

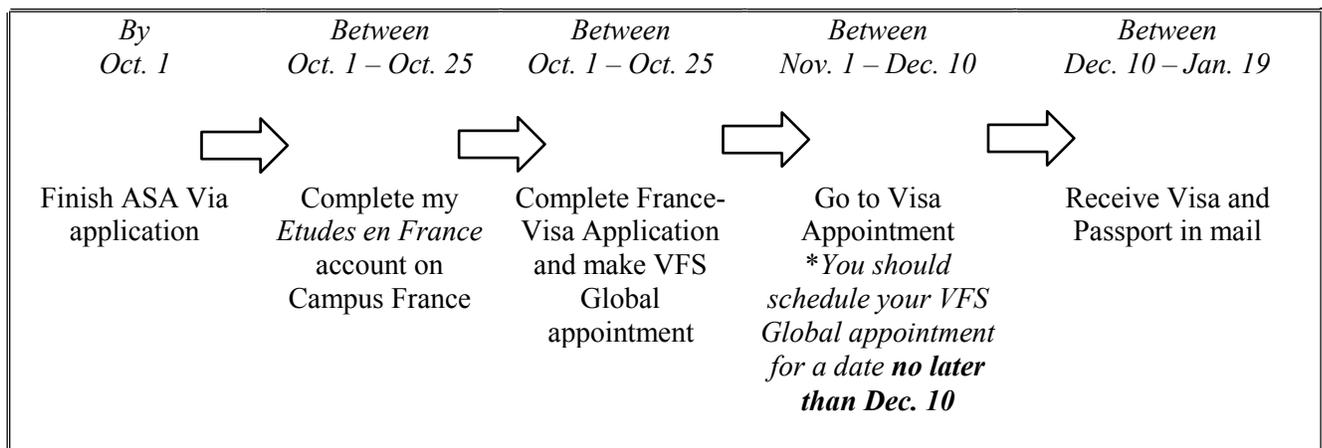


# ACADEMIC STUDIES ABROAD

Dear Spring 2019 Students,

We are so excited for you to attend this upcoming semester in Aix-en-Provence! This is an important document 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 ASA is here to help!

The following is a timeline that you will need to carefully follow through this process:



**Step 1:** Complete ASA Via Application by **October 1st**

**Step 2:** Receive your Attestation (an acceptance letter 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 (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 Questions:**

IAU is your host institution in France. However, IAU is not listed as an Institution in Campus France’s system, so you will need to manually add in the information. Here's 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 or Expedite Documents to Campus France

- Your Campus France application is not complete until you finish Step 4. Step 4 must be completed **immediately** after completing the online portion of the Campus France application (Step 3). Please do not delay! You won’t 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:

- **Regular service (3 weeks to process): \$190**
  - Follow Steps 2 and 3 [here](#) for regular service instructions.
- **Expedited service (3 business days to process): \$340**
  - Follow Steps 2 and 3 [here](#) for expedited service instructions.

**Step 5:** Complete the [France-Visa Application](#)

- This is how you will be able to make an appointment with VFS Global. You can also find the [France-Visa Application](#) on the French consulates’ webpages.
- The France-Visa Application will provide a list of your appointment’s requirements (paperwork), 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
- Make sure to use the correct attestation depending on the consulate you plan to attend. “Attestation\_Last Name NYC ONLY”=New York Consulate—“Attestation\_Last Name” = All other consulates
- National Identity number - leave blank
- 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.
- 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):

IAU College  
 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@iaufrance.org](mailto:enroll@iaufrance.org)  
 Contact: Kurt Schick

*\*\*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 (Step 5).**
- You will schedule your visa appointment through [VFS Global](#). You can find the complete list here: [https://france-visas.gouv.fr/en\\_US/web/us/a-qui-sadresser](https://france-visas.gouv.fr/en_US/web/us/a-qui-sadresser).
- Select a VFS Center and click the “Set up an appointment at the VFS Global Center” link. Then register for an account.
  - There is a fee of \$29.79 to book your appointment
- Be sure to schedule your visa appointment for **a date that is 3 weeks after the date you emailed your Campus France documents if you used Regular service** (*this will allow enough time for you to receive the confirmation email from Campus France for your visa appointment*) or **3 business days if you used Expedited service.**
- 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 Dec. 10<sup>th</sup>** to allow enough time with the holiday season.
- 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 at least 3 weeks before your departure date, we advise you to keep checking the VFS appointment portal throughout the day, as many times a day as you possibly can (dozens!) for canceled appointments. 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.

We look forward to assisting you through this process!

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