

GSP in Paris Student Visa Information and Instructions - Fall 2008/Spring 2009

The Consulates General of France are not affiliated with New York University. They are entities of the French government, and the decision to issue a visa rests solely at their discretion.

An Important Note for Non-U.S. and non-E.U. citizens: The instructions in this document are based on current visa requirements for U.S. nationals. While we recognize that some students accepted to NYU in Paris may carry passports from other countries, we are unable to track the various student visa requirements for every nationality entering France. Therefore, though students may use the checklist below as a general guideline, it is imperative that students with nationalities other than U.S. consult their respective French consulate's website for the specific visa requirements that pertain to them. For further information, students can find a list of [French embassies and consulates](#) by visiting French Ministry for Foreign Affairs website at <http://www.diplomatie.gouv.fr/en/>.

Brief Overview of Process

You are responsible for obtaining your own visa. There are 3 major steps to the visa application process, which require timely planning on your part:

- **Passport:** You must have your passport before you can proceed with anything else. Apply for your passport right away!
- **CampusFrance:** This step involves filling out an online form and mailing a fee to the CampusFrance office in Washington, D.C. Allow at least two weeks for processing.
- **Student Visa Application and Appointment:** Your consulate may require you to make an appointment, and appointment slots can fill up fast during peak travel time! Check your consulate's website for details and visa processing times.
- **Note:** E.U. citizens are not required to obtain a student visa or a *carte de séjour*.

1 Get Your Passport.

- If you don't have a passport that is valid through **December 2009**, apply for one today! We suggest that you request expedited processing to allow plenty of time to apply for your student visa. Check out www.travel.state.gov for more information.

2 Register for CampusFrance.

- Before you can apply for your student visa, you must register with CampusFrance. To create your account, go to <http://usa.campusfrance.org/en/1.html> and click on "Registration."
- Be sure to read through the "[Guide to CampusFrance Registration](#)" that is available on the CampusFrance website: <http://usa.campusfrance.org/en/1.html>
- The CampusFrance website might not function using the Safari browser, so if you are having problems logging into your account, try it using Internet Explorer or Firefox.
- CampusFrance registration steps:
 1. Complete all required information in all sections of the form. **Please see the "[Guide to CampusFrance Registration](#)" for special instructions for study abroad students.**
 2. When the form is complete, go to the tab entitled "Validation of my file's CampusFrance form" and click on "Valider" to submit your form.

3. Mail the following 2 documents to the CampusFrance office:
 - a) **A copy of your NYU in Paris acceptance letter.** Please keep the original so that you can bring it with you to your visa appointment.
 - b) **A money order in the amount of \$60.00** written out to “Maison Française - CampusFrance.” Be sure to put your name and CampusFrance ID number on both your money order and acceptance letter. **Personal checks are not accepted.**

We recommend sending your letter and fee using a delivery confirmation service so that you can track your documents. Send to:

CampusFrance
French Embassy
4101 Reservoir Road N.W.
Washington, D.C. 20007

4. CampusFrance will send you an email confirming your registration and payment. **You must print out this email and include it with your visa application.** Allow **at least two weeks** for processing, so please take this into consideration when applying for your visa.

For CampusFrance questions, please contact the CampusFrance office at: 202.944.6294 or washington@campusfrance.org.

5. While you're waiting for your email confirmation from CampusFrance, you can still prepare for your visa application. Here's what you can do:
 - a) Schedule your visa appointment (but keep in mind the CampusFrance processing times when doing so).
 - b) Gather the necessary documents for your visa application.

3 Determine at which consulate you apply.

- You are eligible to apply through the New York Consulate have a permanent address in New York, New Jersey, Connecticut or Bermuda (yes, Bermuda).
- For a listing of other French consulates in the U.S., please visit <http://www.ambafrance-us.org/intheus/consulates.asp>. Be sure to check your consulate's website for their specific application requirements and processing times—they often vary slightly from one consulate to the next. **Please note that it may take several weeks to get your paperwork together, so start early!**

★ **Non-U.S. and non-E.U. citizens:** contact your consulate as soon as you're accepted to see if you have additional requirements. Visa processing may take longer (at least 3 weeks) if you are not a U.S. or E.U. citizen, so please plan accordingly. While we encourage you to start the visa process early, application materials should be dated no more than 3 months prior to your departure date.

