Financial Guarantee Instructions
France 2011-12

You will submit one original and one copy of the notarized Financial Guarantee Form(s) to the French Consulate, with supporting financial documentation.

The signer of the Financial Guarantee Form (your guarantor) guarantees that he/she will provide you with at least the minimum amount of adequate monthly income, $650 per month, for the duration of the program in France. Your guarantor is also declaring that he/she will be financially responsible for any emergency that may arise. You may sign this form yourself, or a parent/guardian may sign as your guarantor.

This form must be notarized! A notary public is a certified state official who is responsible for verifying identity, based on official photo identification such as a driver’s license or passport. You can locate a notary through the yellow pages, or ask your campus EAP office for assistance. You may have notary services available on campus. There is typically a charge for notarization, around $10 per signature. Your guarantor must bring the Financial Guarantee Form to the notary and sign it in the notary’s presence. The guarantor will be required to show valid, official photo identification at the time of signing.

Please note that by signing this form, your guarantor is not guaranteeing that he/she will pay your EAP program fees. The Financial Guarantee Form is provided for the visa application and is not related to your payment of UC and EAP fees.

Follow the steps below to complete the form and obtain supporting documentation:

☐ **STEP 1**
Print the “Financial Guarantee Form” from the website. Using capital letters only:

- enter your name next to “I hereby certify that (1) __________________________”.
- enter the name of your host university next to “a student attending (2) ________________”
- (See the reference list of host institutions on the second page of the Financial Guarantee Form.)

☐ **STEP 2**
The consulate requires that you have access to a minimum of $650 support per month while abroad (see above). This requirement can be met by a single source of financial support or by a combination of sources until fulfilled. Step 3 below contains instructions on the type of financial documentation that you will need to provide to the consulate with the Financial Guarantee Form. Determine your financial support source below, and follow the corresponding directions.

- **Self Supporting with Financial Aid:** If you are on Financial Aid, check the “Financial Aid” box. Complete the form with your name and address, but DO NOT sign and date the form until you are in the presence of a notary.

- **Self Supporting with savings:** If you are self supporting and have access to the total sum of at least $650 multiplied by the number of months you will be in France, check the “Myself” box and

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enter your name on the line next to it. Fill in your name and address, but DO NOT sign and date the form until you are in the presence of a notary.

- **Parental/Other Support:** If a parent/guardian will support you, check the “Other” box, and enter the appropriate information on the line (e.g. “Mother of the student,” “Father of the student,” “Guardian of the student,” etc). Have this person complete the Financial Guarantee Form, but this person MUST NOT sign and date the form until he/she is in the presence of a notary.

- **Combination of Sources:** If you will use a combination of your own finances, financial aid, and/or parental support, you will need to have two separate Financial Guarantee Forms notarized. You will need to have one Financial Guarantee Form notarized yourself, and your parent/guardian will have to notarize another, separate Financial Guarantee Form him/herself. See the directions above to complete the form for each source. The total amount available must be at least the product of $650 multiplied by the number of months you will spend in France.

- **STEP 3**
  You are required to provide the consulate with financial documentation to support your notarized Financial Guarantee Forms. The account holder on each financial document must match the signer of your notarized Financial Guarantee Form. The following is a list of the acceptable documents, based on your source of support:

  - **Self-Supporting with Financial Aid:** If you specified on your Financial Guarantee Form that you will support yourself with financial aid, you should submit an original Financial Aid Award Letter confirming that you will receive the required monthly allowance multiplied by the number of months you will be in France. Your financial aid office must indicate the exact total amount of money you will receive. If it is too early for your Financial Aid Office to create a statement for next year, ask them to write and sign a letter stating your name and the amount you are expected to receive.

  - **Self-Supporting with Savings:** If your Financial Guarantee Form specifies that you will support yourself, submit your three most recent ORIGINAL bank statements (not online print-outs). You may instead submit an original, signed letter from your bank verifying the required amount. Your account must show a total sum of at least the required monthly allowance multiplied by the number of months you will be in France.

  - **Parental/Other support:** If a parent/guardian is going to complete and sign your Financial Guarantee Form, you must submit his/her three most recent ORIGINAL bank statements (not online print-outs). The three bank statements must be in the same name as the person signing the Financial Guarantee Form (e.g. If the bank account is in your mother’s name, SHE must sign the Financial Guarantee Form). The consulate will look at these bank statements to see whether they reflect financial stability and solvency over a three-month period. Each bank statement should therefore be evidence that your parents would have enough to support you with at least the required monthly allowance, in addition to their own living expenses here in the U.S.

  - **Combination of Sources:** If you will use a combination of your own finances, financial aid, and/or parental support, you will need to provide original bank or financial aid statements for each source of support. See the directions above to complete a form for each source. The total amount of money available should be no less than the required monthly allowance times the number of months you will be in France.

- **STEP 4**
  Have the Financial Guarantee form(s) notarized: If you will be self-supporting, take the unsigned Financial Guarantee Form to a notary. If you are combining sources of support, you must have one form for each source and have the notary notarize your or your parent’s/guardian’s signature on each.
Remember to bring a valid driver’s license or passport. If a parent/guardian will be guaranteeing financial support for you, he/she must have the form notarized him/herself.

☐ **STEP 5**
Make **two** photocopies of each original notarized form.

☐ **STEP 6**
Submit one original and one photocopy of each notarized Financial Guarantee Form to the consulate with supporting financial documentation as part of your visa application. Bring the other photocopy with you to France.