

French Student Visa Packet

French Consulate in Chicago

All students with permanent addresses or home universities in North Dakota, South Dakota, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, Ohio, and Wisconsin may submit their application for a French student visa through SU Abroad. Read this entire packet thoroughly. Follow the instructions in this packet and this packet alone. There are various French Consulates in the United States with different requirements, but these are the only requirements you need to fulfill.

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 to get your visa in time. Contact Marie Rauturier or Caitlin Jarvis immediately to verify your eligibility for the group submission process.
- Visa application due dates:

By October 5: Register in *Etudes en France* and submit online \$180 Campus France fee

By Tuesday, October 25: Submit visa application and supporting materials to SU Abroad

- Your main contact:

Caitlin Jarvis, London & Strasbourg Admissions Counselor
315-443-9420, cajarvis@syr.edu

- Do not send anything to the consulate. Send all materials to:
SU Abroad
ATTN: France visas
106 Walnut Place
Syracuse, NY 13210
- If you are an **academic year student or considering staying for an academic year**, see page **Error! Bookmark not defined.** of this packet.
- All international students must apply for their French visa independently. Please contact Caitlin Jarvis for more information.
- Students with European Union citizenship traveling with their EU passport do not need a visa. Contact Caitlin Jarvis for more information.

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Rules for Submitting Your French Visa Application:

1. There are two phases to this process.
You may start proceeding with phase two before phase one is complete, but send all your documents only once phase two is complete.
2. All documents must be submitted by the deadline, 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 sections must be legible and written in black or blue 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. Send applications through a courier service (FedEx, UPS) or express mail (US Postal Service with a tracking number).
Note: We strongly recommend using FedEx or UPS. US Postal Service may take up to two extra days to reach the SU Abroad office.
10. **Make sure your passport is signed!**

Checklist of Required Visa Materials

Phase One:

- ☐ Campus France *Etudes en France* Account
- ☐ \$180 Campus France fee (<http://tapif.org/campus/>)

Phase Two:

- ☐ Official SIGNED passport
- ☐ One photocopy of the ID page of your official passport
- ☐ 2 official passport photos
- ☐ French visa application
- ☐ Campus France confirmation (email)
- ☐ Campus France receipt (email)
- ☐ Driver's license, state ID or student ID
- ☐ Proof of financial means
- ☐ Confirmed round trip itinerary
- ☐ OFII form (only when staying for longer than 6 months)
- ☐ \$70 application fee (check payable to Syracuse University)
- ☐ Pre-paid UPS label

Remember to keep a copy of all documents for your records!

Phase One

1. Register with Campus France/*Etudes en France*

BEFORE YOU BEGIN: 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 SU Abroad official acceptance letter (as an electronic file—SU Abroad will email this to you)
- A headshot (as an electronic file, under 50ko)
- Your passport or other valid photo ID (driver's license, residence permit, visa, or other government-issued ID card—as an electronic file, under 300ko)

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*. This file should have been provided to you in a visa information email and is also available at <http://suabroad.syr.edu/PDF/SU%20Abroad%20EtudesEnFrance%20Instructions.pdf>.

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.

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 (e.g., 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 as well so you do not forget it.

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

At the top of the page, in the black navigation bar, click the “I am accepted” link.

Under “I finalize my process,” click on the top link: “I have been selected for a study abroad/exchange program.”

Fill out the information according to the instruction PDF. When you are asked to upload an SU 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 Gael Noyes.

5. Enter your personal data.

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 uploading an image of it and entering address details.

You’ll add information about your **education and diplomas** and will need to upload an image of your high school or other diploma. Follow the PDF instructions.

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.

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.

2. Submit Your Campus France Fee

Campus France charges a registration fee of \$180 for all applications for French student visas. The fee can be paid online here: <http://tapif.org/campus/>. After you pay the fee, please email the online receipt to Caitlin Jarvis at cjarvis@syr.edu.

Phase Two

This will be the actual application portion of your visa process. The following steps will only be considered complete if Phase One is complete. **Phase Two is due to SU Abroad by Tuesday, October 25.**

Your Official Passport

The Consulate General needs your official passport in order to place the visa inside as a **permanent page**. This confirms official approval of 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 six months after your program ends, apply for or renew your passport **immediately!**

