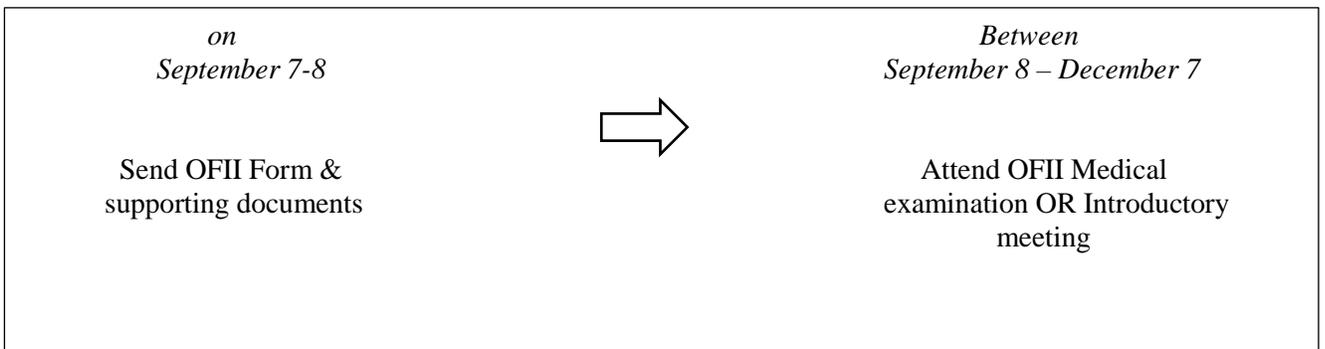
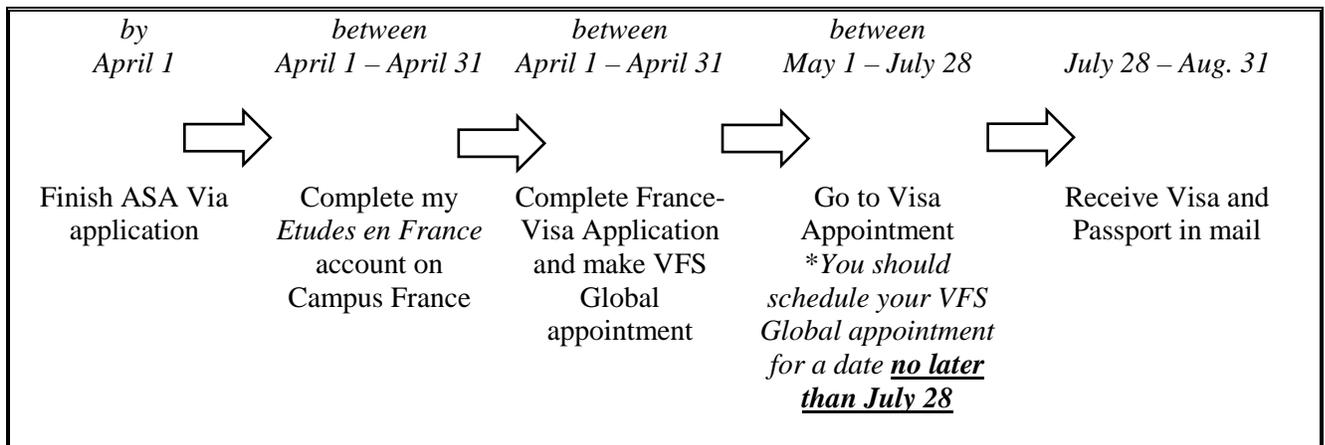




Visa Application Timeline for Students Attending the 2019-2020 ACADEMIC YEAR IN FRANCE

Dear Fall 2019 Academic Year Students,

We are so excited for you to attend this upcoming academic year in Aix-en-Provence! This is an important document containing information about the visa process to study abroad in France for an academic year. You will need to complete most of the visa steps in the U.S. well before departure, plus some more steps after you get to France. 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! The following is a timeline that you will need to carefully follow throughout this process:



Step 1: Complete ASA Application by **April 1st**

Step 2: Receive your Attestation (an acceptance letter from IAU written in French) from ASA after you pay your down payment.

Step 3: Complete Online Portion of Campus France Application (my [Etudes en France](#) account).

- Step 3 must be completed **immediately** after receiving your Attestation from ASA (Step 2). It takes most students 2 weeks to finish Steps 3, 4, and 5. You will not be able to make a visa appointment until Steps 3, 4, and 5 are complete, so please do not procrastinate. Begin Step 3 immediately!
- *Please follow the Campus France user guide very carefully to be sure that you have completed the process correctly! You can find this on the Campus France website [here](#) by clicking on “I am a study-abroad/exchange/dual-degree student”*

STOP – Frequently Asked Question:

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**

Step 4: Email documents to Campus France using either Regular or Expedited Service

- This should be completed **immediately** after completing your online portion of the Campus France application (**Step 3**). Please do not delay! You will NOT be able to make a visa appointment until Steps 3, 4, and 5 are complete.

