

Syracuse Abroad

French Student Visa Packet

Before you begin:

- Ensure you have a passport valid through **six months after your program ends**.
 - **Note:** If you will be in need of your passport before the start of the program, we can't guarantee you'll get your visa returned to you in time.
- Visa application due dates:
 - **By October 13:** Register in *Etudes en France* and submit online \$180 Campus France fee
 - Make an appointment at the relevant French consulate! Your appointment must be no later than mid-November to ensure you get your visa on time.
 - **By November 15:** Appear at French consulate with your visa application and supporting materials.
- Your main contact:
 - Caitlin Jarvis, London & Strasbourg Admissions Counselor, 315-443-9431, cajarvis@syr.edu
- Make copies of all forms and documents for your personal records and reference.
- **International students:** Contact Caitlin Jarvis before applying for your visa.
- Students with European Union citizenship traveling with their EU passport do not need a visa. Contact Caitlin Jarvis for more information.

Step One: Register with Campus France/Etudes en France

Please note that you will need a valid passport with an expiration date at least six (6) months after your program ends. If you do not have a passport, or your passport will expire before six months after your program ends, you need to apply for a new one immediately.

Have on hand the following documents:

- Your Syracuse Abroad official acceptance letter (as an electronic file—Syracuse Abroad will email this to you)
- A headshot (as an electronic file, under 50kb)
- Your passport or other valid photo ID (driver's license, residence permit, visa, or other government-issued ID card—as an electronic file, under 300kb)
- PDF file of your current college transcript

All students must follow the Campus France procedure to obtain a visa. Campus France has created the *Etudes en France* system to allow you to register with the French Embassy in advance of applying for your visa.

Please note that the *Etudes en France* system works best on a PC using the Firefox (Mozilla) browser. If you are using a Macintosh computer, use Google Chrome as your browser when logging into the system. *Etudes en France* will **not** work on Safari.

A PDF file has been created with English-language instructions for using *Etudes en France*, which was emailed to you.

Once you've looked over the PDF file, visit <http://www.usa.campusfrance.org/en> and proceed. The *Etudes en France* registration link appears at top right.

1. Create your *Etudes en France* account.

- a. Create your account, choosing a login (preferably your syr.edu email address) and password that you will remember. You **MUST** keep your login information handy. **DO NOT** lose it as the recovery process is difficult.
- b. If you prefer, click "EN" at the very top left of the page to choose English as the display language. (Please note that if you do not see the "EN | FR" options at top left, you may not be able to select English as your language until after your account is created. However, with the help of the English instructions in the PDF file, you should be able to create the account with little difficulty.)

IMPORTANT: Under "Miscellaneous" or "Divers" at the bottom of the account creation page, you will see three check boxes. **CHECK ALL THREE BOXES** to ensure that you receive all Campus France correspondence in your login email account.

2. Confirm your *Etudes en France* account.

- a. After you fill in the relevant information and click "Create an account," you will receive a confirmation email from Campus France. Click on the link in the email to confirm your account. You will be taken to a page where you will create your account password.

3. Make a note of your Campus France ID number.

- a. When you create an account, you are assigned a Campus France identification number (ex: USXX-XXXXX). Log into your *Etudes en France* account. After you log in, this number will be visible at the upper right of the screen, under your name. **Please make a note of the number.** You will need to provide this number on your Campus France money order, and any time you contact Campus France, so keep it in a safe place so you do not forget it.

4. Upload your Syracuse Abroad enrollment letter to your *Etudes en France* account.

- a. At the top of the page, in the black navigation bar, click the "I am accepted" link.
- b. Under "I finalize my process," click on the top link: "I have been selected for a study abroad/exchange program."

