is the responsibility of the company in France.

Furthermore, Business France points out that the applicant is granted V.I.E. status on the first day of the month in which the assignment begins. As of that date, the V.I.E. cannot perform paid work concurrently, whether it be in the public or private sector, until the end of his/her assignment (including during periods of leave).

**The V.I.E. or the company must keep Business France informed of any request or position that the foreign tax authorities may formulate concerning the V.I.E.'s tax status, so that Business France can assist them with their procedures.**

## SOCIAL SECURITY

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Throughout the assignment, the V.I.E. will have social security cover set up by Business France (health, repatriation, work accident). During this period, the V.I.E. is not covered by the host country's social security system.

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<sup>4</sup> Article 2.5: "If the amounts paid to the V.I.E. are considered by the Country of Assignment as being subject to tax, the French Host Organisation agrees to pay this tax. If the French Host Organisation covers the V.I.E.'s accommodation costs, whether in whole or in part, in kind or in cash, it must also pay any tax for which the V.I.E. is liable by virtue of occupying the accommodation."

## DRIVING A VEHICLE

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For the first 30 days after arrival in the United States (3 months depending on the State), the V.I.E. may drive under cover of the driving licence issued in his/her country of origin.

After 30 days (or 3 months, depending on the State), V.I.E.s on a J-1 visa, considered as “temporary residents”, must have an American driving licence issued in their State of residence. **It is therefore necessary to obtain an American driving licence in order to drive a vehicle in the United States.**

Some States recognise the driving licence issued in France as equivalent to the American licence. The French licence is then exchanged for an American licence. However, this formality carries the risk of not getting your French licence back.

**To find out more**, contact the Department of Motor Vehicles (DMV) in your State of residence to find out how long a new “temporary resident” is allowed to drive with his/her foreign licence and whether it is necessary to retake the American driving test.

The American driver’s licence is also commonly used as a form of identification.

## EXTENSION OF THE ASSIGNMENT AND CHANGE OF HOST ORGANISATION

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### > EXTENSION OF THE ASSIGNMENT

If the V.I.E.’s initial assignment does not last the full duration of the J-1 visa obtained, the assignment may be extended up to the 12 or 18 months authorised, depending on the category of J-1 visa obtained by the applicant (excluding the V.I.E. France period):

J-1 Intern Visa	12 months
J-1 Trainee Visa	18 months

The extension is only possible if the French company and the host organisation remain the same.

Business France and the sponsor must process the extension request within the same timeframe as the initial assignment request, i.e. a minimum of 6 weeks. If the application cannot be processed in time, the V.I.E. will be able to carry out a V.I.E. period in France.

As soon as the French company initiates the extension request on the E-VIE extranet and the V.I.E. confirms his/her agreement, the V.I.E. must contact the sponsor to request the **extension of the DS-2019**.

Once obtained, the V.I.E. must insert **the copy of the new DS-7002 signed by all parties** into his/her personal space on **My International Internship** in order to confirm that the amendment has been issued.



Once the J-1 visa has expired, **it must be renewed in order to leave and re-enter the United States during the extension period.** To do this, the V.I.E. will have to leave the country to extend his/her J-1 visa at the company's expense, depending on the nature of the stay: in France or elsewhere (Mexico, Canada, etc.). The V.I.E. must **allow around 10 days on site** to obtain the renewal of the J-1 visa (contact the sponsor to discuss practical arrangements). The V.I.E. must also contact the company to find out how the travel costs will be covered.

**If the V.I.E. does not need to leave American territory during this extension period,** he/she is not obliged to renew the J-1 visa. In this case, the J-1 visa and the DS-2019 will not mention the same dates: the date of the DS-2019 will be taken as proof. If in doubt, please contact the sponsor.

#### > TRANSFER FROM ONE HOST ORGANISATION TO ANOTHER IN THE UNITED STATES:

The company and the V.I.E. **must inform Business France and the sponsor in advance** of any plans to transfer to another host organisation.

In this case, the processing time with the sponsor requires a **minimum of one month** and is subject to the sponsor's acceptance of the host organisation. If this deadline is not met, Business France reserves the right to send the V.I.E. back to France while the sponsor processes his/her application, pending receipt of the new DS-2019.

The transfer will take effect once Business France has received the copy of the new DS-7002 issued by the sponsor and signed by all parties. It is not necessary to renew the J-1 visa.

## END-OF-ASSIGNMENT PROCEDURES

#### > IN TERMS OF MIGRATION:

At the end of the assignment, the V.I.E. **cannot remain in the United States.** He/she must leave the United States **before the date indicated on the DS-2019:** there is no immediate possibility of being hired locally. At the time of the DS application, the applicant and the host organisation agree to this by signing a document submitted by the sponsor. To be hired in the United States at the end of an assignment, the person must leave the country and comply with a waiting period that varies depending on the sponsor.

