

-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:

- **READ** information on the **CAMPUS FRANCE** and **CONSULATE** websites.
- **GATHER** all of the supporting documentation (and copies) for your visa application.
- **APPLY** through Campus France and **then** the Consulate of France for your visa appointment.
- **GO TO** the Consulate of France in Washington DC for an in-person appointment to deliver your VISA APPLICATION. You must present yourself in person at your appointment at the French consulate. You cannot ask a friend or a relative to go to your visa appointment on your behalf.
 - *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 the Campus France website which 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 fill out and submit the Campus France [Application Form](#) via the Pastel System. **Watch the helpful video guide and download and print the Study Abroad User Guide found on the Campus France webpage before you begin!** After you register you will receive a PASTEL registration number. **Hold on to this. Be sure to write down your username and password in a secure location and DO NOT LOSE IT.**
- **A NOTE ABOUT THE VIDEO GUIDE:** The video guide is in the process of being updated by Campus France and may not perfectly match the instructions. If the video or instructions requests that you upload your high school transcript, please upload your Enrollment Letter as a **jpeg file** which will be available to you via your Dickinson online application under Learning Content.
- After you submit the Campus France Form, send a **copy** of your *Letter of Acceptance* from Dickinson-in-France (scanned to you and original provided by Dickinson) **AND** the Campus France Application Fee (money order* of \$100 made payable to: "**MCUFEU**") and include your CAMPUS FRANCE PASTEL 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. The email will not be sent to your personal email account.

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 in advance. Campus France strongly encourages you to visit your consulate's website to book your appointment at least six to eight weeks before your planned departure date.

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) and have picked up the documents provided by CGSE – 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 Note: The Campus France processing fee is different from and in addition to the visa processing fees requested by each consulate.

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 touxs@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	
Confirmation with receipt of payment from CAMPUS FRANCE	YOU (via your CAMPUS FRANCE account)		1	
Signed passport (and photo copy)	You	Must be valid until November 25, 2014 and MUST have at least 2 blank pages to affix the visa.	Original + 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	
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 State Residency	You	(i.e. driver's license, bank statements, etc.)	1	1
Letter of Acceptance (Proof of Studies in the U.S.)	CGSE	<i>In Supplemental Package</i>	1	1
Financial Guarantee (+ 1 copy)	CGSE	<i>In Supplemental Package. Must state that your family is financially responsible for you. You will need to have this notarized.</i>	1	1
Airline Ticket or Reservation		Must show date of departure (<u>for</u> France) or a handwritten statement from applicant showing intended state of departure (<u>for</u> France).	1	
Processing Fee of \$XX* *fee varies depending on the consulate and current exchange rate.	You	Visa or MasterCard		
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.