

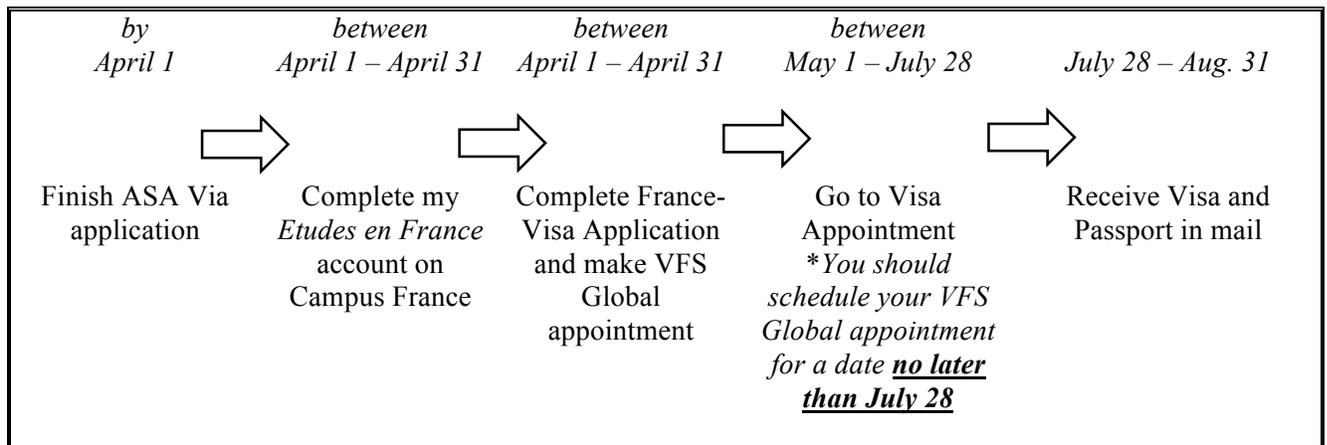


ACADEMIC STUDIES ABROAD

Dear Fall 2019 Students,

We are so excited for you to attend this upcoming semester in Aix-en-Provence! This is an important email containing information about the semester visa process. You will need to complete this process to study abroad in Aix-en-Provence during the upcoming semester. 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 written in French) from ASA after you pay your program deposit.

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

- Step 3 must be completed **immediately** after receiving your Attestation (written in French) 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 using the Regular or Expedited Service to Campus France

- 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 an appointment with VFS Global. You can also find the [France-Visas Application](#) on the French consulates’ webpages.
- **FOLLOW THIS STEP-BY-STEP GUIDE CAREFULLY WHEN COMPLETING THE FRANCE-VISAS APPLICATION.**
- The France-Visa Application will provide a list of your appointment requirements as this may vary for each specific consulate. **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”—this type of passport is for ordinary citizens or ordinary travel (vacation, study, business, etc.)
- In “Your Information”: Current occupation is "Student"

- List 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):

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. 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. 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. Getting to your visa appointment may require traveling long distances, so please plan ahead!**
- You will schedule your visa appointment through [VFS Global](#). You can find the complete list of visa appointment centers [here](#) and step-by-step guide instructions [here](#). There is a fee of **\$29.79** to book your appointment.
 - VFS Global Centers are located in the following cities:
 - Washington D.C.
 - Boston
 - New York
 - Atlanta
 - Houston
 - Miami
 - Chicago
 - Los Angeles
 - San Francisco
- Be sure to schedule your visa appointment for **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 for 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. Therefore, please be sure to schedule your visa appointment **no later than July 28th** to allow enough time.
- For students who live or attend school within the jurisdiction of the New Orleans consulate, 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 run into this issue and cannot find an opening for your appointment more than 3 weeks before your departure date, we advise you to keep checking the VFS appointment portal throughout the day for canceled appointments (as many times a day as you possibly can). You can look at other locations other than the one you initially selected to see if you can find an earlier appointment. Searching for appointments particularly earlier in the day and later in the evening when less people are likely to be looking can prove fruitful.*

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 IAU application so that you can make an appointment at your consulate as soon as possible or you may jeopardize your time 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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