By notifying the sponsor and Business France, the V.I.E. may, if he/she so wishes, benefit from a **period of 1 month from the expiry date of the DS-2019, known as the "grace month"**, during which he/she is legally authorised to stay in the United States for tourism purposes. He/she must leave the United States at the end of this grace month.





During the grace month, the V.I.E. is no longer covered by the V.I.E. status, nor by the insurance cover provided by Business France. He/she can ask the insurance company to cover him/her for these 30 days, as long as he/she pays the premium himself/herself.

**In the event of interruption or cancellation of the J-1 visa by the sponsor,** the V.I.E. must leave American territory immediately. The 30-day grace period granted by the US government for tourism does not apply in this case.

> **REGARDING TAX AND SOCIAL SECURITY:** In the year following the end of his/her assignment (N+1), the V.I.E. must continue to declare his/her allowance received in year N-1 to the French tax authorities. He/she must also declare his/her allowance in his/her country of assignment, by contacting the local V.I.E. representative.

**The V.I.E. or company must inform Business France of any request or position that foreign authorities may make concerning the tax or social security status of the V.I.E. so that Business France can support them in their procedures.**

**YOUR CONTACTS**

YOU ARE:	
THE COMPANY	THE APPLICANT/V.I.E.
<p><b>Starting a new V.I.E. project</b> → Your V.I.E. sales manager</p>	<p><b>Question related to the smooth running of the V.I.E. assignment</b> → Ask us in writing: <a href="#">Here</a></p> <p>→ By telephone: +33 (0)4 96 17 25 00</p>
<p><b>Question related to the smooth running of the V.I.E. assignment</b> → Your V.I.E. contact</p>	
<p><b>Question related to local conditions</b>            → Your local V.I.E. representatives:</p> <p style="text-align: center;">Chantale Dalencourt and Arthur Jaspard  <a href="mailto:infovieadn@businessfrance.fr">infovieadn@businessfrance.fr</a></p> <p style="text-align: center;">Business France Office in New York            1700 Broadway - 25th Floor            New York, NY 10019</p>	
 	

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## APPENDIX 1 – Contact details of sponsors recommended by Business France

**Your contacts** (whether the company, the host organisation or the applicant, always specify that this is a V.I.E. application):

ODYSSEY	FACC	Parenthèse
<p>The formalities for obtaining a J-1 visa are carried out directly with the ODYSSEY subsidiary based in France. The preferred contacts for V.I.E. applications are French and English-speaking:</p> <p><b>Charlotte Guyot, Director of European Operations</b>  <a href="mailto:cguyot@odcinternational.com">cguyot@odcinternational.com</a>  <b>Tel.</b> +33(0)6 61 57 39 83            Paris, France</p> <p><b>Julie Houpin-Hopper, European Program Manager</b>  <a href="mailto:jhhopper@odcinternational.com">jhhopper@odcinternational.com</a>  <b>Tel.:</b> (+1)-310- 421-1887            Los Angeles, USA</p> <p><b>Website:</b> <a href="http://www.odc-exchange.com/">www.odc-exchange.com/</a></p>	<p>Although based in New York City, FACC has jurisdiction over the whole of the United States, regardless of the State in which the V.I.E. assignment is located. The main contact for V.I.E. applications is a French-speaking and English-speaking person based in the United States:</p> <p><b>Christel Cogneau</b>  <b>Tel.</b> (+1)-212-867-0123  <a href="mailto:coordinator@faccnyc.org">coordinator@faccnyc.org</a></p> <p><b>Website:</b> <a href="http://www.faccnyc.org">www.faccnyc.org</a>  <a href="https://www.faccnyc.org/international-inbound">https://www.faccnyc.org/international-inbound</a></p> <p>To obtain a J-1 visa directly from FACC, click on this link:  <a href="https://facc.secure.force.com/forms/RequestCandidatePage">https://facc.secure.force.com/forms/RequestCandidatePage</a></p>	<p>The formalities are carried out directly with the CIEE partner based in France: Parenthèse. The main contact for V.I.E. applications is in French and English:</p> <p><b>Alexandre Le Vigoureux</b>  <a href="mailto:contact@parenthese-paris.com">contact@parenthese-paris.com</a>  <b>Tel.</b> +33 (0)1 43 36 36 08</p> <p><b>Website:</b>  <a href="http://www.parenthese-paris.com">http://www.parenthese-paris.com</a></p>

