

Syracuse Abroad

Discovery Student Visa Packet: Independent Appointment

Before you begin:

- Ensure you have a passport valid through **June 1, 2020**.
 - **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 processing times can be up to 5 weeks, you will not be able to travel internationally during this time.
- Visa application due dates:
 - **By Friday, May 10th:** Register in *Etudes en France* and submit online \$190 Campus France fee
 - **By Friday, May 10th:** Schedule a Visa appointment for May 28th- July 15th through VFS Global
 - **By Wednesday, May 15th:** Complete the online Visa application and prepare supporting documents
 - **By Monday, July 15th:** Attend French Visa appointment
- Your main contact:
 - Joelle Orecki, Strasbourg & London 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

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 <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 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 email jlorecki@syr.edu

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 have not taken a French exam, you will 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 Friday, May 10th:**
- <https://tapif.org/campusfrance/>
- a. [Email your receipt to jlorecki@syr.edu](mailto:jlorecki@syr.edu)

Step Two: Schedule a Visa Appointment

- Each student must appear in person at a VFS Global Center for their visa appointment
- VFS Global Centers are located in Washington D.C., Boston, New York, Atlanta, Houston, Miami, Chicago, Los Angeles and San Francisco. Students may have their appointment at any of these centers.
- Your appointment must be scheduled **between May 28th and July 15th** to accommodate processing times
- Create an account as a new user and schedule your appointment [here](#).
- Print out and save the appointment confirmation email
- There is a fee of \$29.79 to schedule an appointment payable by credit/debit card

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 (dependent on program):

Strasbourg Center, French Language Institute & U. Strasbourg students: **19 August 2019**

Engineering & Discovery students: **24 August 2019**

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

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 and print the list of supporting documents you will need to bring to your appointment

Step Four: Prepare your Visa Materials

You will need to have the following list of Visa Materials for your appointment. Please note that VFS Centers will not make additional copies of items; please come prepared with the number of copies listed. **Missing materials can result in the delay or rejection of a visa.** If you have any questions or would like to double-check your materials, please email jlorecki@syr.edu

Visa Materials to bring to your appointment*:

- Passport (valid 6 months after program ends) + 3 color copies of passport page
- Appointment confirmation email (+ copy)
- 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, I-20 etc.)
- Enrollment letters provided by Syracuse Abroad (1 French original + copy, 1 English original + copy)
- Campus France confirmation email (+ copy)
- Copy of round-trip flight itinerary
- Insurance letter (provided by Syracuse Abroad) (+ copy)
- Bank statement(s) showing at least \$3,300 (if using your parent/guardian's statements you will need to include bank statements that show the past 3 months in addition to the financial guarantee on page 7) (+ copy)
- credit card to pay the €50 visa fee (U.S. dollar amount fluctuates due to exchange rate, equivalent to \$56.50 as of 2/15/19)
-the centers also offer an optional Return Courier Fee of \$35 that ensures your passport will be sent directly back to you at an address you provide

*please be advised that this list of materials is subject to change, the France Visas website provides you with a list of supporting documents at the end of your application. If you encounter any discrepancies, please email jlorecki@syr.edu for the most up to date information

Step Five: Attend your Visa Appointment at a VFS Center

- Your appointment confirmation email will have the location to report to
- Please make sure you have all your visa materials and copies
- Reminder: your passport will be collected by the VFS Center at your appointment and will not be available to you for the duration of processing (visa processing can take up to 5 weeks)

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



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RÉPUBLIQUE FRANÇAISE

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)