

## **ADDENDUM to “Student Visa Information for France” – *Pertains only to students studying in France for over 90 days.***

Students studying in France for over 90 days (i.e. for a semester or academic year) must **FIRST** apply online and be approved by CampusFrance **BEFORE** they can apply for their visa through the appropriate Consulate General of France. (Summer students who will be studying in France for less than 90 days do **NOT** need to apply to CampusFrance nor apply for a Student Visa.)

### **Instructions for CampusFrance (for Study Abroad Students)**

(This applies to you if you are already enrolled in a college/university in the United States and you are participating in a study abroad or exchange program.)

#### **STEP 1: OVERVIEW**

Once you have been accepted to the ASA program and have received permission to study abroad from your home institution, you need to **register online with CampusFrance**. Registering with CampusFrance is a preliminary part of the Student Visa process. **You must receive your confirmation email from CampusFrance BEFORE you can apply for your Student Visa at the French Consulate representing your jurisdiction.** It will take CampusFrance approx. 4 weeks to process your application and send you your confirmation email; therefore you should schedule your visa appointment for about 4 weeks after the day you mail in your money order and copy of acceptance letter (more info on this is below). *Keep in mind that you should aim to apply for your visa at the Consulate approx. 60 days prior to departure but no later than 45 days prior to departure! Therefore, you should submit your CampusFrance application 90 days prior to departure!*

#### **STEP 2: HOW TO COMPLETE YOUR CAMPUSFRANCE APPLICATION**

To get started, go to: <http://usa.campusfrance.org/en/1.html>. **Begin by reading the “Guide to CampusFrance Registration” and “Study Abroad Student” links. Print the CampusFrance guide; you will need to refer to it during the application process.** Have your college transcripts nearby while you complete your application. It will take approx. 30 minutes to complete your CampusFrance application. You can save it and come back to it later if needed.

- On the right of the screen, in a blue box entitled "My CampusFrance" click on **Registration**.
- The form that appears is your personal information (don't panic, it is in English!)
  - The password must be 8 characters. **Make note of your password – you'll need it later!**
  - **Birth date should be noted Day/Month/Year (JJ/MM/AAA)**
  - Be sure to use your **permanent** address, not your college address.
  - If you do not have a passport yet, you can enter a random number. *You must contact CampusFrance with your passport number once you receive it.*
  - Click **Validate/Valider** once you are finished with the personal information. A page will come up telling you that you have created an account. **Print this form by clicking print or imprimer.**
  - NOTE: If you live in CA, a page will pop up asking you to indicate which Consulate you will apply to; there is one in Los Angeles and one in San Francisco. Select the Consulate that is closest to your permanent address. Click **Validate/Valider** and then **Retour**.
- Next, the site will take you to a login screen. Log in using your email address and password. Click **se connecter**. You are then brought to your application and personal CampusFrance site. This page allows you to communicate directly with CampusFrance and complete your application.
- Click **My File** to the left of the screen. Your application will appear.
- Click **CampusFrance Form under “My File”** on the left side of the screen.
- The first tab is **Education**. It is asking you about your previous education.
  - Select the year you graduated high school.
  - You do **NOT** need to complete the bottom section “Are you in one of the following cases?” – Leave this section blank.
  - Under "your activities" it is asking about your post-secondary education. Click on the + and another screen will pop up. Select Post Secondary studies and more fields will appear.
  - School Year: select the **most recent** year you have completed
  - Report Card: This is asking what year you most recently completed in school (Record/Transcripts of 1<sup>st</sup> year of college/university = Freshman; Record/Transcripts Bac+2 = Sophomore; Record/Transcripts 3<sup>rd</sup> year of college/university = Junior, etc.)
  - Complete the fields on your home institution. Click **NEXT** and more fields will appear.

- Complete the “evaluation period” box. If you choose **unique**, this allows you to enter one grade for each course you completed last semester. **You can either enter your grades for the previous manually, OR you can upload your transcripts in bmp, jpg or gif format. To upload your transcripts**, click the + under “your documents.” A box will appear and you can name the file you are uploading and then browse for it on your computer. Click **Validate**. **To manually enter your grades**, click on the + under Subjects. Enter any subject/class, select the language of the class and enter the grade. If you do not know the grade, enter X for grade.
- Click **Save** and you will go back to the main Education page. You may have to enter your year of graduation from high school again.
- Click **Validate**.
- The next tab is **Linguistic Skill**.
  - **The first 2 sections, “list your stays in France” and “Linguistics Exams/Test” are NOT required.** If you want, you can add your previous stays in France by clicking on + under “List of your stays in France”
  - If you have taken an official French language exam (TCF, TEF, DELF/DALF) you may enter this in the Linguistics Exams/Test” section by clicking on +. Otherwise, leave blank.
  - At the bottom, under French Language Competency, answer questions appropriately. **All questions must be answered. If English is your first language, be sure to select “first language” in the drop-down menu.**
  - Click **Validate**.
- The next tab is **Goals**.
  - *The photo is not necessary.*
  - The other boxes must have something written in them; however, it can be brief and it can be in English. You are only required to write one sentence. (CV means résumé)
  - Click **Validate**.
- The next tab is **Validation of my file's CampusFrance form**. If COMPLETE is listed next to each section, you can submit it. If INCOMPLETE is listed next to a section, go back to that section and complete it. **Once your application is submitted you cannot make changes to it.**