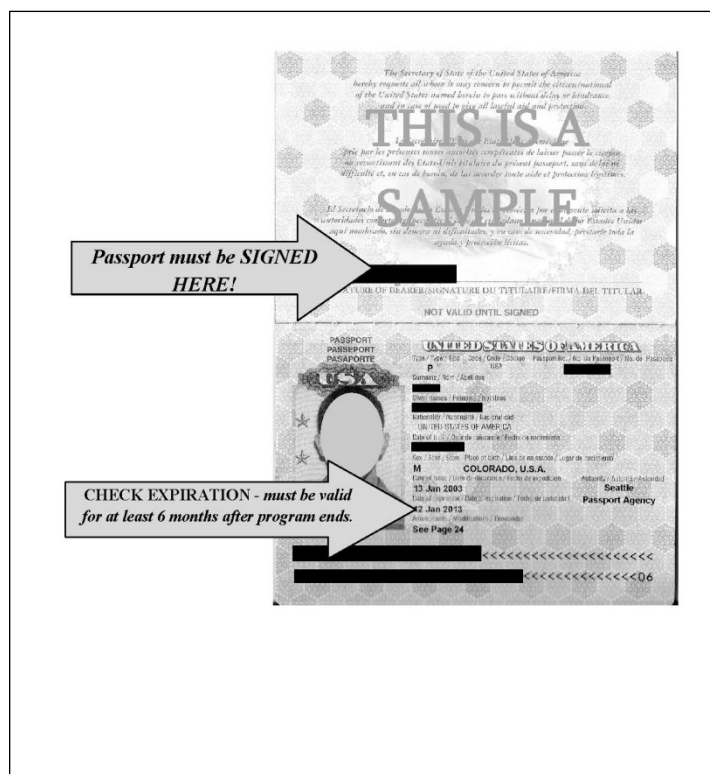
SU Abroad strongly recommends that you have your passport application expedited to ensure your new passport arrives in time to apply for your visa with the group. Applications for passports and passport renewal can be found at travel.state.gov/passport.

Once you have applied for your passport, contact Marie Rauturier or Caitlin Jarvis and immediately begin working on the remainder of your visa application and submit it to SU Abroad by the published deadline. Do not fill out ANY passport information; we will fill that in when your new passport arrives. Add a note with your submitted documents detailing the date you submitted your passport application.

Photocopy of 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.

Please be sure that your passport is signed on the page opposite your photograph! Also check now that your passport is valid for at least SIX MONTHS after your program ends.



Two Official Passport Photos

The consulate requires two separate photos to create your visa. It does not need to be the same as the photo in your passport. You may have an official passport photo taken at various copy centers, drugstores, and other stores (i.e., CVS) 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 smile** or take the photos yourself. **Write your name clearly on the back of the photos**, and send the photo in with your visa application. Please 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 downloaded the application when you downloaded this packet.

You should have downloaded a blank application when you downloaded this packet. However, if you did not, please download the pdf using this link:

<http://suabroad.syr.edu/PDF/French%20Visa%20Application%202016.pdf>.

If you are having difficulties accessing the application, email Caitlin Jarvis.



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 Syracuse University Abroad, 106 Walnut Place, Syracuse, NY 13210 USA Gael K. Noyes, Admissions Counselor gknoyes@syr.edu Phone: +1-315-443-0252			
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: <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 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 IMPORTANT! FILL THIS OUT COMPLETELY. - City/State Where Application Was Signed - Date Application Was Signed		Signature (for minors, signature of the parental authority / legal guardian) REMEMBER TO SIGN YOUR APPLICATION HERE!	

Campus France Confirmation

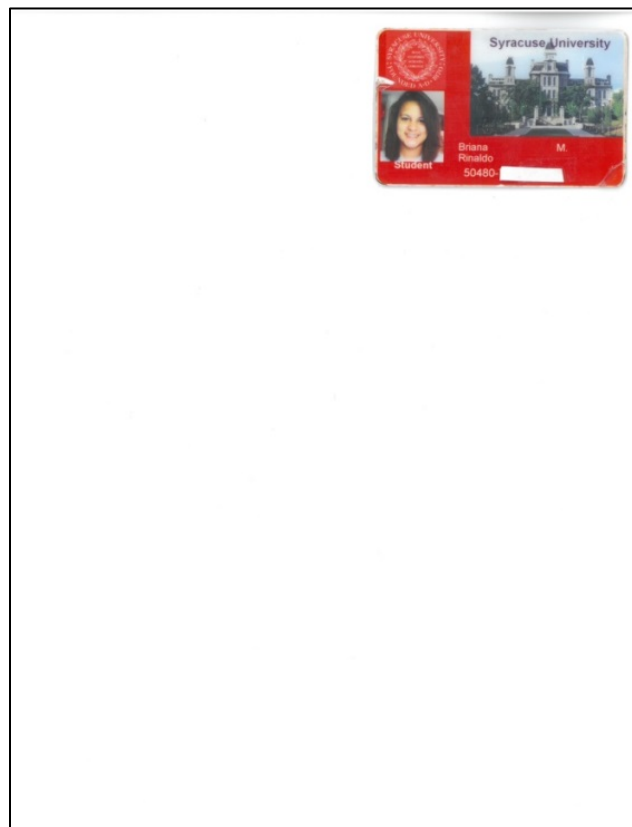
After you have uploaded your acceptance letter, headshot, and official photo ID to your *Etudes en France* account, you will receive an email from Campus France confirming that your Campus France application is complete. You will need to print out this confirmation to be submitted with your application materials.