★ **All students:** confirm all visa application information with your consulate's website as requirements change often and may vary per consulate. Do your best to be prepared and bring everything! It is best to err on the side of bringing too much, rather than being denied the visa for missing documents.

4 Make an appointment with your consulate (if required).

- **Personal appearance for student visa applicants is mandatory.** The French consulates no longer allow mail-in applications. Be sure to make any necessary travel arrangements to get to your consulate.

- Appointments are also required at most consulates, including New York. Check your consulate's website to determine if you need to schedule an appointment. *Please do not make your appointment until after mid-June, as you will not have your required documentation from NYU in Paris until then.*
- To schedule an appointment online at the New York consulate, go to <http://www.consulfrance-newyork.org>. Click on "Visas" on the left-hand bar, then "Online Appointments" and finally scroll down to enter the appointment scheduling system. Be sure to check all available calendars when selecting a date and time. Be sure to print out your appointment confirmation to take with you to your visa appointment.
- For security reasons, several consulates, including New York, have begun to issue "biometric" visas. The biometric system requires the scanning of your ten fingerprints at the time of your appointment.
- **TIP:** If you apply through a consulate that does not require appointments, get there early! Consulates generally only accept visa applications for a small window of time during weekday mornings. The earlier you get there, the better the chance that your application is received that day.

5 Gather all required documentation and make photocopies.

- See checklist below for documents required at the New York consulate. For the listing of other consulates in the U.S., visit <http://www.ambafrance-us.org/intheus/consulates.asp>
- Check your consulate's website often as visa requirements frequently change.

6 Go to your visa appointment.

- Arrive early, especially if your consulate does not require appointments.
- The New York Consulate usually issues student visas the same day for U.S. citizens. However, if you are missing any documentation, or if the consulate requires additional documents from you, you will not get your visa that day and will have to return to the consulate.
- The type of visa you are issued depends on the length of your stay in France. All GSP in Paris freshmen will be full-year students.

One-year visa (full-year students). This visa is actually only valid for a couple months and for one entry into France, but permits you to apply for a *carte de séjour* (residency card). You must obtain a *carte de séjour* before the visa expires in order to continue your studies in France. The NYU in Paris staff in France will help you prepare your *carte de séjour* request.

This process will include a medical exam performed by a doctor from the Office des Migrations Internationales (this check-up will be scheduled after your arrival). **If you are a full-year student, please see the end of this document for additional information about what you will need to bring to Paris to obtain the *carte de séjour*.**

7 Get on a plane and go to Paris! Bon voyage!

New York Consulate Checklist - Long Stay Student Visa (18 Years and Older)

The consulate has the authority to request additional documentation from you. Submitting the requirements listed here or on the consulate's website does not guarantee issuance of a visa.

3 Original, Identical 2"x 2" Official Passport Photos

- Full name written on the back of the photo.
- 2 need to be attached to each of the application forms.
- The photos must be official - photocopies and personal photos will not be accepted!

Passport (+ 1 copy of identity page)

- The French Consulate requires that you submit your original passport with at least one blank page on which to affix the visa. Your passport must be valid for at least six months beyond your intended date of return to the U.S. (in other words, valid through December 2009).
- **If you are not a U.S. citizen**, you must present your USA residency card (green card), or valid USA visa with a passport, I-94, and if applicable, I-20. The identification must be valid for at least 30 days beyond the last day in France. Submit one copy of each document.

