France Visa Instructions 2011-2012
These instructions apply to all France programs except UC Center Paris Summer Only (without extension)

Read This Entire Document Immediately - Before Applying For Your French Visa!
The visa application process may take over two months between the Campus France registration and the visa application, so do not delay! You should start this process immediately to allow for any delays in the process.

The French visa application process and instructions as they appear in the online Pre-Departure Checklist are intended as a general guide. The French government may change the visa requirements on the consulate website without notice, causing these instructions to be superseded.

The acquisition of your visa is your responsibility; therefore you must regularly check the consulate websites for the most up-to-date information.

- Los Angeles Consulate
- San Francisco Consulate

DO I NEED A STUDENT VISA?

U.S. Citizens: Yes, all U.S. citizens planning to study in France for more than 90 days must obtain a long-stay student visa for France. To get your visa, you will need to apply at your local designated French consulate (according to your legal permanent address) once you have obtained all of the required documents.

In addition, all students need to obtain a Titre de Séjour (residence permit) after arrival, which the EAP study center staff will assist you in obtaining once you are in France. The study center staff will actually begin the Titre de Séjour application process long before you arrive in France, so it is essential that you submit the required documents to UCEAP by the deadlines indicated in your Pre-Departure Checklist.

Non-U.S. Citizens: Non-U.S. citizens MUST contact a French consulate as soon as possible to learn your individual requirements. The requirements will differ according to the country in which you hold citizenship. The application process can take months and may involve a personal interview or a health exam, so you should begin this process IMMEDIATELY. You will need a valid passport from your country of citizenship plus proof of ability to be allowed to re-enter the U.S. in order to apply for a visa.

Students who do not need to obtain a French visa due to their citizenship do not need to register with CampusFrance.

WHERE DO I APPLY?

California Residents: You must apply to either the San Francisco or Los Angeles French Consulate based on the county of your permanent address, not the university you attend. The requirements differ for each consulate, so pay close attention to the individual instructions provided below for each.

San Francisco:
If your permanent address is in any of the following California counties, you should apply at the San

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If your permanent address is in any of the following states, you should also apply at the San Francisco Consulate: Alaska, American Samoa, Hawaii, Guam, Idaho, Montana, Northern Marianas, Northern Nevada (Humboldt, Elko, Pershing, Churchill, Lauder, Eureka, White Pine, Washoe, Storey, Lyon, Douglas), Oregon, Utah, Washington, or Wyoming.

**Contact Information:**
540 Bush Street, San Francisco, CA 94108, USA
Tel: (415) 397-4330 between 2:00pm – 5:00pm, Monday - Friday.
Fax: (415) 591-4810
Hours: Monday and Wednesday: 9:00am – 12:00pm and 2:00pm – 3:30pm; Tuesday, Thursday, and Friday: 9:00am – 12:30pm.
E-mail: visa@consulfrance-sanfrancisco.org
Website: www.consulfrance-sanfrancisco.org/

**Los Angeles:**
If your permanent address is in any of the following California counties, you should apply at the Los Angeles Consulate: Inyo, Kern, Kings, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, San Luis Obispo, and Ventura.

If your permanent address is in any the following states, you should also apply at the Los Angeles Consulate: Arizona, Colorado, New Mexico and Southern Nevada (Clark, Esmeralda, Lincoln, Nye, Mineral).

**Contact Information:**
10390 Santa Monica Boulevard, Suite 115
Los Angeles, CA 90025
Tel: (310) 235-3257 between 2:00pm – 4:00pm, Monday - Friday
Fax: (310) 235-3204
Hours: 8:45am – 12:00pm, Monday – Friday
E-mail: visa-info@consulfrance-losangeles.org
Website: http://www.consulfrance-losangeles.org/

**Non-California residents:** You must apply for your visa through the Consulate General of France that represents your home state. The Embassy of France website has a list of consulates by state: http://www.ambafrance-us.org/spip.php?article330

**DO I NEED AN APPOINTMENT?**
Yes, appointments are required, and you must apply for your visa in person. Schedule your appointment now as timeslots get filled quickly and you may not get your first choice! You should choose a date that will take place approximately 4-5 weeks after you complete your CampusFrance registration and no later than 60 days prior to departure. San Francisco requires that you book your appointment at least 3 weeks in advance. You can only book visa appointments through your consulate’s online appointment site. The
consulates recommend that you use a PC to access the appointment sites; it may not work correctly on a Mac. You cannot make an appointment for a date earlier than three months prior to your arrival in France.