### STEP 3: MAIL IN YOUR MONEY ORDER AND *PHOTOCOPY* OF YOUR FRENCH VISA LETTER FROM IAU

- In order to receive your confirmation email, you must mail them 2 things:
  - 1) a money order for \$70, made payable to “Maison Francaise-CampusFrance” *with your CampusFrance ID number written on the money order*
  - 2) a **COPY** of your French Visa Letter from IAU *with your CampusFrance ID number written at the top of the letter*. Your Visa Letter is written in French on IAU letterhead, and ASA will mail this to you upon receipt of your post-acceptance forms and \$750 housing deposit.
  - **Be sure to write your name and CampusFrance ID number on your money order and letter. They do not accept checks. Mail all items to:**  
 CampusFrance  
 French Embassy  
 4101 Reservoir Road NW  
 Washington D.C 20007

### STEP 4: A CONFIRMATION EMAIL WILL BE SENT TO YOUR CAMPUSFRANCE MAILBOX 3-4 WEEKS AFTER YOU MAILED YOUR MONEY ORDER & LETTER.

- **VERY IMPORTANT: You must login to your CampusFrance account regularly to check your messages! CampusFrance will NOT send any messages to your personal email account!**
- **YOU MUST PRINT YOUR CAMPUSFRANCE CONFIRMATION EMAIL AND BRING IT TO YOUR VISA APPOINTMENT AT THE CONSULATE!**
- **Make your appointment at the Consulate immediately! Choose a date that is 4-5 weeks *after* you mail your money order and letter. Consular appointments fill up quickly. To find our local Consulate and make an appointment online, go to <http://ambafrance-us.org/spip.php?rubrique=2> and click on your state.**
- **DO NOT CONTACT CAMPUS FRANCE RE: THE STATUS OF YOUR APPLICATION UNTIL AT LEAST 3 WEEKS AFTER YOU SEND IN YOUR MONEY ORDER & LETTER.** (Instructions on how to contact CampusFrance are on the next page.)

## Helpful French-English Translations

<i>Imprimer</i>	Print	<i>Retour</i>	Return	<i>Formation</i>	Education
<i>Votre Choix</i>	Your Selection	<i>Se Connecter</i>	Connect	<i>Annuler</i>	Cancel
<i>Valider</i>	Confirm	<i>Précédent</i>	Previous	<i>Bourse</i>	Scholarship
<i>BAC</i>	Equivalent of High School Diploma			<i>Cliquant Ici</i>	Click here

*Les champs ci-dessous sont à rédiger de préférence en français ou en anglais*  
PLEASE COMPLETE THE FIELDS BELOW IN FRENCH (PREFERED) OR ENGLISH

*Enregistrer mon CV* – RECORD MY RESUME

*Votre formulaire a bien été validé. Vous ne pouvez plus le modifier.*  
YOUR FORM HAS NOW BEEN SUBMITTED. YOU CAN NO LONGER MAKE ANY CHANGES.

Aix-en-Provence is in the Provence-Méditerranée region, in the Bouches du Rhone department.

## Helpful Hints!!

1. Answer questions to the best of your ability – **you are required to answer all the tabs given.** Go ahead and gather all of your college transcripts now, because you'll need to list the courses you have completed and the grades for each.
2. **The best way for you to contact CampusFrance is to SEND THEM A MESSAGE VIA YOUR CAMPUSFRANCE ACCOUNT MESSAGE CENTER.** If your inquiry is urgent, be sure to include a phone number where you can be reached and indicate in your email Subject line that your inquiry is urgent. **Be sure to check your CampusFrance account regularly for messages and updates from CampusFrance regarding the status of your application! They will NOT send any messages to your personal email address!**
3. **DO NOT CONTACT CAMPUS FRANCE RE: THE STATUS OF YOUR APPLICATION UNTIL AT LEAST 3 WEEKS AFTER YOU SEND IN YOUR MONEY ORDER & LETTER.**
4. **If your Consulate appointment is less than 48 hours away and you have not yet received your CampusFrance confirmation email,** you must send a FAX to CampusFrance at 202-944-6584. Be sure to include your CampusFrance ID number, your email address, phone number, and the date and time of your Consulate appointment. (Email and Fax are the only ways you can reach CampusFrance. **If your situation is urgent and you have followed the steps above but have not received an answer from CF, contact ASA.**)
5. CAMPUS FRANCE CONTACT INFO:

Email: [washington@campusfrance.org](mailto:washington@campusfrance.org), [campusfrance@ambafrance-us.org](mailto:campusfrance@ambafrance-us.org)  
*Better yet, email CampusFrance via your CampusFrance online account. After you submit your application, check this account often for messages and updates from CampusFrance.*

Phone: 202-944-6294

Fax: 202-944-6584

Website: <http://usa.campusfrance.org/en/1.html>