

Guide to Completing Your TAPIF Application

Before you begin: The Teaching Assistant Program in France (TAPIF) is open to U.S. citizens or permanent residents aged 20 to 35 who have completed at least three years of university study and have an intermediate (B1) level of French. Candidates must be native English speakers and pay a \$149 application fee (instructions will be sent by email after submission).

1. Check your eligibility

- Age: you must be between 20 and 35 at the time of application.
- Citizenship: you must be a U.S. citizen or green card holder.
- Education: you must have completed at least three years of university-level study by the start of the program.
- French proficiency: you must have at least a B1 level in French.
- English: you must be a native English speaker.

2. Complete your personal profile

- Enter your first name, last name and date of birth (DD/MM/YYYY).
- Provide your email address and, if you wish, your gender identity.
- Indicate whether you have previously participated in the TAPIF program.

3. Criminal history check and documents to upload

- Request a criminal history check from the FBI, your local or state police, or an online service.
- Certify that your criminal record is clean.
- Upload the first two pages of your U.S. passport (or your green card) in PDF/JPG/PNG/SVG format.
- Upload the criminal history document (PDF format).

4. Academic background

- Select the level of education you will have completed by the end of the academic year: three years of studies, a bachelor's degree or a master's degree.
- Provide your degree, the major/minor, the institution, and the start and end dates of your studies.

5. Supervisory and teaching experience

- Describe your experience in babysitting, camp counseling or sports coaching.
- Indicate your teaching, tutoring or TAPIF experience (none to more than 4 months).
- Briefly describe your supervisory and teaching background.

6. Experience abroad and French proficiency

- Indicate the length of your study/work experience abroad (excluding vacation): never, 1, 2, 3 or 4+ months.
- Choose your French language evaluation method: standardized French-language test or recommendation from a university French professor or teacher at Alliance Française.
- Write a motivation letter in French (about 500 words) explaining why you want to become a language assistant in France.

7. Recommendation letter

- Choose an academic or professional referee.
- Provide their first name, last name and email address.
- If you wish, include a personal message to explain your request.
- Sending the reference request does not submit your application; it simply notifies your referee.

8. Académie choices and placement

- Select up to three preferred Academies or NP if you have no preference.
- Placements may be anywhere within the Académie and you cannot request a specific city.
- Indicate whether you have medical conditions requiring close supervision, whether you are applying with a significant other, and whether you already have housing in France.

9. Attestation and commitment

By submitting your application, you certify that:

- the information provided is accurate, you have not been convicted of any crime, and you completed the form honestly.
- you accept the post you will be offered; you will perform your duties for the full duration of the contract and will not leave your post without authorization.
- you will provide an updated criminal history check after selection.

Practical tips

- Prepare your documents (passport, criminal history report, proof of French level) before you start.
- Contact your referee early so they have time to submit their letter.
- Proofread your motivation letter and all responses to ensure consistency and authenticity.