



ACADEMIC
STUDIES
ABROAD

VISA TIMELINE FOR STUDENTS ATTENDING FOR A SEMESTER IN AIX-EN-PROVENCE, FRANCE

We are so excited for you to attend this upcoming semester in Aix-en-Provence! This is an important document containing information about the visa process to study abroad in France for a semester. You will need to complete the visa steps in the U.S. well before departure, per the timeline given below. Please read through this carefully and do not hesitate to ask any questions. While this process can seem overwhelming, **know that the ASA team is here to help whenever need be!** The following is a timeline that you will need to carefully follow throughout this process:

By Posted ASA Deadline	Finish ASA Embark application
Fall 2026: Before May 22, 2026	<ul style="list-style-type: none">-Create an Etudes en France (EEF) account-Complete the online Campus France application through the Etudes en France platform-Pay the Etudes en France application Fee & submit your completed documents to Campus France
Fall 2026: Before May 29, 2026	-Complete the France Visa Application online & Schedule your TLScontact Visa Appointment. Appointment MUST fall <u>between 5/18/26 and 6/29/26</u>
Fall 2026: Between May 18 – June 29, 2026	Attend Visa Appointment *Your visa appointment can be no earlier than 5/18/26 and no later than 6/29/26
3-6 weeks after your visa appointment	<i>Receive Visa & Passport back from TLS Global Center</i>
After arrival (within 3 months of arriving)	<i>Validate your Long-stay visa (VLS-TS)</i>
After arrival (within 3 months of arriving)	<i>Register with the French Social Security</i>

The above dates are a guideline. If steps are taken a few days late or a few days earlier, you are still on track. If you feel you are falling far behind, please contact your ASA program manager.

STEP 1: Complete ASA Embark Application

STEP 2: Receive your Admission Letter and Attestation from IAU-ACM. These documents will be clearly labeled.

- *What is your attestation?* Your attestation is an acceptance letter from IAU (the University you will attend abroad) written in French

STEP 3: Create an Etudes en France Account – Follow [THIS LINK](#) & click “Sign Up”

- *Language note: You can view the application in English and French by clicking the navigation buttons on the top of the site*
- For Mon Espace Campus France / My Campus France office, Select “Espace Campus France Etats-Unis”
- Fill in all required information and then click “Create an Account”

STEP 4: Complete the online portion of Campus France through the Etudes en France Platform

1. Click the top tab “Students already accepted”
2. Under the “Finalize the Procedure” tab, select “I am a study-abroad/exchange/dual-degree student” then click add
3. Enter the information for your home institution in the U.S.
4. Enter the information for your host Institution in France
 - IAU is your host institution in France. IAU is not listed as an Institution in Campus France’s system, so you need to manually add in the information. Here is how:
 - Click **“Find your French Institution”**
 - At the bottom of the page under **“If it is not on the list, enter the name and location (city) as it appears on your acceptance letter”**
 - The name “Institute for American Universities”
 - The city “Aix-en-Provence”
 - Fill in Program Information - Within Program Information, in the box **“Description of the Program”** type IAU’s mission statement: *The mission of the Institute for American Universities is to provide excellence in international education, inspire intercultural awareness, and prepare students for success in a global community through the study of European and Mediterranean history, languages, cultures, and contemporary issues*
 - Type out a brief personal statement on why you want to study in France
 - Click **Register**
5. Some of the program information will auto populate – please complete the rest of the information like program dates, field of study (major/Minor), and level (Freshman YR1, Sophomore Yr2, Junior YR3, Senior YR4).
 - Program dates can be found at [this link by clicking the costs & dates button](#)
6. Click Register
7. You will then be prompted to upload your Attestation
8. Next, click personal information - complete all required information & upload required documents like a headshot, copy of passport, etc.
9. Finally, confirm the information & submit the application

STEP 5: Submit your Etudes en France application & pay the application fee

- There are two options for sending your documents to Campus France:
 - **Regular service (3-weeks): \$270**
 - **Expedited service (3-business days): \$460**
- Follow [THIS LINK](#) to pay to send your documents to Campus France
- **Be sure to save a copy of your receipt.**
- **NOTE: If you completed the application correctly, you would receive a confirmation email (within 3 weeks if regular service or 3 business days if expedited service) letting you know that your visa application has been processed. THIS EMAIL IS NECESSARY FOR YOU TO BRING TO YOUR VISA APPOINTMENT PLEASE SAVE IT.**
 - **DO NOT WAIT TO RECEIVE THE CONFIRMATION EMAIL TO MOVE ONTO NEXT STEPS.**

STEP 6: Complete the [France-Visa Application](#) and apply for a long-term student visa (>90 days)

