



French Student Visa Packet: Fall 2024

Before you begin:

- Ensure you have a passport valid through **June 2025**.
 - **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.
- Each student must appear in person at a VFS Global Center for their visa appointment
- VFS Global Centers are located around the world; the U.S. locations are in Washington D.C., Boston, New York, Atlanta, Houston, Miami, Chicago, Los Angeles, and San Francisco. Students may have their appointment at any center.
- Create a separate folder in your inbox for all visa related emails.
- Make copies of all forms and documents for your personal records and reference.
- Please read this packet **in its entirety** before beginning.
- If you have any questions or concerns, please contact your advisor:
 - Katie Wells, Strasbourg Program Advisor
 - T: 315-443-9425; syrstrasbourg@syr.edu
 - [Make an appointment with me](#)

Visa application due dates:

- By May 10:** Complete the *Études en France* process and submit \$270 Campus France fee ([Step One](#))
- By May 17:** Complete the online Visa application ([Step Two](#))
- By May 24:** Schedule a visa appointment between May 24- July 20 through VFS Global ([Step Three](#))
- By May 24:** Prepare your visa materials ([Step Four](#))
- By July 20:** (*cannot be later!*): Attend your visa appointment ([Step Five](#))

Step One: Register with Campus France/Études en France

Have on hand the following documents:

- Your Syracuse Abroad official enrollment letter (PDF –Syracuse Abroad will email this to you)
- A passport-style photo (jpeg, under 50kb)
- Your passport (jpeg, under 300kb)
- Your résumé (PDF)

All students must follow the Campus France procedure to obtain a visa. Campus France has created the *Études en France* system to allow you to register with the French Embassy in advance of applying for your visa.

PLEASE NOTE: *Études en France* system works best on a PC using the Firefox browser. If you are using a Macintosh computer, use Google Chrome as your browser when logging into the system. *Études en France* will **not** work on Safari. If your computer is in “Dark Mode”, please switch to Light Mode for higher visibility.

You may need to shrink your files to upload them to the Campus France portal. There are several tools and instructions online to help you compress your documents and photos for upload.

1. Create your *Études En France* account

1. Go to the *Études En France* Website:
<https://pastel.diplomatie.gouv.fr/etudesenfrance/dyn/public/authentification/login.html>
2. Click “Sign Up” in the top right-hand corner and then click “English”
3. Complete each field
 - **My Campus France:** Espace Campus France USA OR Espace Campus France États-Unis
 - **Email Address:** use the email you check most frequently — preferably your student email (ie. @syr.edu)
 - **Identity**
 - Gender **must** match passport
 - **NOTE:** Dates must be in DD/MM/YYYY format
 - ie. August 29, 2024 = 29/08/2024
 - **ID**
 - Use passport, preferably. If you are still waiting for your passport, use state driver’s license/ID.
4. Opt in for emails and click “Create Account”
5. Confirm your *Études en France* account and create password
 - 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. **This email may be in your Junk/Spam folder!**

6. 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 *Études 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.

2. Complete the *Études En France* Application

1. Log into your *Études En France* Account [here](#):
2. Click “Students already accepted”
3. Click “1-Finalize the procedure” and add “I am a study-abroad/exchange/dual-degree student”.
4. Complete “1) Home institution in the US”
5. Syracuse Strasbourg programs are **not** listed on the drop-down menu for ‘2) Host Institution in France’ and you must click on ‘**Find your French Institution**’
6. Type “**Syracuse University Center**” and hit ‘**Search**’
7. Syracuse University Center will not be on the list. For ‘**Institution**’ type “**Syracuse University Center**” and for ‘**City**’ type “**Strasbourg**” and hit ‘**Register**’
8. The name of the program should display as ‘**Syracuse University Center**’
9. For ‘**Description of the program**’ feel free to copy and paste from our website here: <https://suabroad.syr.edu/destinations/strasbourg-france/>
 - Edit as necessary to fit the character count
10. Your ‘**Field of study**’ is your major and your ‘**Level**’ is your academic level
 - Your exact major may not be an option, but select whatever is closest
11. Start date of the program: **22/08/2024** (August 22, 2024)
 - **PLEASE NOTE:** dates must be in **dd/mm/yyyy** format!
12. End date of the program
 - **PLEASE NOTE:** Different programs have different end dates
 - Syracuse Center: **13/12/2024** (December 13, 2024)
 - UdS, Sciences Po, IIEF, INSA: **20/12/2024** (December 20, 2024)
13. For ‘**Write a personal statement**’ please feel free to copy and paste your Admissions Survey from your [OrangeAbroad](#) application
 - Your acceptance letter was sent to you via email from syrstrasbourg@syr.edu. If you are having difficulties retrieving the letter or uploading it, please email your Program Advisor **immediately**.
 - Click “Register” when uploaded.

