

-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.

The following set of instructions applies for U.S. citizens ONLY

If you are **NOT** a U.S. Citizen, you will need to research the visa requirements for your nationality.

What You Will Need TO DO:

- **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 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.
 - *If your permanent home residence is in a state outside of the Washington Consulate's jurisdiction, please consult their website for any instruction variations, if you chose to use that consulate instead.

Step 1: CAMPUS FRANCE

- **NOW!** Consult these websites: <http://www.info-france-usa.org/> and <http://www.usa.campusfrance.org/en/>. The Campus France website includes an outline of the visa application process. <http://www.usa.campusfrance.org/en/page/applying-a-student-visa-%E2%80%93-step-step>
- **Immediately:** Go to CAMPUS FRANCE to register for your PASTEL Account. You will register as a study abroad student.
- **Please note: The PASTEL video guide has not been updated to perfectly match the requirements. Follow the directions below.**
- 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 PASTEL Account (even though the video tells you not to upload the letter). You do not need to upload your transcripts.
- You will receive a registration number from CAMPUS FRANCE once your registration on the PASTEL 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.**
- Send a copy of your Acceptance/Enrollment letter AND the Campus France Application Fee (money order of \$100 made payable to "MCUFEU" (+ one copy of the money order) and include your CAMPUS FRANCE registration number (i.e.: U.S. --) and name in the memo) by mail to:

CAMPUS FRANCE
4101 Reservoir Road NW
Washington D.C. 20007

*money orders can be purchased at the Carlisle Post Office at 66 W. Louther St. or the Carlisle WalMart.

- 7-10 working days after submitting your Campus France documents, check your CAMPUS FRANCE account daily for a confirmation e-mail.

Step 2: SCHEDULE YOUR VISA APPOINTMENT

- At the same time you submit your Campus France application, you should begin looking at the visa appointment calendar for your assigned French consulate (e.g.: Washington DC). You may note that consulates are booked for visa appointments weeks out.

Please note: During periods of peak activity in the consulates, especially in the summer, available slots fill up very quickly. If you have trouble getting an appointment, frequently check the consulate's online schedule in case a slot opens up due to a cancellation.

- 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 2-3 weeks 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 (French Consulate in Washington D.C. noted here)

- <http://www.consulfrance-washington.org/spip.php?article385#II-Studies-in-France-for-more-than> (Section II: Studies in France for more than 90 days)
- 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 40 rue du Japon 31400 Toulouse, France 33.5.61.25.83.21 duperron@dickinson.edu	

CHECKLIST FOR WASHINGTON DC CONSULATE APPOINTMENT

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 email from CAMPUS FRANCE	YOU (via your CAMPUS FRANCE account)	Entitled: Confirmation Email	1	1
Confirmation with receipt of payment from CAMPUS FRANCE	YOU (via your CAMPUS FRANCE account)		1	1
Signed passport (and photo copy)	You	Must be valid until November 24, 2015 and MUST have at least 2 blank pages to affix the visa.	1 Original + 1 copy	face page only
Two (2) Long-Stay Visa Application Forms	You (via consulate website)	Form found on consulate website; Print legibly in black ink.	2	2
Two (2) passport-sized photographs	You	Recent, size 1.4"x1.7" or 3.5cm x 4.5cm, white background, face comprising 70-80% of photo.	2	
Proof of U.S. Residency*	You	*for non-US citizens	1	1
Proof of State Residency	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	1
Financial Guarantee for a Student Visa (+ 1 copy)	CGSE	*Must attach most recent bank statement and this must be NOTARIZED (Internet print-outs are acceptable as long as bank account owner's name is visible).	1	1
Airline Ticket or Reservation		Must show date of departure (for France) or a handwritten statement from applicant showing intended state of departure (for France). Cannot be modified if changes occur later!	1	
Processing Fee of \$XX* *fee varies depending on the consulate and current exchange rate.	You	Visa or MasterCard ONLY		
Self-addressed, Pre-Paid Express Mail Envelope	You	Made out to you, from you, for the return of your passport & visa with postage around \$18.30 in stamps.		

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

Note: A missing document or photocopy means that your visa file is incomplete, which presents a high risk of delay in obtaining the visa. The visa section of the consulate does not make any copies. If you forget to bring any of the required documents to your appointment at the consulate, your visa application will be postponed, and you will have to set up a new appointment and pay the full visa fee again. Visas are never granted on the spot. It takes at least five to seven business days for a visa to be granted – or longer, depending on the situation.