Financial Guarantee Instructions
France 2011-12

You will submit one original and one copy of the Financial Guarantee Form(s) (notarized if necessary) 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, $700 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 if you are supported by someone other than yourself or financial aid! 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. 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 UCEAP program fees. The Financial Guarantee Form is provided for the visa application and is not related to your payment of UC and UCEAP fees.

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

☐ STEP 1
Print the “Financial Guarantee Form” from the Predeparture Checklist. 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 $700 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. You do not need to have the form notarized.

• Self-Supporting with Savings: If you are self-supporting and have access to the total sum of at least $700 multiplied by the number of months you will be in France in a bank account in your name, check the “Myself” box and enter your name on the line next to it. Fill in your name and address. You do not need to have the form notarized.
- **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 and get the form notarized. This person MUST NOT sign and date the form until he/she is in the presence of a notary. You do not need to be with your parent/guardian when they have the form notarized, but they must give you the original notarized form to take to your visa appointment.

- **Combination of Sources:** If you will use a combination of your own finances, financial aid, and/or parental support, you will need to complete two separate Financial Guarantee Forms. See the directions above to complete the form for each source. The total amount available must be at least the product of $700 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 Financial Guarantee Forms. The account holder on each financial document must match the signer of your 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 most recent bank statement. Alternatively, 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 most recent bank statement. The bank statement 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 bank statement should be evidence that your parents would have enough money 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 an original bank or financial aid statement 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 5**

Make two photocopies of each original completed form.

☐ **STEP 6**

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