14. Logins and Photograph

- Upload profile picture under 50kb as a PNG or JPEG. You may need to reduce file size. [Here's how to do so.](#)
- Click **“Register”** when uploaded.

15. Identity

- Upload passport color scan of your passport and click **“Register”**.
 - If you do not have your passport yet, you may use your driver's license.

16. Contact Information

17. Special Status

- Most likely you will not apply, so please select **“My situation doesn't apply to any of the above”** and click **“Register”**.

18. Résumé

- Upload a PDF copy of your résumé. This can be a simple outline of your education and work experience.

19. Mon Cursus

- Select **“A year of higher education”** and complete.
 - For “School year” put 2024.
 - Select “Current program, I will fill out scores and supportive documents later.”
- Upload an advising transcript that includes your most recent grades and click **“Register”**.

20. French language proficiency exams

- Only complete if you have taken an official French language proficiency exam, otherwise skip.

21. Level of French

- Indicate if you have taken any **higher education (university)** French classes. Do not include high school. Click **“Register”**.

22. Stays in France

- Indicate if you have ever stayed in France **prior** to this study abroad experience — this includes any holidays, school trips, study abroad experiences, etc. Dates can be estimates. Click **“Register”**.
- Skip if you have not traveled to France.

23. Level of English

- Complete the section and click **“Register”**.

24. After you have completed the personal data section, press the **“Back”** button.

25. 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.

3. Pay the Campus France USA application fee and forward receipt

4. Visit <https://www.docboxcfusa.org/payment.php> to pay the Campus France fee (\$270), you will then receive a transaction receipt email.
 - a. **NOTE:** the 'Regular Service' option (\$270) should be sufficient
5. Forward the transaction receipt email to syrstrasbourg@syr.edu titled, "LAST NAME, First Name - Campus France Receipt" (ie. WELLS, Katie - Campus France Receipt)

Step Two: Complete the Visa Application

1. [Create an account here](#)
 - Use your @syr.edu or home university email address and check it often.
2. Use the template below to complete the online form:
3. Save your progress after every section!

Your plans

Your situation:

Current nationality: **select your nationality**

Your stay:

Place of submission of application: **Country where you are submitting the application**

City of submission of application: **choose the location where you will have your appointment. It can be any location; however you must have your appointment at this VFS Center.**

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

Main destination of stay: **France**

Your travel document:

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

Travel document: **Ordinary passport**

Travel document number: **Passport number**

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

Expiry date: **Date passport expires**

Your plans:

Your plans: **Study**

Main purpose of stay: **Student** (*even if you intend on completing an internship*)

Your information

Enter personal information.

Date of birth **MUST** be in **dd/mm/yyyy** format

Current job: **Student**

Sector: **Your major**

For SU students the address of Syracuse University is:

**900 South Crouse Ave.
Syracuse, NY 13244**

Phone: **315.443.1870**

Email: **suabroad@syr.edu**

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: **August 22, 2024** (*even if you intend on arriving early*)

Planned duration of stay in number of months: **Between 3-6 months**

EEF Number: **Your Campus France number (USXX-XXXXX)**

Do you have a scholarship?: **No** (*only applicable if you received a scholarship through the French government*)

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**

Post Code : **67000**

City: **Strasbourg**

Country: **France**

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

Fax: **leave blank**

Email address: jjgoodma@syr.edu

Last name of the contact person: **Goodman**

First name of the contact person: **John**

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: jjgoodma@syr.edu

Funding of travel costs: **Myself**

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

Required Supporting Documents

The scanning of your supporting documents is **optional**. If you do not wish to upload your supporting documents, click directly on the "continue" button at the bottom of the page. Please bring, in this case, the originals and photocopies of all the documents listed to your visa appointment.

