

-IMPORTANT: DO NOT LOSE THIS CHECKLIST-

All Students **MUST** have a student visa to participate in this program.
Students arriving without a visa will be sent home by immigration officials at your own expense.

YOU are solely responsible for obtaining your visa **ON TIME** for your program.

Please take this process seriously.

IMPORTANT NOTE: The Visa application process is lengthy and involves multiple steps. It is extremely important you read through all the information shared and follow the instructions carefully

What You Will Need TO DO IMMEDIATELY AFTER ACCEPTANCE:

- **CONSULT** and **READ** information on the **CAMPUS FRANCE** and **CONSULATE** websites.
- **GATHER** all of the supporting documentation (and copies!) for your visa application.
- **APPLY IMMEDIATELY** through Campus France.
- **SCHEDULE** your visa appointment (Washington DC or the French Consulate closest to your current address.)
- **GO TO** the Consulate of France in Washington DC (or your home consulate, if the appointment was made elsewhere) for an in-person appointment to deliver your VISA APPLICATION.

Step 1: CAMPUS FRANCE

- **NOW!** Complete the [Campus France application](#):
 - Refer to the [Campus France application guide](#) for instructions
 - You will register as a study abroad student.
 - You will be asked to upload a copy of your Acceptance/Enrollment letter. You will find this letter within your StudioAbroad application in the section "Documents". Please upload this to your account. You do not need to upload your transcripts or resume.
- You will receive a registration number from CAMPUS FRANCE once your registration on the account is complete. **You will need this number in the future. Be sure to write down your username and password in a secure location and DO NOT LOSE IT. Password recovery can be very difficult.**
- Email your Campus France ID number (USXXXXXXX) AND the Campus France Application Fee payment confirmation (paid [online](#) of \$205 (*amount subject to change- check the Campus France website*) to Marissa at mitchmar@dickinson.edu by **November 5th**.
- We will submit the Campus France applications as a group. **Make sure you pay your Campus France fee using the link above.**
- 5-10 working days after submitting your Campus France documents, start checking your CAMPUS FRANCE account daily for a confirmation e-mail.

Step 2: SCHEDULING YOUR VISA APPOINTMENT

- At the same time you submit your Campus France application, you should begin looking at the visa appointment calendar for the visa processing center for the French consulate closest to you (for list of consulates/visa processing centers, you can visit the website: <https://france->

visas.gouv.fr/web/us/a-qui-sadresser). VFS Global processes all visa appointments for France. You may note that the processing centers are booked for visa appointments weeks out. **Please note:** During periods of peak activity in VFS, available slots fill up very quickly. If you have trouble getting an appointment, frequently check the online schedule in case a slot opens up due to a cancellation.

- NOTE: Currently you can apply to any of the visa processing center locations, but this is a new policy and is subject to change.
- Complete the [online visa application](#) (NOTE: this is different than the Campus France application)
- Schedule the best appointment for you **no less than four weeks prior to your departure** for France (*this is a **minimum** suggestion!*) and no more than 90 days prior to departure. Processing times can vary greatly. You will schedule this appointment through VFS Global.
- **Be sure to give Campus France at least 10 days to process your documentation BEFORE your visa appointment!**
- Once you receive the confirmation e-mail with receipt of payment through your personal CAMPUS FRANCE account (save and print copies) – you will be ready for your consulate visa appointment!

Step 3: APPLY FOR YOUR VISA IN PERSON (Visa Processing Center in Washington D.C. noted here but check to see which consulate YOU should be using)

- Refer to the [Campus France Student Visa Guidelines](#) for details about the required documents and FAQs
- You must apply in person. NO EXCEPTIONS

***Note: Documents may vary by location - use the documents YOUR visa processing center lists under the 'Requirements'**

- Use checklist (on the next page) and the Student Visa Guideline above in preparation for your visa appointment.
- Take ALL REQUIRED DOCUMENTATION WITH YOU!
- Please contact the Center for Global Study and Engagement with any questions.

Contacts:	
Center for Global Study and Engagement (CGSE) Dickinson College 717.245.1341 Marissa Mitchell mitchmar@dickinson.edu	French Consulate in Washington DC 4101 Reservoir Road, NW Washington, DC 20007 202.944.6000 www.consulfrance-washington.org
Dickinson in France 2, place Alphonse Jourdain 31000 Toulouse, France +33 5 61 25 83 21	

Items you will need to bring with you in order to apply [Original AND one (1) Photocopy]:

Required Items	Provided by:	Notes	Bring Original	Make a Copy
'Confirmation e-mail' AND receipt of payment from CAMPUS FRANCE	You (via your CAMPUS FRANCE account)			1
Pre-Registration Certificate from Campus France	You (via your CAMPUS FRANCE account)			
Signed passport (and photo copy)	You	Must be valid at least 6 months AFTER the end date of the program and MUST have at least 2 blank pages to affix the visa.	1 original + 1 copy of face page	1 copy of bio page only
Long-Stay Visa Application Forms	You (via consulate website)	Online application form https://france-visas.gouv.fr/		
Two (2) photographs	You	Recent, size 1.4"x1.7" or 3.5cm x 4.5cm, white background, face comprising 70-80% of photo.	2	
OFII form*	You (via consulate website)	*FOR ACADEMIC YEAR STUDENTS OR STUDENTS WHO MAY EXTEND THEIR VISA (i.e.: switch from fall-only to academic year) ONLY	1	1
Proof of U.S. Residency*	You	*for non-US citizens ONLY	1	1
Proof of housing	CGSE	The CGSE will provide proof of accommodations	1	1
Letter of Acceptance (Proof of Studies in the U.S.)	CGSE	The CGSE will provide a letter from Dickinson and an acceptance letter from the local institution (if applicable)		1
Financial Guarantee for a Student Visa	You and CGSE	*Must attach most recent bank statement showing the equivalent of at least 615 Euros per month and/or financial aid letter demonstrating proof of funds AFTER tuition has been paid The CGSE will also provide you will an additional financial support letter to supplement your application	1	1
Airline Ticket or Reservation** **NOTE: This may not be required for the spring. We are waiting for confirmation.	You	Must show date of departure (<u>for</u> France) <u>or</u> a handwritten statement from applicant showing intended date of departure (<u>for</u> France).		
Processing Fees *Amounts subject to change	You	Paid through the online application systems – amount subject to change. Visa application – 99 Euros VFS Global - \$30 + \$60		
Self-addressed Pre-Paid Express Mail Envelope	You	To/From should be made out to you for the return of your passport & visa with postage		