

NYU in Paris Student Visa Guidelines - SPRING 2010

UPDATED October 27, 2009

*****You are responsible for obtaining your student visa for France*****

Keep in mind that CampusFrance and the French Consulate offices are not affiliated with New York University. They are entities of the French government that issue visas and perform other official functions, and they may create and/or change their requirements and processing fees for obtaining a student visa at any time and without prior notification. Therefore, the steps below are meant as a general guide but **it is your responsibility to follow the most up-to-date and accurate instructions as reflected on the CampusFrance and French Consular Services official web sites.**

There are three (3) major steps to the Student Visa Process for Paris:

- 1) **Passport:** You must have a passport before you can proceed with anything else. Apply for your passport right away!
- 2) **CampusFrance:** You must register with CampusFrance as part of your visa application. This step involves filling out an online application and mailing a fee to the CampusFrance office in Washington, D.C. Allow at least **TWO WEEKS** for processing.
- 3) **Student Visa Application and Appointment:** You will work with a consular office according to your geographic location. Some consular offices require you to make an appointment, and slots can fill up fast during peak travel time! Check your consulate's website for details and visa processing times.

1 Get Your Passport.

- If you don't have a passport that is valid through **November 2010** apply for one today! A visa is a stamp adhered to a blank page inside your passport before you arrive in France. If you don't have a passport, then you can't get a visa! We suggest that you request expedited processing to allow plenty of time to apply for your student visa. Check out http://travel.state.gov/passport/about/agencies/agencies_913.html for passport details.

2 Schedule an appointment with your consulate (if required).

- A personal appearance for student visa applicants is mandatory in most cases. The New York consulate and most others require you to schedule an appointment. Check your consulate's website to determine if you need to schedule an appointment. **Note: When you make an appointment, make your appointment for after December 7th, 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. **Note: It is very important you schedule an appointment early for a date after December 7th as appointments do fill up! Visas take about a week to process so make sure your appointment is for at least 10 days before you plan to fly. If you are leaving NY for the winter break, keep this in mind when making your 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.

Note: If you apply through a consulate that does not require appointments, check online for their operation hours and 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.

3 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.”
- We have detailed instructions on how to apply for CampusFrance on the Admitted Students page.
- 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 involve:
 - Complete all required information in all sections of the form. This includes the personal information and five tables pertaining to your education and plans to study abroad. As a study abroad student, you only need to fill out the questions with an asterisk, and you may also give short answers.
 - Please refer to the sample CampusFrance form and “Guide to CampusFrance Registration” links on the Admitted Students website for NYU in Paris when completing your online application. If you need to, you may contact CampusFrance at *202.944.6294* or *washington@campusfrance.org*.
 - When the form is complete, go to the 6th tab entitled “Validation of my file’s CampusFrance form” and click on “Valider” to submit your form.
 - Mail the following two (2) documents to the CampusFrance office. We recommend sending your letter and fee using a delivery confirmation service (UPS, DHL, etc.) so that you can track your documents. Send to:

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

- 1) **A copy of your NYU in Paris acceptance letter** (from the Office of Global Programs). Please keep the original so that you can bring it with you to your visa appointment. This letter is in your acceptance packet.
 - 2) **Money order in the amount of \$60.00** written out to “Maison Française -CampusFrance.” Be sure to put your name and CampusFrance ID number (starts with US) on both your check and acceptance letter. (The amount of the check or money order is \$60 if you are a study abroad student (i.e. a student enrolled in an American university and sent to France through this university).
- CampusFrance will send you an email (to your CampusFrance mailbox called “received messages”, not your personal email unless you have indicated so by checking the box) 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.

- 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 (keep in mind the CampusFrance processing times when doing so).
 - b) Gather the necessary documents for your visa application.

4 Complete Application for a Long Stay Student Visa (more than 90 days).

Download Application here: <http://www.consulfrance-washington.org/IMG/pdf/visalon.pdf>

See English translation here: http://www.consulfrance-washington.org/IMG/pdf/visa_LS_form_translation.pdf

Sample NYC Visa Application: (http://www.nyu.edu/studyabroad/pdf/Paris_Longstay_Visa_Sample.pdf)

Please note:

- All students studying in France for one semester or a full academic year must apply for a Long Stay student visa. As of June 1, 2009 the processing of long stay visas by the consulate will take a **minimum of ONE WEEK** from the date of your consular visa appointment.
- US Citizens must obtain their student visa from within the United States at the appropriate consulate. The visa cannot be issued in France. **Do not apply more than 90 days prior to the date of your departure to France.**
- Please note that the consulate will keep your passport for one week while your visa is being issued. You must deliver your passport to the consulate in person; however, you may mandate someone else to pick it up for you once the visa is issued.
- You are eligible to apply through the **New York Consulate** have a permanent address in New York, New Jersey, Connecticut or Bermuda (yes, Bermuda) or if you are currently attending NYU.
- For a listing of French consulates in the U.S., please visit <http://www.ambafrance-us.org/spip.php?article330>. 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.