*There are two options for sending your documents to Campus France. Follow steps two and three in whichever option you choose:

- **Regular service (3 weeks): \$190**
- **Expedited service (3 business days): \$340**

Step 5: Complete the [France-Visas Application](#) and apply for a long-stay student visa (> 90 days)

- This is how you will be able to make a visa appointment at a VFS Global Centre. You can also find the [France-Visas Application](#) on the French Consulates’ webpages.

- **FOLLOW THIS [STEP-BY-STEP GUIDE TO FRANCE-VISAS APPLICATION](#) WHEN COMPLETING THE FRANCE-VISAS APPLICATION. IT WILL TELL YOU HOW TO ANSWER THE QUESTIONS.**
- **If asked, you must complete an OFII Form – this is required specifically for students staying for the full Academic Year [OFII Form](#)**
- The France-Visa Application will provide a list of the documents you must bring to your visa appointment, as this may vary.
- Pay close attention to the required documents and begin gathering them immediately after completing the France-Visa Application.

STOP – Frequently Asked Questions:

- 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 your 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 letter):

Institute for American Universities
 2 bis rue du Bon Pasteur
 13625
 Aix-en-Provence CEDEX 1
 France
 Tel: +33 0/4 42 23 02 82
 Fax: +33 0/4 42 21 11 38
enroll@iau.edu
 Contact: Kurt Schick

*****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 6: Schedule Your Visa Appointment

- **Schedule your appointment as soon as you complete the France-Visa Application. Visa appointments can fill up early, so don't delay! Getting to your visa appointment may require traveling long distances, so please plan ahead!**
- It can take the Consulate up to 3 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 July 28th 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 [VFS Global](#). You can find the [complete list of visa appointment centers here](#) and [instructions for making your appointment here](#). There is a fee of **\$29.79** to book an appointment.
 - VFS Global Centers are located in the following cities:
 - Atlanta
 - Boston
 - Chicago
 - Houston
 - Los Angeles
 - Miami
 - New York City
 - San Francisco
 - Washington D.C.
- Be sure to schedule your visa appointment for a date that is **3 weeks after the date you emailed your Campus France documents** (*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 expedited your Campus France documents.
- It can take the Consulate up to 3 weeks to mail back your passport containing your visa, so your visa appointment must take place at least 3 weeks before whenever you need your passport back to depart.
- For students who live or attend school within the jurisdiction of the Consulate of France in New Orleans, you will be directed to a calendar view and will book your appointment directly at the Consulate. This Consulate is still making the transition to the VFS site to book appointments.
- For any questions about Consulate locations, please refer to the following French Consulate Finder: [French Consulate Finder](#)

***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 VFS 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 VFS Global Centre 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 7: After arrival, Submit Required Documents to OFII

** IAU has a Visa specialist located on-site in Aix-en-Provence. She can help with any visa questions that arise after arrival.

-Name: *Christelle Le Gars*

- Students are responsible for registering with the OFII once they arrive in France in order to abide by the French laws. Students who do not complete this process risk being deported. IAU helps students by scheduling the required medical visit as a group to facilitate transport. Students who miss these scheduled dates are required to arrange their own medical appointment and transportation. During the first three months following your arrival in France, you are authorised to travel outside of France with your visa without having to present the OFII sticker. After three months, the OFII sticker, or else the OFII attestation of receipt, is mandatory if you wish to leave the country.
- Within 1 or 2 days of arrival in France you will send the following forms to the appropriate OFII via post/mail:
 1. The OFII certificate application form, stamped by the diplomatic or consular authority, after having completed the sections concerning the number of their visa, their date of entry into France and their address in France
 2. The completed residence form you submitted for your visa application in the U.S.
 3. A copy of the ID pages of your passport, a copy of your Visa, and a copy of the immigration stamp you received at the border
 4. Although this is not required, it may be a good idea to have a copy of your birth certificate
 - Upon OFII's receipt of all these documents, the OFII registers the file and sends a certificate of submission by mail and will summon you to validate the visa.

STEP 8: Attend the OFII Meeting OR Medical Examination

- Within 3 months of your arrival in France you will be contacted by the OFII you sent your documents to. They will tell you that you need to appear for either a medical examination OR an introductory meeting.
- Bring the following documents to this meeting to have your residence permit validated
 1. Passport
 2. Proof of Accommodation – ASA will provide you with this document
 3. [Passport Photo](#) – Click on this link to view qualifications
 4. Paper or dematerialized fiscal stamp for the amount of 60 Euros – Follow the steps listed below
 - <https://timbres.impots.gouv.fr/>
 - Select “Start the Purchase” next to Buy an electronic stamp
 - Select “Title for foreigners”
 - Enter the number 60
 - Click validate
 - Click “add to basket”
 - Select “see my cart”
 - Select whether you would like the receipt and supporting document sent to you through email or SMS – enter your information
 - Select the check mark
 - Select your payment method – enter information
 - Select confirm
- When the appointment is complete, a registration stamp will be added to your passport and it will allow you to stay and study for up to one full year.

As a reminder, please follow the user guide to create your [Etudes en France](#) account! Please be sure that you have read through the information very carefully as you go through each phase. ***If you have not already done so, please complete your ASA application so that you can make an appointment at your French Consulate as soon as possible, or you may jeopardize your ability to study abroad in France!***

We look forward to assisting you through this process! Please feel free to reach out if you need help at any time!

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