- **PLEASE REVIEW THE FAQs BELOW BEFORE COMPLETING THE FRANCE-VISA APPLICATION**
- *Note: This is a completely different application & system than Campus France or Etudes en France (above). This step is NECESSARY to complete after you paid your application fee (step 5). This is how you will be able to make a visa appointment at a TLScontact location*
- **Follow this step-by-step guide when completing your France Visa Application. It will tell you how to answer the questions.**
- **PRINT THIS APPLICATION WHEN YOU ARE DONE. YOU WILL NEED TO BRING THIS TO YOUR VISA APPOINTMENT**
- The France-Visa Application will provide a list of the documents you must bring to your visa appointment, as these may vary. **Pay close attention to the required documents and begin gathering them immediately after completing the France-Visa Application.**
- **Frequently Asked Questions (FAQs):**
 - Use European date format - DD/MM/YYYY
 - National Identity number - leave blank
 - In “Your Plans,” select “study” from the drop-down menu and “Student” as your main purpose of stay *(even if you are completing an IAU internship, select the “Student” option **only**)*
 - Select “Ordinary Passport” unless you have another type of passport, such as a diplomatic passport
 - In “Your Information”: Your Current Occupation is "Student"
 - List our Home (U.S.) College/University name, city, country, and email address of your Study Abroad Advisor
 - In “Your Stay”: Indicate the dates you are planning on arriving and leaving from France
 - Your CEF number is your *Etudes en France* number.
 - **IMPORTANT: In the section of “Your Contacts” please select *A company or organization will be accommodating me.* Then, you will use IAU’s address (as found on your attestation):**

13100
Aix-en-Provence
France
Tel: +33 0/4 42 23 02 82
enroll@iau.edu
Contact: Jessica Calhoun
Jessica.calhoun@iau.edu

*****DO NOT select that “a person will be accommodating my stay.” This will result in delaying your visa***

*****Please note that each Consulate’s requirements can vary re: the documents you need to bring to your visa appointment. Be sure to refer to the France-Visa Platform and your assigned Consulate’s website for the correct requirements. Please check and double check this list well before your visa appointment. Reach out to ASA for any clarification needed in regard to what documents to bring.***

STEP 7: Schedule your visa appointment –YOU CANNOT ATTEND YOUR VISA APPOINTMENT UNTIL YOU RECEIVE NOTICE FROM CAMPUS FRANCE THAT YOUR VISA DOCUMENTS HAVE BEEN REVIEWED AND ACCEPTED – Refer to the note in step 5

- **Schedule your appointment as soon as you complete the France-Visa Application (STEP 6). Getting to your visa appointment may require traveling long distances, so please plan ahead**
- It can take the Consulate up to 3-4 weeks to mail back your passport containing your visa. **If you are leaving for France in accordance with the official program start date, your visa appointment must take place no later than 30-45 days prior to departure to ensure you have your passport back in time for departure. IF YOU ARE LEAVING THE U.S. EARLY YOU MUST APPLY FOR YOUR VISA EARLIER and ensure your visa appointment is at least 3 weeks before YOUR actual departure date.**
 - You will schedule your visa appointment through [TLScontakt](#). You can find the [complete list of visa appointment centers here](#) and [instructions for making your appointment here](#).
 - VFS Global Centers are located in the following cities:
 - Atlanta
 - Boston
 - Chicago
 - Houston
 - Los Angeles
 - Miami
 - New York City
 - San Francisco
 - Seattle
 - Washington D.C.
 - Be sure to schedule your visa appointment for a date that is **3 weeks after the date you paid your application fee** (this will allow enough time for you to receive the confirmation email from Campus France before your visa appointment) OR 3 business days after the date you paid the expedited application fee.

- [Click here](#) for a helpful checklist of required documentation for your Visa appointment.
- It can take the Consulate up to 4-6 weeks to mail back your passport containing your visa, so your visa appointment must take place **no later than June 29 for Fall 2026** to allow ample time for processing.

***It can be difficult to find an open appointment. If you cannot find an appointment more than 3 weeks before your departure date, we advise you to keep checking the appointment portal constantly throughout the day to look for cancellations. Check as many times a day as you possibly can! You can also check other locations other than the one you initially selected to see if you can find an earlier appointment. Searching for appointments earlier in the day and later in the evening when less people are likely to be looking can prove fruitful.*

STEP 8: Validate your Visa after Arrival in France

- Within 3 months of arriving in France you are responsible for validating your visa online via this link (<https://administration-etrangers-en-france.interieur.gouv.fr/>)
- IAU will assist you with this step after arrival
- In order to do this step, you will need:
 - A valid email address
 - Your visa information – you can find this in the visa affixed to your passport
 - The date in which you entered France
 - Your home address in France – Provided to you by ASA
 - A credit card for the online fee for issuance of the residence permit- Amount TBD

STEP 9: Register with the French Social Security

- Follow this link - <https://etudiant-etranger.ameli.fr/> - /
- IAU will assist you with this step after arrival

When you have your IAU admission letter and attestation and are ready to start this process, be sure to reach out to your [ASA Program Manager](#) to book a time for a Zoom call where you can get one-on-one assistance with the process and start your Campus France application together. We are here to help!