

Discovery Strasbourg French Student Visa Packet

Consulate General of France in New York

As a Syracuse University student, your visa will be processed through the Consulate General of France in New York City. Please read this entire packet and only follow only these instructions.

Before you begin:

- Ensure you have a passport valid through June 2017.
- Ensure you are able to be without your passport during the visa application period (May – July 2016).
- Visa application due dates:
 - April 15:** Campus France
 - April 15:** Money Order
 - April 29:** Application Materials
- Your main contact is Briana Rinaldo, Discovery Advisor
 - 315-443-9427
 - bmrinald@syr.edu
- Do not mail anything to the consulate. Mail all materials to:
 - SU Abroad
 - ATTN: Discovery Visas
 - 106 Walnut Place
 - Syracuse, NY 13210
- International students, contact Briana Rinaldo before applying for your visa.
- Students with European Union Citizenship traveling with their EU passport do not need a visa. Contact Briana Rinaldo if you have an EU passport.

Table of Contents

Application rules	Page 3
Visa application checklist	Page 4
Phase One Instructions and Requirements	Page 5
• Campus France Account	Page 5
• Campus France Money Order	Page 5
Phase Two Instructions and Requirements	Page 6
• Your Official Passport	Page 6
• Photocopy of your Official Passport	Page 6
• Official Passport Photo	Page 7
• Visa Application Form Instructions	Page 7
• Sample Visa Application Form	Page 8
• Campus France Confirmation	Page 10
• Campus France Receipt	Page 11
Proof of Financial Means	Page 12
What is a Notary?	Page 12
Financial Guarantee for a Student Visa Form	Page 13
Confirmed Round-Trip Itinerary	Page 14
Pre-Paid UPS Label	Page 15

Rules for Submitting Your Italian Visa Application:

1. You MUST be 18 years old at the time of submission.
2. All documents must be submitted/postmarked by the deadline(s), sent in one package.
3. All documents must be printed single-sided.
4. Do not use any staples, paper clips, glue, or tape on any portion of your application.
5. All forms with handwritten portions must be legible and written in black ink.
6. All photos, photocopies, and scans must be clear and easy to read.
7. You may print and photocopy in black and white or color.
8. Make copies of all documents for your records and reference.
9. Mail applications through registered mail (FedEx, UPS, USPS with a tracking number).

Note: USPS may take up to two extra days to reach the SU Abroad office.

Checklist of Required Visa Materials

Phase one:

- ☐ Campus France Account
- ☐ \$180 Campus France Money Order

Phase two:

- ☐ Official passport
- ☐ Photocopy of passport identification page
- ☐ Two official passport photos
- ☐ French visa application
- ☐ \$70 application fee
(checks payable to Syracuse University)
- ☐ Campus France confirmation
- ☐ Campus France receipt
- ☐ Proof of financial means
- ☐ Financial Guarantee Form (if applicable)
- ☐ Confirmed round trip itinerary

Phase One

Campus France

To begin, you will need to create a Campus France account. Campus France has created a PDF with English-language instructions for creating a Campus France profile, so please follow along with the instructions you were provided in the welcome email. Once you have looked over the instructions, visit www.usa.campusfrance.org/en and proceed.

Please note that you WILL need a valid passport that will not expire before June 2017. If you do not have a passport or your passport will expire, you need to apply for a new one **immediately**.

Create your account and choose 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. You will also need to log in regularly to access information Campus France may not send to your personal email. If you feel comfortable, you may give Briana Rinaldo your login information so it is easily recovered if lost.

Once you create an account it will be confirmed and you will be assigned a Campus France identification number (USXX-XXXX). You will need to provide this number any time you contact Campus France, so keep it in a safe place so you do not forget it. **When asked for an address, please Syracuse University's general address.** You will also be asked to upload a copy of your acceptance letter. You should have received a scanned copy of your acceptance letter from Briana Rinaldo in your welcome email which you can upload to your Campus France account.

The Campus France system works best on a PC. If you are using a Macintosh computer, use Google Chrome as your browser or obtain a PC to complete the form to avoid any potential difficulties. Campus France will NOT work on Safari.

Program Dates:

- **Start Date – 26/08/2016**
- **End Date – 16/12/2016**

Campus France Money Order

Campus France incurs a registration fee of \$180 for all applications for French student visas. You need to send or bring the money order to SU Abroad – **DO NOT** send the money order to Campus France directly. Since you are submitting your materials through the group submission, we will submit your money orders as a group.