Campus France Receipt

When Campus France has processed the fee you paid online, you will receive another email from Campus France with a receipt confirming your payment. Print out the receipt and submit it with your application materials.

Photocopy of Utility Bill or Student ID

The utility bill from your or your parent or guardian's home confirms your residence in the United States and/or your residence within the Chicago consulate's jurisdiction. If you go to school within the consulate's jurisdiction, your student ID card provides proof. If you live AND study in the Chicago jurisdiction, you only need to provide one form of proof. A photocopy of your student ID card should resemble the following sample:



A photocopy of your home utility bill should resemble the following sample. Please ensure that your home address appears on the bill:

ComEd
An Exelon Company

SERVICE FROM 10/10/13 THROUGH 11/8/13 (29 DAYS)
Retail Delivery Service - Res Heat Multiple

CUSTOMER
ADDRESS 1
ADDRESS 2
CITY, STATE ZIP
PHONE #

TOTAL USAGE (kWh)

Month	Usage (kWh)
NOV 2012	830
DEC 2012	1116
JAN 2013	2203
FEB 2013	1888
MAR 2013	1676
APR 2013	1157
MAY 2013	812
JUN 2013	133
JUL 2013	135
AUG 2013	370
SEP 2013	301
OCT 2013	358
NOV 2013	830

Current month's reading is actual.

Current Charges Summary
See reverse side for details

SUPPLY
\$59.20

XYZ Energy Services provides your energy.
www.xyzenergy.com
1.111.111.1111
You can choose at PlugInIllinois.org

ComEd
An Exelon Company

ComEd
An Exelon Company

Issued 11/12/13 Account # 0000000000

Total Amount Due by 12/4/13
\$87.60
Thank you for your payments totaling \$47.55.

AVERAGE DAILY USE (monthly usage/days in period)
Current Month **28.6** kWh **↑ 30 %** from last year
49° avg. temp
Last Month **13.3** kWh 65° avg. temp
Last Year **22.0** kWh 49° avg. temp
Ten 100W light bulbs for 1 hour = 1 kWh

TAXES & FEES
\$7.77

DELIVERY
\$20.63

ComEd delivers electricity to your home.
ComEd.com
1.800.334.7661

Current Charges
\$87.60

Pay your bill online, by phone or by mail.
See reverse side for more info
Account # 0000000000

Total Amount Due by 12/4/13
\$87.60
Payment Amount:

COMED
PO BOX 6111
CAROL STREAM, IL 60197-6111

Proof of Financial Means

The Chicago consulate needs proof that you have financial means to reside in Strasbourg amounting to \$820 per month abroad. SU Abroad cannot waive or alter this requirement.

There are three ways to submit proof of financial means:

- Three most recent official bank statements at your name,
- Three most recent official bank statements at your parents' names + a notarized Financial Guarantee for a Long Term Visa
- A letter from your university's financial aid office showing at least \$820 per month abroad, after all your fees are deducted. No screenshots will be allowed. Only a signed letter from your financial aid office will be accepted.

Bank statements: For the current statement, you may log in to your bank account online and print an official statement, or you may go into a branch and request one. If you choose to print your own, you may not simply print the screen you see with your balances. You must request a current official statement to be printed, with your name, your address, the bank logo, and your account details. If you have questions, please contact your bank.

Statements from retirement accounts, 401(k) and stock portfolios are NOT accepted by the French consulate. The bank document must come from a traditional United States bank or financial institution and must reflect a checking or savings account (or combination thereof).

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

Financial aid letter: You may also use accessible financial aid funding if your financial aid office provides you with an appropriate letter (see above).

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.