Visa Application (2 original applications + 1 copy of each)

- Academic year students use the "Long Stay Student Visa (more than 90 days and over 18 years old)" form. You may download this form on your consulate's website or at <http://www.nyu.edu/studyabroad/freshmen.programs/paris/admitted.students.html>.
- Print **two** applications and **fill out each by hand**. Do not take any short-cuts! **The consulate needs two originals!**
- Please fill each out legibly, in capital letters and in black or blue ink; it's acceptable to complete the form in English or French.

Proof of student status (+ 1 copy) [Université Paris III proof of enrollment]

- An official letter from Paris III certifying that you are a student. This will come with your acceptance packet from the General Studies Program.

NYU in Paris original acceptance letter (+ 1 copy)

- This letter will come with your acceptance packet from the General Studies Program.

Confirmation email from CampusFrance (+1 copy)

- You will receive this email when your payment and CampusFrance form have been processed.

Housing Attestation prepared by the GSP in Paris staff (+ 1 copy of each letter)

- The GSP in Paris staff will prepare these documents for you. You will be receiving them in the acceptance packet with other documents necessary for your visa.

Financial Guarantee and Bank Statement(s) (+ 1 copy of each document)

- A **notarized letter of financial guarantee** from your parents (download [here](#) from Admitted Students page) and the most recent **bank statement** that proves that they have sufficient funds (at least \$600 per month) to support you during your time in Paris, **OR**
- Proof of your own personal means/income in the form of the most recent **bank statement**, showing that you have access to at least \$600 per month for the duration of your stay in Paris.

Visa fee

- Registration and payment for CampusFrance reduces your visa fee to **60€** (\$89.13 as of February 1, 2008). **Note that the application fees listed on the NY Consulate's website do not reflect the fee reduction resulting from CampusFrance registration.**
- Visa fees can be paid in cash or by credit/debit card (Visa or MasterCard).
- Personal checks are not accepted under any circumstances.

Appointment confirmation print-out

- When you make your appointment online, be sure to print out from the website a confirmation of your appointment. If you receive a confirmation email from the consulate, print this out and bring it with you to your appointment.

Extra Photocopies of All Submitted Documents

- Be sure to bring extra photocopies of each of the documents that you submit (in addition to those we've already specified). The Consulate General insists on seeing the originals of your supporting documents and will expect to keep all photocopies. **Get your originals back from the Consular Office so that you can bring them with you to Paris.**
- You **CANNOT** make photocopies at the Consulate.
- We also advise you to keep an additional copy of all documents for your own personal records.



Carte de Séjour (Residency Card)

- ★ The *carte de séjour* is not required for E.U. citizens or semester-only students.
- ★ GSP students will receive assistance with their *carte de séjour* application from the NYU in Paris staff during orientation week.
- ★ The processing time for your *carte de séjour* is about 6 weeks. You won't officially be able to leave France until you have it in hand.
- ★ The *carte de séjour* application involves a medical exam that must be performed by a French doctor from the Office des Migrations Internationales (this check-up will be scheduled after you arrive in Paris). You will need to pay a **70€ fee** for the medical exam.
- ★ Your student visa is valid for only a few weeks and for only a single entry. Your *carte de séjour* will be valid for an entire year.

Carte de Séjour Checklist

- Your passport with your student visa inside**
 - Your passport must be valid for at least 6 months after your return to the U.S.
- 1 copy of your passport's identity page**
- 1 copy of the student visa page of your passport**
- 3 official, identical passport-sized photos**
 - Photocopies or scanned photos will not be accepted.
- Processing fee of 55€**
 - This fee is paid along with the 70€ fee at time of your medical exam.
 - You must buy this 55€ stamp before the exam at any Tabac or Trésor Public (you'll do this in Paris).
- 1 original, notarized copy of your long-form birth certificate**
 - A "long-form birth certificate" lists your parents' names; if you do not currently have one, please request it **before your departure to France** from the town hall of the city where you were born.
- Proof of residency in Paris**
 - You will receive this in Paris
- Photocopies of *all* supporting documents used to obtain your student visa**
 - This includes your financial guarantee, bank statements, copies of all of your letters of attestation, etc.