

-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.

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 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 these websites: www.info-france-usa.org and www.usa.campusfrance.org.
- **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 Enrollment letter, a pdf signed by the Center for Global Study and Engagement. 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 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 Enrollment letter **AND** the Campus France Application Fee (money order of \$100 made payable to: "Campus France - La Maison Française") 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.

- 7-10 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 your assigned French consulate. 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 touxs@dickinson.edu	

CHECKLIST FOR 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)		1	1
Confirmation of receipt of payment from CAMPUS FRANCE	You (via your CAMPUS FRANCE account)		1	1
Signed passport (and photo copy)	You	Must be valid until July 20, 2014 (for fall semester students ONLY) or November 30, 2014 (for academic year students) and MUST have at least 2 blank pages to affix the visa.	Original + copy	face page only
Long-Stay Visa Application Forms	You (via consulate website)	Form found on consulate website and in supplemental package; print legibly in black ink.	2	
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 ONLY Form found on consulate website and in supplemental package; complete upper part.	1	
Proof of U.S. Residency*	You	*for non-US citizens	1	1
Proof of State Residency	You	(i.e. driver's license, bank statements, etc.)	1	1
Acceptance Letter/Letter of Enrollment	CGSE	In Supplemental Package	1	1
Financial Guarantee for Student Visa Form	CGSE	<i>In Supplemental Package</i>	1	1
Bank Statement Showing Means of Support	You	Attach most recent bank statement (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!	1	
Processing Fee equal to 50€ *check your consulate's exchange rate of	You	Visa or MasterCard, money order or certified check – made out to "Consulate General of France" (no personal checks!)		
Pre-Paid Express Mail Envelope	You	Made out to 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. Louthier St.