- c. Fill out the information according to the instruction PDF. When you are asked to upload a Syracuse Abroad enrollment letter, use the letter emailed to you along with this packet and the *Etudes en France* instruction PDF. If you are having difficulties retrieving the letter or uploading it, please contact Caitlin Jarvis.
5. **Enter your personal data.**
 - a. In the **ongoing personal situation** section, you will be uploading your headshot. You'll also be uploading an image of your chosen photo ID and entering address details.
 - b. You'll add information about your **education and diplomas** and will need to upload an image of your current college transcript. Follow the PDF instructions.
 - c. For your **linguistic competencies**, select which French exam(s) you have taken. You'll need to upload a document for each test you select. If you haven't taken a French exam, you'll need to declare your level of competency in French and in English. There is also an optional section to document with image files previous stays in France. Again, follow the PDF instructions.
6. **Verify that your file is complete.**
 - a. After you have completed the personal data section, press the "Back" button. Confirm that all the information you have entered is accurate and complete. If it is, click "I confirm my final choice to Campus France USA." You will not be able to make any changes after you click the button. Your file will now be forwarded to Campus France for review.
7. **Pay the Campus France fee of \$180 online by Friday, October 13:** <http://tapif.org/campus/>
 - a. Email your receipt to cajarvis@syr.edu

Step Two: Select Your Consulate and Schedule an Appointment for Your Visa Submission

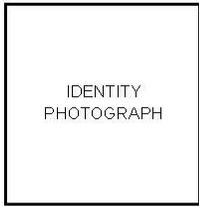
You will need to use [this map](#) to determine which consulate you will be applying for your visa from. Click on the state in which you reside. It should match the address with which you registered on *Etudes en France*. (If you used your school address when registering, you must select the state in which your school is located and apply to the Consulate that represents that region.) You will then be directed to the appropriate consulate's website. Click "English" in the top right corner if you do not read French.

Step Three: Prepare Your Visa Application

Follow the instructions on your assigned consulate's website to compile the required documents for your student visa. Use the template below when completing your visa application. Caitlin Jarvis will send hard copies of the enrollment letters you are required to submit as part of your application. Make sure to make any copies requested on the web page, as Consulates do not make copies and will reject any application submitted with insufficient copies. It is your responsibility to submit your application and all supporting materials in person to the consulate on your appointment date.



FRENCH REPUBLIC
LONG-STAY VISA APPLICATION FORM
 This application form is free



EMBASSY OR CONSULATE STAMP		BOX FOR VISA NUMBER STICKER		
1. Surname (Family name) Last Name (as shown on Passport)			For official use only	
2. Former surname(s) Other Names/Maiden Name (If Applicable) or Leave Blank				
3. First name(s) First Name/Middle Name (as shown on passport)				
4. Date of birth (day-month-year) DD / MM / YYYY		5. Place of birth City/State		7. Current nationality American/ Current Nationality
		6. Country of birth USA/Country of Birth		Nationality at birth, if different: Former Nationality (If Applicable)
8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female *Check Appropriate Box		9. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify) *Check Appropriate Box		
10. For minors: Surname, first name, address (if different from applicant's) and nationality of parental authority / legal guardian Leave Blank or Complete if appropriate				Application date:
11. National identity number, where applicable: Leave Blank or Complete if appropriate				Application number:
12. Type of travel document *Check 'Ordinary Passport' <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Other travel document (please specify):				Processing officer(s):
13. Number of travel document Passport Number As On Passport	14. Date of issue (DD/MM/YY) DD/MM/YY	15. Valid until (DD/MM/YY) DD/MM/YY		16. Issued by As Written On Passport
17. Applicant's home address (no., street, city, postcode, country) Your Home Address				
18. Email address Your Email Address		19. Telephone number(s) Home Phone Number		
20. If you are resident in a country other than the country of current nationality, please state: Number of residence permit Date of issue Valid until				
Leave Blank	or Complete if	Applicable		
21. Current occupation Student				
22. Employer (employer's address, email and telephone number) - For students, name and address of educational institution Syracuse University Abroad, 106 Walnut Place, Syracuse, NY 13210 Caitlin Jarvis, Admissions Counselor, cajarvis@syr.edu Phone: 315-443-9431				
23. I request a visa for the following purpose: <input type="checkbox"/> Employment <input type="checkbox"/> Studies <input type="checkbox"/> Training period/education <input type="checkbox"/> Marriage <input type="checkbox"/> Medical reasons <input type="checkbox"/> Family stay <input type="checkbox"/> Private stay/visitor <input type="checkbox"/> Re-entry visa <input type="checkbox"/> Official taking up of duties <input type="checkbox"/> Other (please specify): * Check 'Studies'			Date:	
24. Name, address, email address and telephone number in France of inviting employer / host institution / family member, etc. L'Université de Syracuse 19 Quai Rouget de l'Isle, 67000 Strasbourg, France Raymond Bach, Director rebach@syr.edu Phone: (011) 33-388-25-71-92				
25. What will be your address in France during your stay? Use host family address listed on Consulate General Letter in visa packet.				
			OFFICIAL DECISION	
			<input type="checkbox"/> GRANTED <input type="checkbox"/> REFUSED	

