

# 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 cannot guarantee you will get your visa returned to you in time.
- Visa application due dates:
  - **By May 18th:** Register in *Etudes en France* and submit online \$190 Campus France fee
  - Make an appointment at the relevant French consulate! Your appointment must be no later than mid-July to ensure you get your visa on time.
  - **IMPORTANT:** The default consulate for all Discovery students is New York City; if you cannot appear in New York City, please contact the consulate that corresponds to your home address in order to ensure that they will accept your application
  - **By July 15:** Appear at French consulate with your visa application and supporting materials.
- Your main contact:
  - Matt Maloney, Discovery Counselor, 315-443-9427, [msmal100@syr.edu](mailto:msmal100@syr.edu)
- Make copies of all forms and documents for your personal records and reference.
- **International students:** Contact Matt Maloney before applying for your visa.
- Students with European Union citizenship traveling with their EU passport do not need a visa. Contact Matt Maloney 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 Joelle Orecki.
5. **Enter your personal data.**

**IMPORTANT:** the relevant French consulate is based on the **address of your university.** Please use your university address when filling out this section. (if for some reason you cannot appear at the consulate in your university's jurisdiction please contact the consulate that corresponds to your home address in order to ensure that they will accept your application and enter the corresponding address in Campus France)

  - 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 \$190 online by Wednesday, May 9<sup>th</sup>:**

<http://tapif.org/campus/>

  - a. Email your receipt to [msmal100@syr.edu](mailto:msmal100@syr.edu)

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

**Students able to appear in New York:** You will need to schedule an appointment [here](#) for the New York Consulate for any day between May 25<sup>th</sup> and July 15<sup>th</sup>. New appointment times for New York are posted every Monday morning at 8:30am. (if for some reason you cannot appear at the New York consulate please contact the consulate that corresponds to your home address in order to ensure that they will accept your application before scheduling your corresponding appointment)

## Step Three: Prepare Your Visa Application

Follow the instructions on France-Visas' [website](#) to compile the required documents for your student visa. Use the template below when completing the visa wizard. Matt Maloney 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 Visa Application Wizard

Create an account [here](#)

Use your @syr.edu email address and check it often

#### 1. Form

##### Your plans

##### Your stay:

Country of residence and where you are submitting your application: **United States of America**

Main destination of stay: **France**

Visa type requested: **Long-stay (> 90 days)**

Number of months of stay: **Between 3 and 6 months**

##### Your travel document:

Issuing authority of the travel document: **Country where your passport was issued**

Travel document number: **Passport number**

Date of issue: **Date passport was issued**

Travel document: **Ordinary passport**

Expiry date: **Date passport expires**

##### Your plans:

Your plans: **Study**

Main purpose of stay: **student**

##### Your information

Enter personal information, date of birth needs to be in dd/mm/yyyy format, current job is student

##### Your stay

Planned date of arrival in French territory: **25 August 2018 (Discovery and Engineering)**

Planned duration of stay in number of months: **4**

CEF number: **Campus France number**

Do you have a scholarship?: **No**

Will you be travelling with members of your family?: **No unless you are travelling with family members**

### **Your contacts**

Host person or organization: choose: **A company, organization or establishment will be accommodating me**

Name of the host organization/company: **Université de Syracuse**

Address : **19 Quai Rouget de Lisle**

Zip Code : **67000**

City: **Strasbourg**

Country: **France**

Telephone number: **33-385-25-71-92**

Fax: **leave blank**

Email address: **reback@syr.edu**

**Funding of travel costs: Myself**

Livelihoods: **accommodation prepaid, credit card & cash**

Print application and sign, place and date

## **2. Supporting documents**

**Print, sign and date the application form and print the list of supporting documents you will need to bring to your appointment**