FINANCIAL GUARANTEE FOR A STUDENT VISA

(full name of student)

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


Telephone

Confirmed Round-Trip Flight Itinerary


To obtain a visa, students must provide proof that you have purchased a round-trip ticket to France and then out of the European Union. Please print out 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 Caitlin Jarvis via email or phone 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 AirwaysYour Reservations

You're confirmed!
Date issued: Tuesday, September 02, 2014
Confirmation code:
BDPQ758
Trip details: [Download to calendar](#)
DEPART
JFK → FRA New York City to Frankfurt (January 11, 2015)
Flight: SA3796 Travel Time: 7h 25m
Depart: 11:00am Aircraft: 747
Arrive: 1:00pm Cabin: Coach
Meal: Lunch Seat: 25F
2 hour layover FRA
FRA → FLR Frankfurt to Florence (January 11, 2015)
Depart: 3:00pm Travel Time: 3h 17m
Flight: LH 2938 Aircraft: 737
Arrive: 6:17pm Cabin: Coach
Meal: -- Seat: 17C
RETURN
FLR → FRA Florence to Frankfurt (April 30, 2015)
Flight: LH8473 Travel Time: 3h 00m
Depart: 9:00am Aircraft: 737
Arrive: 12:00pm Cabin: Coach
Meal: -- Seat: 17D
3 hour layover FRA


Scan barcode for boarding pass

Syracuse AirwaysYour Reservations

FRA → JFK Frankfurt to New York City (April 30, 2015)
Flight: SA2846 Travel Time: 7h 45m
Depart: 3:00pm Aircraft: 747
Arrive: 4:45pm Cabin: Coach
Meal: Dinner Seat: 30C
Total travel cost
(1 passenger)

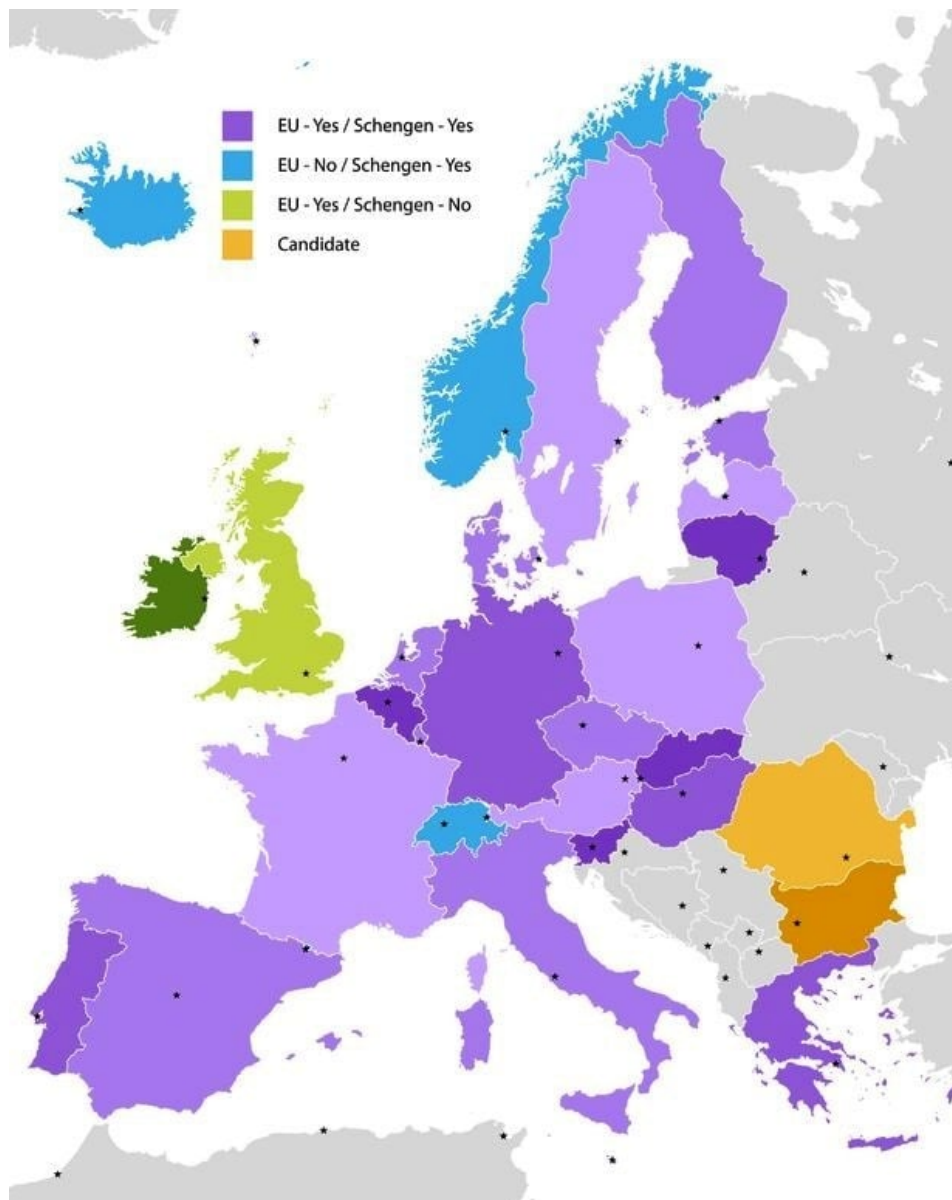
Fare	Adult
JFK to FLR	\$650
FLR to JFK	\$700
Taxes and fees	\$80
Total	\$1,430

Charged to Jenny C. Doe
*****7328 (Visa)
You paid \$1,430

What is the Schengen area?