5 Go to your visa appointment.

- As previously stated, the minimum processing time for the long stay student visa is **one week**. At the time when you personally deliver your passport and application documents to the consulate, you will receive a "receipt" as well as an appointment date and time to return to collect your visa. If you are missing any information at the time when you personally deliver your passport and application documents to the consulate (photocopies, fees, etc.) or if the consulate requires additional documents

from you, you will not receive your “receipt” that day and will instead need to return again with the missing or revised information.

- Be sure to check your consulate’s operation hours and requirements on line just before you go. As mentioned, requirements and fees may change at any moment without notice.

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

New York Consulate Visa Application Checklist

The consulate has the authority to request additional documentation from you or to change requirements and/or processing fees. Submitting the requirements listed here or on the consulate’s website does not guarantee issuance of a visa.

2 Original, Identical 2”x 2” Official Passport-sized Photos

- Full name written on the back of each photo.
- One must be attached to each application form.
- The photos must be official - photocopies and personal photos will not be accepted! They must also be recent, identical, passport-sized (2” x 2”), and showing face looking straight ahead with ears and hairline visible with a white background.

Passport (+ 2 copies 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 three months beyond your intended date of return to the U.S.
- **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.

Completed Long Stay Visa Application Form (1 original + 1 copy)

- You can download this form at <http://www.nyu.edu/studyabroad/paris/admitted.students.html>. A sample application can be found on the Admitted Students page to help you complete your application correctly (http://www.nyu.edu/studyabroad/pdf/Paris_Longstay_Visa_Sample.pdf).
- Please fill out the application form legibly, in black or blue ink; it’s acceptable to complete the form in English.

Proof of student status (+ 1 copy)

- This can be a copy of your NYU ID card, or the ID card from your home university. Bring the original card to your visa appointment!
- Alternatively, you may submit an official letter from NYU or your home university certifying that you are a student. You can obtain from the Registrar’s Office.

NYU in Paris original acceptance letter (+ 1 copy)

- NYU Global Programs will provide this letter for you. It will be part of your original acceptance packet.

Confirmation email from CampusFrance (+1 copy)

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

Nominative Registration Attestation from University of Paris VII and Housing Attestation prepared by the NYU in Paris staff (+ 1 copy of each)

- The NYU in Paris staff will prepare these documents for you. You will be notified via email when the letters are received in New York (usually by late November).

Round-trip Flight Itinerary to and from Paris (+ 1 copy)

- Provide your airline ticket or complete itinerary showing dates to and from France. Open ended tickets are not accepted.

Financial Guarantee (+ 1 copy)

- A **notarized letter of financial guarantee** from your parents (see samples on the Admitted Students web site) 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 France.

- 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 France.

Visa fee

- Registration and payment for CampusFrance reduces your visa fee to between **\$60-\$70** (as of Summer 2009). **Note that the application fees listed on the NY Consulate's website do not reflect the fee reduction resulting from CampusFrance registration. Final fee is dependent on the exchange rate.**
- 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.

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. Neglecting to bring the proper amount of photocopies of your original documents will result in you needing to make a second appointment with the consulate, which will greatly delay the receipt of our student visa.
- We also advise you to keep an additional copy of all documents for your own personal records.

Visa Long Séjour valant Titre de Séjour (VLS-TS)

The **VLS-TS** is a type of residency permit that allows you to live legally in France. All students must submit an application for a **VLS-TS**.

During your visa appointment at the French consulate in your home country you will be asked to complete a document entitled “Visa de Long Séjour - Demande d’Attestation OFII.” It is imperative that you bring this document with you to France. **Do not lose it!** You must submit it (through the help of NYU in Paris) to the French immigration authorities when you arrive in France.

VLS-TS is not required for E.U. citizens

Students will receive assistance with their VLS-TS application from the NYU in Paris staff during orientation week, including the scheduling of a medical check up with the Office of Immigration.

VLS-TS Checklist

The VLS-TS process will be further explained to you during orientation. Be sure to bring the following documents with you to France:

- Your passport with your student visa inside**
 - Your passport must be valid for at least 6 months after your return to the U.S.
- The document entitled “Visa de Long Séjour- Demande d’Attestation OFFI”**
 - You will have filled out the top half of the form at the consulate.
- 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.