**Book an appointment:**
Visit the appointment site for your consulate at the appropriate link below. Click “Booking an appointment.” Check “I accept the General Conditions” and click the “Next” button. The time slots listed on the next page are the soonest currently available. Select one of the available times and click “next” again. Enter your personal information in the fields provided on the next page. After you have entered the required information, click “confirm.” Print the confirmation message that appears. Make sure that you write down the date and time of your visa appointment! You will not be able to retrieve this information once you close the appointment window.

Use the following link to visit the appointment site:


**Appointment times:**

- **San Francisco:** Appointments can be made for Monday and Wednesday from 9:00 am to 12:00 pm and 2:00 pm to 3:30 pm; and for Tuesday, Thursday, and Friday from 9:00 am to 12:30 pm (closed in the afternoon).
- **Los Angeles:** Appointments can be made for Monday through Friday from 8:45 am to 11:15 am (closed in the afternoon).

**Changing your appointment time:**
If you need to change the time of your appointment, follow the instructions provided on the appointment site. If you must cancel your appointment completely, make sure to notify the consulate at least 48 hours before the day of your appointment.

**Arriving at your appointment:**
You must show up on time for your appointment in order for your application to be processed. Bring your printed appointment confirmation with you to your appointment! You will not be allowed to enter the consulate without this confirmation and two forms of photo ID (in addition to your passport, such as a driver’s license and a school ID). If you miss your appointment, you must wait until the appointed time has passed to make another appointment online.

**Time necessary to obtain your visa:**
10–30 or more business days for U.S. citizens when applying for a long-stay student visa. (Non-U.S. citizens, please contact the consulate directly.) The consulate may either tell you to return to the consulate to pick up your passport and visa when your visa is ready, or they may mail you your passport and visa in a pre-paid envelope you have provided (depending on the specific consulate’s rules on this issue; these rules change frequently, so you should check the consulate’s website before attending your appointment).

**WHAT DOCUMENTS ARE REQUIRED?**
You must bring all the required documents for the Long-Stay Student Visa, plus necessary photocopies, on the day of your appointment. Incomplete files will not be processed.

**Before applying for your visa,** you must first register with CampusFrance, mail them a $70 fee and other documents, and receive their confirmation email, a process that takes at least three weeks—usually more. Use our “CampusFrance Registration Instructions” included in your Predeparture Checklist to complete this registration IMMEDIATELY.
You must also wait until you have received your official letter of admission ("Attestation D’Inscription") from your host university in France before you can go to your visa appointment. If you have still not received your acceptance letter from your university three days before your appointment, email Lauren Nestler at lnestler@eap.ucop.edu to let us know.

**After you collect all of the required documents**, you should attend your appointment to apply for your student visa at the consulate representing your permanent address.

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**Fall semester students planning to extend to the Year in France:**

You should not mention to the French consular officials that you are only initially enrolled to participate for a semester. If you say that you are only attending for the fall, the consular officials may only issue a short-term visa that cannot be extended to a year visa. For this reason, your official university acceptance letter and EAP Participation Letter will state that you are studying abroad for a full academic year. Also, if you wish to book a round-trip airline ticket, you should either book the airline ticket to return at the end of the year program, or explain to the consulate that you will be flying to the U.S. for the holidays and then returning to France for the second semester.

