

Syracuse Abroad

French Student Visa Packet: Group Appointment

Before you begin:

- Ensure you have a passport valid through **December 2019**
 - **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. If you are planning to travel anytime between late October and December, you will need to apply independently of the group. Please email jlorecki@syr.edu for the Independent Appointment instructions.
- Visa application due dates:
 - **By October 8th:** Register in *Etudes en France* and submit online \$190 Campus France fee
 - **Block off Tuesday, November 6, 2018** for your Visa Appointment at Syracuse University. You must be present at Syracuse Abroad on this day to apply with the group. More details about what time to report will be sent closer to the appointment date.
 - **By October 17:** Turn all visa materials into Syracuse Abroad
 - **Attend group visa appointment on Tuesday, November 6, 2018**
- Your main contact:
 - Joelle Orecki, London & Strasbourg Admissions Counselor, 315-443-9431, jlorecki@syr.edu
- Make copies of all forms and documents for your personal records and reference.
- **International students:** email jlorecki@syr.edu before applying for your visa.
- Students with European Union citizenship traveling with their EU passport do not need a visa. Email jlorecki@syr.edu 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 has emailed 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*

Once you've looked over the PDF file, visit

<https://pastel.diplomatie.gouv.fr/etudesenfrance/dyn/public/authentification/login.html> and proceed.

The *Etudes en France* registration link appears at top right.

1. Create your *Etudes en France* account.

- 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.
- 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.

- 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.

- 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 any time you contact Campus France, so keep it in a safe place.

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 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.
- 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 Monday, October 8th:
- <http://tapif.org/campus/>
- a. [Email your receipt to jlorecki@syr.edu](mailto:jlorecki@syr.edu)

Step Two: Mark your calendar for **Tuesday, November 6, 2018**

You will need to be present for the group appointment on **November 6**. If you cannot make this appointment contact jlorecki@syr.edu immediately for Independent Appointment instructions. More details about what time you need to report for the appointment will be sent out closer to the appointment date.

Step Three: Complete the Visa Application

Create an account [here](#)

Use your syr or home university email address and check it often

Use the template below to complete the online form:

Your plans

Your stay:

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

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

Main destination of stay: **France**

City of submission of application: **choose the location you made an appointment for**

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, for SU students the address of Syracuse University is:

900 South Crouse Ave.

Syracuse, NY 13244

Phone: 315.443.1870

Your last visa

Answer if you have previously resided for more than 3 months consecutively in France

Your stay

Planned date of arrival in French territory: **8 January 2019**

Planned duration of stay in number of months: **4 (Strasbourg Center program)**

5 (Université de Strasbourg, Music, IIEF & IEP programs)

CEF number: **Campus France identification number** (ex: USXX-XXXXX)

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: **Universite de Syracuse**

Address : **19 Quai Rouget de Lisle**

Post Code : **67000**

City: **Strasbourg**

Country: **France**

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

Fax: leave blank

Email address: rebach@syr.edu

Last name of the contact person: Bach

First name of the contact person: Raymond

Address: 19 Quai Rouget de Lisle

Post code : 67000

City : Strasbourg

Country : France

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

Fax: leave blank

Email address: rebach@syr.edu

Funding of travel costs: Myself

Livelihoods: accommodation prepaid, credit card & cash

Recap

Make sure your application is complete, check the box, print, sign and date the application form

Step Four: Turn all Visa Materials into Syracuse Abroad by Wednesday, October 17th

Drop off your materials to the Syracuse Abroad office in full or set up a Strasbourg appointment [here](#) to go over your materials with your Admissions Counselor. Missing materials can result in the delay of a visa.

Visa Materials to turn into Syracuse Abroad:

- ☐ Passport (valid 6 months after program ends) + 3 color copies of passport page
- ☐ Visa Application Form , dated and signed (original + copy)
- Create an account on [France Visas](#) and use the guidelines on pages 3-5 of this packet to fill out your Visa Application Form
- ☐ 3 Passport photos (originals)
- ☐ Copy of U.S. immigration visa status if non-U.S. citizen (green card etc.)
- ☐ Campus France confirmation email (+ copy)
- ☐ Copy of round-trip flight itinerary
- ☐ Bank statement(s) showing at least \$3,300 (if using your parent/guardian's statements you will also need to include the financial guarantee on page 7) (+ copy)
- ☐ Check made out to Syracuse University (exact amount will be emailed to you closer to the appointment date, please estimate around \$300)
- ☒ Enrollment letters provided by Syracuse Abroad (1 French original + copy, 1 English original + copy)
- ☒ Insurance letter (provided by Syracuse Abroad) (+ copy)

Step Five: Attend the Group Visa Appointment on November 6, 2018

- Exact details about where and when to report will be sent out closer to the appointment date. Please check your email regularly.
- On the day of the appointment you will need to bring a credit card to pay the €50 visa fee (U.S. dollar amount fluctuates due to exchange rate, equivalent to \$58 as of 7/26/18) **note: VFS has said that only Visa or MasterCard will be accepted**

If you have any questions about the visa process please reach out to your Admissions Counselor at jlorecki@syr.edu or call (315) 443-9431



MINISTÈRE DES AFFAIRES ÉTRANGÈRES

CONSULAT GENERAL DE FRANCE A NEW YORK

Visa Department

10 East 74th Street, New
York, NY 10021 Tel 212
606 3600 – Fax 212 606
3670

www.consulfrance-newyork.org - email address: visa@consulfrance-newyork.org

FINANCIAL GUARANTEE FOR A STUDENT VISA

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

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

Signature

Date (day / month / year)

Address

City State Zip code

Telephone

(Notary Public Seal or Stamp)