## APPENDIX 2 – Procedure and deadlines for sponsors recommended by Business France

### 2 months before the start of the V.I.E. assignment:

If the company submits its project to Business France before the 10 <sup>th</sup> of the 2 months preceding the start of the assignment, the assignment can start within 8 weeks. If the project is submitted on the 11 <sup>th</sup> , it will take an extra month.		
<b>As soon as you receive the email from Business France</b> (subject: Taking charge of your assignment), the <b>V.I.E. applicant has 72 hours to contact the sponsor:</b>		
Odyssey	FACC	Parenthèse
<a href="#">LINK</a>	<a href="#">LINK</a>	Direct exchanges.
On receipt of the applicant's registration, the sponsor will contact the V.I.E. applicant and the host organisation within 24 to 48 hours and send them the instructions for compiling the application.		
<ul style="list-style-type: none"><li>- <b>Odyssey</b> issues the DS-2019 within 5 and 7 days from the date of submission of the complete application to ODYSSEY and payment of the cost of the J-1 visa.</li><li>- <b>FACC</b> processes applications in order of the start date of the assignment in the United States. Once the application has been received, FACC NY will contact the V.I.E. and the company 6-8 weeks before the start date in the United States to collect any missing information. All missing items must be received no later than 25th M-2 before the planned departure for the United States. FACC produces the DS-2019 in 6 to 8 weeks.</li><li>- <b>Parenthèse</b> delivers the DS-2019 in 15 working days from the moment the file is complete at PARENTHÈSE (excluding obtaining the J-1 and the processing of the file by Business France).</li></ul>		
The host organisation will pay for the J-1 visa and any additional costs incurred by the sponsor.		
On receipt of the documents from the applicant and the host organisation, the sponsor examines the application.		
FACC / Parenthèse / Odyssey: Telephone appointment with the applicant to assess their level of English.		

### 1 month before the start of the assignment:

Within 1 to 10 working days of receiving all the required elements, the sponsor will issue the DS-7002 and DS-2019 to the applicant by email. <b>The 22nd of the month preceding the start of the assignment</b> is the deadline for sponsors to send the DS-7002 and DS-2019.
The applicant makes an appointment at the US Embassy.
The V.I.E. receives the J-1 visa and enters it in the My International Internship file. Odyssey: An arrival manual is sent to the applicant.

### Start of the V.I.E. assignment on the 1<sup>st</sup> of the following month.

*If your company has not yet been approved by Business France, you must add the time required for the procedure to the minimum 8-week period.*

## APPENDIX 3 - Conditions relating to the host organisation imposed by each sponsor

FACC	PARENTHESE - CIEE	ODYSSEY
<p>⇒ Between 1 and 3 full-time employees on site, Of which 1 American or holder of a permanent residence permit* (“green card holders”).</p> <p>⇒ Interns or trainees must be supervised by their manager throughout their assignment, including during any periods of teleworking (maximum 2 days a week).</p> <p>⇒ The host organisation must have a physical presence in the United States (office, business site).</p> <p>⇒ Accommodation facilities are authorised as long as the V.I.E. has access to an office and a competent tutor to monitor and train the V.I.E. in his/her field.</p> <p>⇒ FACC accepts J-1 visa applications in all US States (<i>not just New York</i>).</p> <p>N.B.: Offices at the V.I.E.’s home are not permitted, except during teleworking time.</p> <p><i>(*) If the company does not have any American employees or green card holders, this is not a barrier. In this case, FACC will ensure that the V.I.E. is sufficiently exposed to American culture during the assignment.</i></p> <p><i>(**) English-speaking work environment required.</i></p>	<p>⇒ The host organisation must have at least 1 English-speaking employee*.</p> <p>⇒ For companies with between 1 and 9 employees: 1 V.I.E. For companies with between 10 and 14 employees: 2 V.I.E. 15 to 19 employees: 3 V.I.E., etc.**</p> <p>⇒ Teleworking authorised for a maximum of 2 days per week. The majority of working time must be spent face-to-face with a supervisor/colleague.</p> <p>⇒ For rented offices, a supervisor is essential and it is the company (via the manager of the rented office) who takes the necessary steps, not the company renting the office;</p> <p>⇒ Shared spaces (“co-working”), accommodation organisations and start-ups with little seniority are authorised as host organisations.</p> <p>N.B.: Home offices and full-time teleworking are not accepted.</p> <p>*The working environment must be English-speaking. ** if there are fewer than 10 employees, the CIEE deals with them on a case-by-case basis.</p>	<p>⇒ Between <b>1 and 3 English-speaking</b> employees on site to host 1 V.I.E.</p> <p>⇒ Shared spaces, accommodation organisations and start-ups are authorised as host organisations.</p> <p>⇒ Teleworking is authorised for a maximum of <b>2 days</b> per week.</p> <p>⇒ Home offices are not accepted.</p> <p>⇒ Local on-site supervisor required throughout the V.I.E. assignment.</p> <p>⇒ ODYSSEY accepts J-1 visa applications in all US States.</p>