**IMPORTANT:** If you are a Fall semester student and had your Departmental Pre-Approval to Extend (DPA) approved to extend to the Spring or Year program, you will be issued letters stating that you will be participating in EAP for the full year so that you may apply for a year-long visa (you will still have the option to choose not to extend once you are in France). If you have changed your mind since your DPA was approved and are certain you will not extend, you must either a) IMMEDIATELY inform Lauren Nestler at lnestler@eap.ucop.edu or (805)893-4255 so that you will receive the correct letters and may apply for a semester-long visa or b) continue to apply for a year-long visa.

**Summer students planning to extend to a Fall semester program:**

When dealing with the consulate, indicate that you will be studying in France for both the summer and fall semesters. Your acceptance letters will state that you have been accepted to both programs.

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**Collect all of the following documents and take the originals plus one photocopy of each document with you to submit your application to the consulate:**

1. **Proof of Payment and Confirmation Email from CampusFrance:** These emails will be sent to your CampusFrance account inbox by CampusFrance once they have reviewed and approved your online registration, and received your $70 payment and photocopy of your EAP Participation letter. The first email should simply state that they have received your money order ("Quittance de Paiement"). The second email should state "your enrollment has been completed and you may now start the visa process." You need to bring print-outs of both of these e-mails with you to the consulate. It can take more than 3 weeks to receive these after you complete the entire CampusFrance registration process.

2. **Official Letter of Admission from your Host University or “Attestation D’Inscription”**: Submit the original letter of admission from your French university or ACCENT International (if you are in the UC Center Paris program). This letter will be mailed to you or your campus office byUCEAP in late spring (fall & year students) or mid-fall (spring students). **San Francisco students:** submit the original plus two (2) photocopies of your letter of admission.

   This letter is difficult to obtain and the original cannot be replaced if lost. Consulates require an original letter (not a photocopy), so do not misplace it! If you do lose it, please contact Lauren Nestler at UCEAP at lnestler@eap.ucop.edu or at (805) 893-4255 immediately.

3. **Passport:** Submit your passport and one copy of the identity pages of your passport. Your passport must be valid at least three months beyond the last day of your stay in France and there should be at least two blank pages available for the consulate to affix the visa.
4. **Long-Stay Visa Application Form**: Use the *Visa Application Form Instructions* and the *Sample Visa Application* that are provided in the Pre-Departure Checklist to fill out this form. You must fill out the form neatly, using black ink and printing legibly in CAPITAL LETTERS. Please see your online Pre-Departure Checklist for step-by-step instructions on how to complete these applications.

- **For the San Francisco Consulate**: Visit the following website to print out the San Francisco Long-Stay Visa Application form: [http://www.consulfrance-sanfrancisco.org/IMG/pdf/Formulaire_LS_eng.pdf](http://www.consulfrance-sanfrancisco.org/IMG/pdf/Formulaire_LS_eng.pdf)

- **For the Los Angeles Consulate**: Visit the following website to print out the Los Angeles Long-Stay Visa Application form: [http://www.consulfrance-losangeles.org/IMG/pdf/Formulaire_LS_eng.pdf](http://www.consulfrance-losangeles.org/IMG/pdf/Formulaire_LS_eng.pdf)

5. **Passport-size Photos**: The **Los Angeles** consulate requires two (2) passport photographs for your application. The **San Francisco** consulate requires one (1) passport photograph for your application. Tape or paperclip a recent passport-size (2" x 2") photograph to your application form in the box indicated on the form. The photo should show your entire face (showing the forehead and both ears), and should be appropriate for official documents (see the Passport-size Photographs Instructions in your Pre-Departure Checklist).

6. **EAP Participation Letter**: Submit your original “EAP Participation Letter.” This provides proof of your student status, proof of housing, and proof of medical insurance, which is provided in the last paragraph. Highlight this paragraph on both the original letter and the photocopy before submitting them to the consulate. Don’t forget to make an extra copy of this letter for you to keep.

7. **A Copy of your Airline Tickets or Reservation (SF Consulate only)**: Submit a copy of either your airline tickets or your reservation with your departure date noted.

   - **Semester-only students**: You must show that you have a return flight booked; a one-way ticket is not sufficient.
   - **Year and Fall w/ Extension students**: You are only required to show a one-way ticket to France.