You can obtain a money order at the post office and you will need to fill it out as indicated by the Campus France instructions (payable to **MCUFEU**). Fill out both sections of the money order and keep the top portion for your own records. **Be sure to include your campus France number on the money order.** Please also submit a photocopy of the money order to SU Abroad and keep a copy for your records.

Phase Two

This will be the actual application portion of your visa process. The following steps and materials will only be considered complete if Phase One is complete.

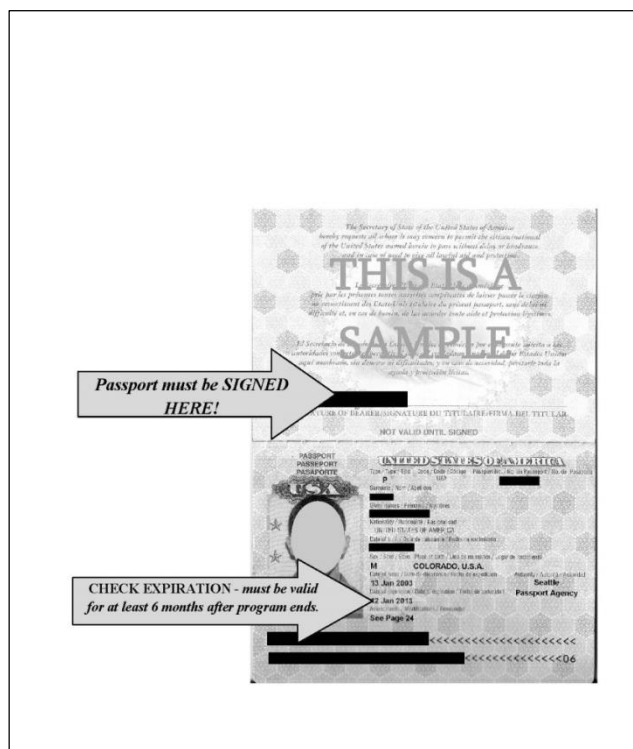
Your Official Passport

The consulate needs your official signed passport in order to place the visa inside as a permanent page. This confirms your stay in France and is required for any student not of European Union Citizenship.

If you do not have a passport or your passport will expire before June 2017, apply for or renew your passport **immediately**! We strongly recommend you have your passport application expedited to ensure your new passport arrives in time to apply for your visa with the group. Applications for passports and passport renewal can be found at travel.state.gov/passport. Once you have applied for your passport, contact Briana Rinaldo and immediately begin working on the remainder of your visa application and submit all other materials by the published deadline. Do not fill out any passport information; we will fill that in when your new passport arrives.

Photocopying the ID Page of Your Official Passport

You are required to provide a copy of the identification page of your passport. Please photocopy this page onto a blank sheet of white paper with no other markings or text. Ensure the copy is clear and legible. Please see the sample below.



Two Official Passport Photos

The consulate requires 2 passport photos to create your visa. These photos do not need to be the same as the photo in your passport. You can have official passport photos taken at various drugstores and other stores for a fee. The photos should be two inches by two inches (2" x 2") and feature only you in front of a white background. You may not take the photo yourself (no "selfies"). Only send two photos with your visa application, but keep the extra photos and bring them abroad with you. Please write your name clearly on the back of the photos. See the sample below.



Visa Application Form

Along with the required documents, you must submit a paper application for your visa. Please fill out the application based on the sample provided on the following pages with your appropriate information. You should have received the application when you received this packet. If you are having difficulties accessing the application, email Briana Rinaldo.

**FRENCH REPUBLIC****LONG-STAY VISA APPLICATION FORM**

This application form is free

IDENTITY
PHOTOGRAPH

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		Application date:	
3. First name(s) First Name/Middle Name (as shown on passport)		Application number:	
4. Date of birth (day-month-year) DD / MM / YYYY	5. Place of birth City/State	7. Current nationality American/ Current Nationality	Processing officer(s):
	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		<u>Marginal entries</u>
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			
11. National identity number, where applicable: Leave Blank or Complete if appropriate			
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):			
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 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			
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'			OFFICIAL DECISION Date: <input type="checkbox"/> GRANTED <input type="checkbox"/> REFUSED
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.			

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 on 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 <div style="text-align: center; margin-top: 20px;"> City/State Date Application Signed </div>		Signature (for minors, signature of the parental authority / legal guardian) <div style="text-align: center; margin-top: 20px;"> DO NOT FORGET TO SIGN YOUR APPLICATION </div>	

Campus France Confirmation

Once your Campus France account has been confirmed you will receive a message in your Campus France inbox or your personal email inbox. You will need to print out this confirmation to be submitted with your application materials. See sample below.