It includes the countries listed below. You will be able to travel freely in these countries within the dates of your program / visa.

- | | | |
|------------------|--------------------------|-------------------|
| ‣ Austria | ‣ Hungary | ‣ Norway (not EU) |
| ‣ Belgium | ‣ Iceland (not EU) | ‣ Poland |
| ‣ Czech Republic | ‣ Italy | ‣ Portugal |
| ‣ Denmark | ‣ Latvia | ‣ Slovakia |
| ‣ Estonia | ‣ Liechtenstein (not EU) | ‣ Slovenia |
| ‣ Finland | ‣ Lithuania | ‣ Spain |
| ‣ France | ‣ Luxembourg | ‣ Sweden |
| ‣ Germany | ‣ Malta | ‣ Swiss (not EU) |
| ‣ Greece | ‣ Netherlands | |



If you are at all considering staying for the academic year, it is very important to fill out the French immigration (OFII) form on the following page (page 17). Any student planning to stay and study in France for more than six (6) months must complete this form. Even if you are unsure of staying for a whole year, but may want to, you must fill out this form as it cannot be done later. It is okay to submit this form and then not stay for the full year. Only fill out the top portion of the OFII form for your visa submission. Please see the following sample.

OFIL-DIM-VL-S-TS 2012/08/01

RUBRIQUES A REMPLIR LORS DE LA DEMANDE DE VISA

Pre-Paid UPS Label

You must provide SU Abroad with a pre-paid UPS label in order to have your passport and visa returned directly to you. You do not need to provide SU Abroad with an envelope, just the label. Following are directions on how to create it. The label is available for printing for 24 hours. If you do not have immediate access to a printer, you can print the label as a PDF file and save it for later printing.

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. Select “Next”
3. Enter your new profile information
 - a. The “address” must be your home/permanent address OR where you will be during the academic break. *Please ensure that this is a secure location, with a party available to sign for the package*
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: Caitlin Jarvis
 - d. Address Line 1: 106 Walnut Place
 - e. City: Syracuse
 - f. State: NY
 - g. Zip Code: 13244
 - h. Telephone: 315-443-0252
 - i. Email: cajarvis@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 “Send email notifications”
 - c. **DO NOT** 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 your credit card information
 - c. Specify your billing address
12. “Would you like to schedule a pickup?”
 - a. Leave this section blank
13. Review that the information is correct, and make sure that box is checked for “Review Shipping details, including price, before completing this shipment”
14. Click “Next”
15. Enter any email address(es) you’d like to be notified upon shipment, and a personal email message if desired (e.g., “John Smith’s passport”)
16. Click “Next”
17. Review the shipping information and click “Ship Now” if correct
18. Print the label. The label will only be available for printing for 24 hours.

IMPORTANT: Although we will do everything in our power to help you track down a missing package, SU Abroad cannot be responsible for shipments misdelivered by UPS. It is UPS policy to require a signature for a package unless otherwise instructed, and to leave any packages in a secure location. However, we unfortunately have no control over individual drivers and whether they adhere to UPS policy.

SU Abroad recommends that you track your package when you are notified that your passport has been sent. If you have special requirements for delivery (a specific door, ringing the doorbell, etc.), these must be addressed by you as the customer with UPS.

For greater control over how your UPS shipment is delivered, please seriously consider signing up for the UPS My Choice service. You can get alerts about the package ETA and can give further instructions on what’s to become of the package if you’re not around when it arrives (leave it with a neighbor, leave it inside a side door, reschedule it, bring it to a different address, etc.). More information about the service appears here: http://www.ups.com/content/us/en/bussol/browse/personal/delivery_options/my_choice.html

To sign up, use this link: <http://www.ups.com/mychoice/welcome.html>

Please contact UPS Customer Service at 800-PICK-UPS (800-742-5877) with your tracking number if you have questions about the delivery of your package. You can make a claim for a missing package at this number, or begin the claim process from your online account.