## APPENDIX 4 - V.I.E. travel rules by the sponsor

FACC	PARENTHESE	ODYSSEY
<p>V.I.E.s can travel <b>to any State in the United States</b>, with their tutor (or with another trusted employee of the host company), for commercial canvassing according to the following criteria:</p> <ul style="list-style-type: none"> <li>- Business travel must be limited to a maximum of 5 working days per month. In the event of an overrun, New York FACC will consider the request on a case-by-case basis.</li> <li>- The V.I.E. must remain in contact with the tutor before, during and after the trip.</li> <li>- Door-to-door company/customer prospecting is not allowed.</li> </ul> <p>The same rules apply to business trips <b>outside the United States</b>.</p> <p>Under American regulations, the V.I.E. cannot leave the United States for more than 30 consecutive days, otherwise the V.I.E. cannot return to the United States under J-1 status.</p>	<p>V.I.E.s may travel to any State in the United States, but only in the presence of their tutor or another trusted employee of the host company. In the latter case, the V.I.E. must remain in contact with the tutor before, during and after the trip.</p> <p>Door-to-door company/customer prospecting is not allowed.</p> <p>Travel time is determined on a case-by-case basis. V.I.E.s must spend more than 50% of their V.I.E. assignment in the office or head office of the host company.</p>	<p>V.I.E.s can travel to <b>any State in the United States</b>, with their tutor, for commercial canvassing according to the following criteria:</p> <ul style="list-style-type: none"> <li>- V.I.E.s may travel to any State in the United States in the presence of their tutor or, if this is not possible, V.I.E.s must remain in contact with the tutor before, during and after the trip.</li> <li>- All travel must remain as part of the DS-7002 form.</li> <li>- Door-to-door company/customer prospecting is not allowed.</li> <li>- V.I.E.s must spend <b>at least 61% of their V.I.E. assignment</b> in the host company's office or head office, as indicated on the DS-2019 form.</li> <li>- The same rules apply to business trips outside the United States.</li> </ul>

## APPENDIX 4 - Cost of J-1 visa formalities charged by each sponsor

EUR/USD conversion rate at 10/06/2024 (1 € = 1.08 \$)

Cost in euros	FACC	PARENTHESE	ODYSSEY
Administrative costs 1 to 6 months	1867	Intern 1250 Trainee 1465	1245
Administrative costs 7 to 12 months	1867	Intern 1760 Trainee 2045	1614
Administrative costs 13 to 18 months	1867	2630	1706
Contribution (optional if the company has fewer than 5 employees in the USA).	560	-	0
SEVIS fees	205	-	220
MRV fees	172	170	170
Expedited service – 5 days	0	1270	0
Expedited service – 10 days	0	120	0
Expedited mail	0	-	N/A
Obtaining a J-2 visa	233	700	230
On-site company visit	233	0	0
Loss of or damage to the DS-2019	93	0	115
Change of host organisation (same company)	476	0	345
Change of host organisation (new company)	934	0	553
Delay in sending arrival documents	98	0	N/A

### V.I.E. as part of an OPT (OPTIONAL PRACTICAL TRAINING)

An applicant who is a student at an American university, has completed at least 9 months of studies and is a graduate of this institution, may carry out a V.I.E. assignment in the United States for a maximum of 12 months if he/she obtains an **F-1 visa with OPT** (see Appendix 7 of the Memo). In this case, the university acts as visa sponsor and handles the formalities.

#### Profile of the applicant

Applicants must meet all of the following criteria:

- be a student at an American university and have completed a full academic year (i.e. 9 months);
- be a graduate;
- be in possession of an F-1 visa;
- ensure that the purpose of the assignment is related to the diploma obtained locally.

#### OPT application procedure

Applicants must start the formalities for obtaining an OPT between 90 days before the end of their program of study and 60 days after the end of the program.

If the application is accepted by the U.S. Citizenship and Immigration Services (USCIS), the applicant will receive an EAD (Employment Authorization Document) within approximately 3 months. He/she may not remain unemployed for more than 90 days. As soon as the EAD is received, the applicant can start the V.I.E. assignment.

**The dates of the V.I.E. assignment in the United States will be those of** (example: if the OPT is valid from 1 January 2025 to 31 December 2025, the V.I.E. assignment will cover the same period).

#### Assignment conditions

- In this case, the V.I.E. applicant is assigned on site.
- Applicants are assigned on condition that they provide Business France with the following documents:
  - Form I-20
  - OPT corresponding to the dates of the V.I.E. assignment
  - the EAD issued by the local authorities
  - F-1 visa.

#### Taxation

Please refer to [the taxation section of this Memo: click HERE](#).

#### Local social security cover

F1 is exempt from Social Security (FICA) for 5 years.