From: ne-pas-repondre.etudesenfrance@diffusion.diplomatie.gouv.fr

Date: May 15, 2015 at 5:07:02 PM EST

To: jmsmith@syr.edu

Subject: US15-02286-P01 / Your Campus France file has been processed

Reply-To: noreply@mx2.syr.edu

Dear Jennifer SMITH,

Espace Campus France USA has processed your file. You should now make an appointment with your assigned consulate:

Consulat Général de France à New York
934 Fifth Avenue New York, NY 10021

IMPORTANT: it remains at the discretion of the Consulate to determine if your application can be accepted for a student visa.

Please make sure that you:

- 1) Print this confirmation message. It is the Campus France “attestation” needed for your visa appointment.
- 2) Book your appointment on the [Consulate's website](#); no earlier than 90 days and no later than 2 weeks prior to the start of your program (take into consideration that during peak activity in the Consulates, especially in the summer, available slots fill up quickly).

Sincerely,

Campus France Team

This is an automatically generated email, please do not reply.

Campus France Receipt

When Campus France has processed the money order you submitted to SU Abroad, you will receive another message in your Campus France or personal email inbox with a receipt confirming your payment. Print out the receipt and submit it with your application materials. See sample below.

From: <ne-pas-repondre.etudesenfrance@diffusion.diplomatie.gouv.fr>
Date: May 18, 2015 at 2:57:02 PM EST
Subject: US15-01919-P01 / Etudes en France : Payment notification
To: jasmith@trinity.edu

Bonjour John SMITH,

Your payment of 180.00 Dollars has been processed.

Sincerely,

Campus France Team

This is an automatically generated email, please do not reply.

Proof of Financial Means

The consulate needs proof that you have financial means to reside in Strasbourg amounting to \$820 per month, **\$3,280 for the semester**. SU Abroad cannot waive or alter this requirement. You may submit an official bank statement; this means you may login to your bank account online and print an official statement or go into a branch to request one. If you choose to print your own, you may not simply print the screen you see with your balances. You must request an official statement to be printed with your name, address, the bank logo and your account details. If you have questions, please contact your bank. You may also use accessible financial aid funding if your financial aid office provides you with an appropriate letter; please contact Briana Rinaldo regarding this option. Statements from retirement accounts, 401k and stock portfolios are **NOT** accepted by the French consulate. The bank document must come from a traditional United States bank or financial institution.

If necessary, you may provide a bank statement of a parent or guardian and submit this statement with a financial guarantee document (provided on the following page). This is an official affidavit of support and must be signed in front of a notary. Notarization for this document is not optional if you choose to use it.

What is a Notary?

A notary is a person authorized to perform legal formalities; in this case, authorization of a signature on an official document. This tells the consulate that it has been legally confirmed that YOU signed the document before him/her. You can find notaries at most banks. SU Abroad does not have an acting notary.



Liberté • Égalité • Fraternité
RÉPUBLIQUE FRANÇAISE

MINISTÈRE DES AFFAIRES ÉTRANGÈRES
CONSULAT GÉNÉRAL DE FRANCE À NEW YORK
Visa Department

10 East 74th Street, New York, NY 10021 – Tel 212 606 3600 – Fax 212 606 3670
www.consulfrance-newyork.org

FINANCIAL GUARANTEE FOR A STUDENT VISA

I, the undersigned, _____, hereby certify that I am the
(full name of the sponsor)

☐ mother/father ☐ guardian ☐ other (specify) _____ of

(full name of student)

and that I agree to provide him / her with a monthly allowance of at least \$820 (US dollars), and that I will be held financially responsible for any incidental expenses that may occur during his / her stay as a student in France.

Please attach a proof of financial means: most recent bank statement (original + copy)

Print-out from Internet are not accepted unless the name of the bank and the name of the account holder are clearly stated

Signature

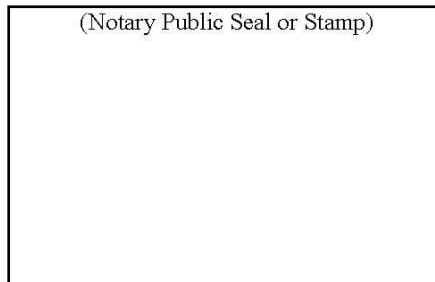
Address

City State Zip code

Telephone

Date (day / month / year)

(Notary Public Seal or Stamp)




Confirmed Round-Trip Flight Itinerary

Students must provide proof of a purchased round-trip ticket to France and out of the European Union. Please print a copy of the confirmation the airline, agent or service sends you once the booking is complete. This must include all legs of your flight and confirmation that you purchased the flight (a price).