- Purpose of Travel/Stay:** English + French Enrollment Letter
 - This includes proof of accommodation!
- Funds:** Please see last page

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 Three: Schedule a Visa Appointment

- Each student **must** appear in person at a VFS Global Center for their visa appointment.
- VFS Global Centers are located around the world; the U.S. locations are in Washington D.C., Boston, New York, Atlanta, Houston, Miami, Chicago, Los Angeles, and San Francisco. Students may have their appointment at any center.
- You must schedule your **appointment between May 24 - July 20** to accommodate processing times
 - You cannot schedule an appointment more than 4 weeks in advance.
 - Your appointment cannot be before May 24.
- Create an account as a new user and schedule your appointment [here](#) (under “**2: If you have ALREADY FILLED the France-Visas application form**”
 1. Application Details
 - Choose your Visa Application Centre → **Select Centre**
 - Choose your appointment category → (**>90 days**)
 - Choose your sub-category → **Long Stay Student**
 2. Your Details
 - Fill in personal details.
 3. Book Appointment
 - Choose your appointment day and time (You must schedule your appointment **between May 24th and July 20th** to accommodate processing times)
 - **You must attend your appointment in-person!**
 4. Services
 5. Review and Pay
 - **There is a fee of 31.50 euros (approx. \$35.52) to schedule an appointment** payable by credit/debit card
 6. Email syrstrasbourg@syr.edu with your appointment date and location titled “**LAST NAME, First Name - VFS Appointment**”
 7. Print out and save the appointment confirmation email.

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.** Syracuse Abroad will specify pick-up dates via email for enrollment letters for those students currently on campus. For visiting students and students not on campus, Syracuse Abroad will mail your enrollment letters to your home address. If you have any questions or would like to double-check your materials, please email syrstrasbourg@syr.edu.

Visa Materials you are responsible for preparing:

1. Passport (valid until June 2024) + 2 color copies of photo ID page
 - Copy of U.S. immigration visa status if non-U.S. citizen (green card, I-20 etc.)
2. Appointment confirmation email (+ copy)
3. 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
 - Must include 'Registration Receipt' which is the last page when you print their visa application (has barcode)
4. Campus France confirmation email (+ copy)
 - Must include Campus France (EEF) Number and confirmation your application has been processed.
5. Two (2) Passport photos following [these guidelines](#) (originals - must be taken within six months before appointment)
6. Bank statement(s) showing at least \$3,300
 - 3 months' worth (only the most recent statement needs to show \$3,300)
 - Must be a printed PDF from your bank — no screenshots from your phone!
 - Cannot be altered.
 - If using your parent/guardian's statements, you must include the financial guarantee on page 12 and get it notarized (+ copy)
7. Credit/debit card to pay the €50 visa fee (U.S. dollar amount fluctuates due to exchange rate, equivalent to approximately \$54 as of March 19, 2024) + the Return Courier Fee of \$38.50 that ensures your passport will be sent directly back to you at an address you provide.

Visa Materials Syracuse Abroad will prepare for you:

1. Enrollment letters provided by Syracuse Abroad
 - a. French letter (original + copy)
 - b. English letter (original + copy)
2. Insurance letter provided by Syracuse Abroad (+ copy)

***PLEASE NOTE:** 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 syrstrasbourg@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 typically takes 3-5 weeks)

If you have any questions about the visa process, please reach out to your Program Advisor at syrstrasbourg@syr.edu or call (315) 443-9425

Please note: The French visa process has an additional validation step that must be completed upon arrival in Strasbourg:

- Our on-site staff in Strasbourg will guide you through this online process during on-site orientation.
- The French visa validation process has an additional 50€ fee payable by credit card.

Last updated: March 29, 2024



MINISTÈRE DES AFFAIRES ÉTRANGÈRES
CONSULAT GÉNÉRAL DE FRANCE À WASHINGTON
Visa Department

www.consulfrance-washington.org - email address: visa@consulfrance-washington.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 outs from the internet are not accepted

Signature

Date (day / month / year)

Address

City State Zip code

Telephone

(Notary Public Seal or Stamp)