26. Intended date of entry into France or the Schengen Area			
Date you will arrive in Schengen States			
27. Intended duration of stay on the territory of France			
<input type="checkbox"/> Between 3 and 6 months		<input type="checkbox"/> From 6 months to one year	
<input type="checkbox"/> More than one year		(either 3-6 months if you are doing a semester program, or 6 months-1 year if you are doing a summer program in addition to a semester program**)	
28. If you intend to stay in France with members of your family, please state:			
Family relationship	Surname(s), first name(s)	Date of birth (DD/MM/YY)	Nationality
Leave Blank or Complete if Applicable			
29. What will be your means of support in France?			
Cash/Savings/Credit Card			
Will you be granted a scholarship? (Refers to French Scholarships: Check 'No')		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, write the name, address, email address and telephone number of the institution and the amount of the scholarship:			
Leave Blank			
30. Will you be supported by one or several person(s) in France? Check 'No'			
<input type="checkbox"/> YES		<input type="checkbox"/> NO	
If yes, state their name, nationality, occupation, email address and telephone number:			
Leave Blank or Complete If Applicable			
31. Are members of your family resident in France? Check 'No'			
<input type="checkbox"/> YES		<input type="checkbox"/> NO	
If yes, state their name, nationality, relationship with you, address, email address and telephone number:			
Leave Blank or Complete If Applicable			
32. Have you been resident in France for more than three consecutive months? Check 'No'			
<input type="checkbox"/> YES		<input type="checkbox"/> NO	
If yes, specify at which date(s) and for what purpose			
Leave Blank or Complete If Applicable			
At which address(es)?			
Leave Blank or Complete If Applicable			
<p>I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant French authorities and processed by those authorities, for the purposes of a decision on my visa application.</p> <p>Such data as well as data concerning the decision taken on my application or a decision whether to annul or revoke a visa issued will be entered into, and stored in the French VISABIO biometric database for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at borders, national immigration and asylum authorities for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of France are fulfilled, and of identifying persons who do not or who no longer fulfil these conditions. Under certain conditions the data will also be available to designated French authorities and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. The French authority responsible for processing the data is: [. . .]</p> <p>Pursuant to Act No 78-17 of 6 January 1978 on Data Processing, Files and Individual Liberties, I am aware that I have the right to obtain from the French government the communication of the data relating to me recorded in the VISABIO database and the right to request that such data which are inaccurate be corrected or possibly deleted only if processed unlawfully. This right of access to and possible correction of such data shall be exercised by applying to the head of mission or consular post. It may be possible to refer to the National Commission on Data Processing and Liberties (CNIL) if I choose to question the conditions under which the personal data relating to me are protected.</p> <p>I am aware that any incomplete application will increase the risk of my visa application being refused by the consular authority and that the said authority may have to retain my passport while my application is being processed.</p> <p>I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under French law.</p> <p>I undertake to leave the French territory before the expiry of the visa, if granted, and if I have been refused the right to stay in France after the expiry of the visa.</p>			
Place and date		Signature	
<p>IMPORTANT! FILL THIS OUT COMPLETELY.</p> <p>- City/State Where Application Was Signed</p> <p>- Date Application Was Signed</p>		<p>(for minors, signature of the parental authority / legal guardian)</p> <p style="text-align: center;">REMEMBER TO SIGN YOUR APPLICATION HERE!</p>	