If you are traveling on the Group Flight and/or booking your flight through Advantage Travel, please inform Briana Rinaldo and Advantage Travel will send SU Abroad all confirmed itineraries. Please ensure that you **purchase** this flight before the visa deadline. If you have questions regarding group flights, please call Advantage Travel (315-471-2222).

Please be sure to research any laws or guidelines prior to scheduling outside travel before, during, or after your program.

Syracuse Airways	Your Reservations
You're confirmed!	
Date issued: Tuesday, September 02, 2014	 Scan barcode for boarding pass
Confirmation code: BDPQ7S8	
Trip details: Download to calendar	
DEPART	
JFK → FRA New York City to Frankfurt (January 11, 2015)	
Flight: SA3796 Depart: 11:00am Arrive: 1:00pm Meal: Lunch	Travel Time: 7h 25m Aircraft: 747 Cabin: Coach Seat: 25F
2 hour layover FRA	
FRA → FLR Frankfurt to Florence (January 11, 2015)	
Depart: 3:00pm Flight: LH 2938 Arrive: 6:17pm Meal: --	Travel Time: 3h 17m Aircraft: 737 Cabin: Coach Seat: 17C
RETURN	
FLR → FRA Florence to Frankfurt (April 30, 2015)	
Flight: LH8473 Depart: 9:00am Arrive: 12:00pm Meal: --	Travel Time: 3h 00m Aircraft: 737 Cabin: Coach Seat: 17D
3 hour layover FRA	

Syracuse Airways	Your Reservations
FRA → JFK Frankfurt to New York City (April 30, 2015)	
Flight: SA2846 Depart: 3:00pm Arrive: 4:45pm Meal: Dinner	Travel Time: 7h 45m Aircraft: 747 Cabin: Coach Seat: 30C
Total travel cost (1 passenger)	
Fare JFK to FLR FLR to JFK Taxes and fees Total	Adult \$650 \$700 \$80 \$1,430
Charged to Jenny C. Doe *****7328 (Visa)	You paid \$1,430

Pre-Paid UPS Label

You must provide SU Abroad with a pre-paid UPS label in order to receive your passport with the visa by mail. Because many passports do not return until well into summer break, we will need to ship them back to you. **Please be sure to provide the address at which you will reside for the summer.** You do not need to provide SU Abroad with an envelope, just the label. Follow the directions on the following two pages to complete this label. Only begin this process when you have access to a printer.

1. Go to www.ups.com
2. Select the “New User” tab and complete the sections if you do not already have a UPS login
 - a. Contact name: your first and last name
 - b. Email: the email you will check regularly
 - c. User ID (create one)
 - d. Passport (create one)
 - e. Technology Agreement
 - f. Terms and Conditions: Agree
 - g. “Next”
3. Enter your new profile information
 - a. The “address” must be your home/permanent address OR where you will be during the summer
4. Communication preferences: Select your own options
5. Create a shipment
6. “Where is this Shipment Going?”
 - a. Select “Address Book”
 - b. Select “profile address”
7. “Where is this Shipment Coming From?”
 - a. Select “Edit”
 - b. Company or Name: SU Abroad
 - c. Contact: Briana Rinaldo
 - d. Address Line 1: 106 Walnut Place
 - e. City: Syracuse
 - f. State: NY
 - g. Zip Code: 13244
 - h. Telephone: 315-443-0252
 - i. Email: bmrinald@syr.edu
 - j. Click “Update”
8. “What are you shipping?”
 - a. Select “UPS Letter”
9. “How would you like to ship?”

- a. Service: UPS 2nd Day Air or UPS Next Day Air
 - b. Select “Deliver without signature”
- 10. “Would you like to add a reference number to this shipment?”
 - a. Leave this section blank
- 11. “How would you like to pay?”
 - a. Select “Use Another Payment Card”
 - b. Enter credit card information
- 12. “Would you like to schedule a pickup?”
 - a. Leave this section blank
- 13. Review that the information is correct
- 14. Select “Ship Now”
- 15. Print the label. **The label will only be available for print for 24 hours.**