8. **A Copy of your Last Diploma or Current Official University Transcript (LA Consulate only)**: You may submit your current official UC transcript, high school diploma, GED certificate, or an associate’s degree from a community college, etc.

9. **Financial Guarantee**: Submit your original notarized Financial Guarantee Form with supporting financial documents. See the *Financial Guarantee Instructions* in your Predeparture Checklist for how to fill out and notarize this form.

10. **Supporting Financial Documentation for Financial Guarantee**: You are required to provide the consulate with financial documentation to support your notarized Financial Guarantee Forms. See the *Financial Guarantee Instructions* for a list of acceptable documents, based on your source of support.

11. **OFII Form (residence form)**: Fill out the top portion of the form to take to the consulate. If your visa is granted, the consulate will stamp this form and return it back to you. **It is VERY IMPORTANT that you DO NOT lose this letter or leave it at home in the U.S. when you go to France.** Keep the document on your person when traveling—it is as important as your passport! Once in France, your study center or host university will instruct you to fill in the last portion of the form and give it to them when you complete the other paperwork necessary for the *Titre de Séjour*. From there, your study center or host university will forward this form to the relevant immigration authorities. Please print out an OFII form from the link in your Pre-Departure Checklist, and refer to the sample OFII form as a guide.
12. **Processing Fee:** You must pay your visa fee by credit or debit card (Visa or MasterCard). **Personal checks, cash, and money orders are not accepted.** Make sure you request a receipt showing that you paid the visa fee.

The visa fee for a Long-Stay Student Visa should be approx. $68 - $133. Visa fees are updated regularly at the consulates' websites. Please check it before going to the consulate for up-to-date information.


13. **Photocopies:** IMPORTANT Make two photocopies of each required document before submitting your visa application materials to the consulate (including a photocopy of your passport pages). Submit one set of photocopies along with the originals to the French Consulate. Keep the other set of copies for your personal records; you may need these copies in France!

14. **Two Forms of Photo ID (in addition to your passport):** For example, you may use your driver’s license and your student ID. (You do not need to bring photocopies of these).

15. **Self-Addressed Express Envelope (if necessary):** The consulate may either tell you to return to the consulate to pick up your passport and visa when your visa is ready, or they may mail you your passport and visa in a pre-paid Express envelope you have provided (depending on the specific consulate’s rules on this issue; check the consulate’s website before attending your appointment).

- **Los Angeles Consulate:** If you need your visa to be sent back to you, you must provide a self-addressed FedEx Express “US Airbill” and FedEx envelope on the day of your appointment. Your address must appear twice on the US Airbill (you are the sender and the recipient). The consulate will NOT accept other methods of delivery (no USPS, no UPS, no FedEx “Ground” service).

- **San Francisco Consulate:** If you need your visa to be sent back to you, you must provide a self-addressed EXPRESS MAIL envelope from the US POST OFFICE ONLY (No FedEx/UPS/Airborne Express). Fill out the mailing label as follows: FROM: Consulate General of France, 530 Bush Street, San Francisco, CA 94108; TO: Your full name and address.

**WHAT IS A TITRE DE SÉJOUR?**

The *Titre de Séjour* is obtained from the local French immigration office (OFII). The consular official in California may tell you that the *Titre de Séjour* must be obtained within eight days of arrival in France. What this statement actually means is that the process must be initiated within eight days, and it will have already been initiated for you by your EAP study center. The study center staff will then be working to assist you in obtaining your *Titre de Séjour* after your arrival.

- The *Titre de Séjour* application requires a medical examination after arrival in France from an approved physician. Usually, the medical exam cost is €55 and is not covered by the EAP insurance policy. Medical exams done prior to arrival in France are not accepted.

- When you receive your visa, the consulate may stress that you can enter France only once before obtaining your *Titre de Séjour*. Keep this rule in mind if you plan to travel in Europe before your EAP program in France, and arrange your itinerary accordingly.