

-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 French Embassy recently rolled out a new online application system and visa application process. This process is subject to change so you should check the consulate website frequently to ensure you are aware of any updates.

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. These applications will be submitted as a group to Campus France by Monday, November 5.
- **SCHEDULE** your visa appointment (Washington DC or the French Consulate closest to your permanent address.)
- **GO TO** the Consulate of France in Washington DC (or your home consulate, if the appointment was made with it) for an in-person appointment to deliver your VISA APPLICATION.

Step 1: CAMPUS FRANCE

- **NOW!** Consult this website:
<https://pastel.diplomatie.gouv.fr/etudesenfrance/dyn/public/authentification/login.html?codeLangue=EN>
- **Immediately:** Go to CAMPUS FRANCE to register for your Account. You will register as a study abroad student.
- **Please note: The Campus France guide has not been updated to perfectly match the requirements.**
- 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.
- 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 \$190 (*amount subject to change- check the Campus France website*)) to the CGSE. These will be submitted as a group by Dickinson.
- 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>). You may note that the processing centers are booked for visa appointments weeks out. **Please note:** During periods of peak activity in VFS, especially in the summer, 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.
- 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.
- **Be sure to give Campus France 7-10 business days to process your documentation BEFORE your consulate 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)

***Note: Documents may vary by consulate- use the documents YOUR consulate lists under the ‘Requirements’**

- Use checklist (on the next page) 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 global@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	

CHECKLIST FOR CONSULATE APPOINTMENTItems 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
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 face 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) <u>ONLY</u> Form found on consulate website; complete upper part.	1	1
Proof of U.S. Residency*	You	*for non-US citizens ONLY	1	1
Proof of State Residency in geographic area for which the consulate is responsible	You	(You must bring a COLOR COPY of your Driver's License. You cannot use a passport to verify state residency.)	1	1
Letter of Acceptance (Proof of Studies in the U.S.)	CGSE			1
Financial Guarantee for a Student Visa	You	*Must attach most recent bank statement showing the equivalent of at least 615 Euros per month (Internet print-outs are acceptable as long as bank account owner's name is visible)	1	1
Airline Ticket or Reservation	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). Cannot be modified if changes occur later!		
Processing Fee of 99 Euros *check your consulate's rate of exchange and for changes in fee	You	Paid through the online application system – fee amount subject to change		
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		

➤ Money orders and pre-paid Express Mail envelopes can be purchased at the Carlisle Post Office at 66 W. Louther St.