# Process for applying for a French Visa – Semester (longer than 90 days)

Please be aware that visa regulations may change; it is therefore the responsibility of the student to access current information from the French consulate:

www.consulfrance-atlanta.org/spip.php?rubrique=7.

Berry College is not responsible for denied visa applications.

In order to study abroad in France, you must have a valid passport. Two facing pages in the passport must be blank to accommodate the visa and OFII approval stamp. Semester and full year students must secure a long-stay student visa prior to leaving the U.S. Summer students are no longer required to obtain a visa.

Receiving the visa requires a visit to the French Consulate in Atlanta. The consulate will return your passport and visa to you in a pre-paid envelope. It is important to remember that you are REQUESTING a visa from the French government and they are under no obligation to grant this request. All foreign consulates are arms of foreign governments over which Berry and even your congressman has no control. It is impossible to predict how long it will take to process a visa application.

## Process in a nutshell:

- 1. Student is accepted into program
- 2. Complete CampusFrance online registration
- 3. Send \$70 (or current fee) money order and letter of acceptance to Campus France;
- 4. Make appointment with consulate for 4 weeks from the date of sending money order and letter to CampusFrance
- 5. Complete student visa application for consulate
- 6. Make 2 copies of all visa application documents
- 7. Attend consulate appointment in Atlanta
- 8. Receive passport, visa and OFII form
- 9. Complete immigration registration process upon arrival in France

# Applying for a student visa – long version

## 1. Complete CampusFrance registration

A) Go online to <a href="www.campusfrance.org">www.campusfrance.org</a> to create your CampusFrance file. Click on the UK flag on the top right for English. CampusFrance publishes a useful guide on its website for study abroad students, which will greatly aid in finishing the online application. Please read the User's Guide!!

B) Once the CampusFrance file has been completed and "validated" online, the student must send in a \$70 money order (money orders ONLY - this must include your full name and CampusFrance ID number) and a letter of acceptance to the French school to

CampusFrance 4101 Reservoir Rd. NW Washington D.C. 20007

About 3 weeks from the date of receipt of the money order and letter, a "confirmation email" should be available <u>in the student's CampusFrance account inbox</u> (not the student's Berry or other email account). A printout of this letter is required for the consulate visa application which is detailed in step 2.

C) Schedule an appointment with the Atlanta consulate for 4 weeks after the consulate will receive your money order and letter of acceptance. Keep the reference number in case you need to change your appointment; it is not possible to have more than one appointment scheduled.

2. Complete student visa application for the consulat
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For students applying through the Atlanta consulate, you will need to submit:
Passport, signed and valid at least 3 months beyond the end date of the program
completed visa application forms, completed in English and in black ink
proof of roundtrip flight
copy of most recent bank statement. These will normally be of your parents' account(s); if you are
financially independent, they must be of your account(s). You may black out account numbers, but
statements must show that you have sufficient funds while in France. France defines sufficient funds to
be about \$600 per month.
notarized Statement of <u>Financial Guarantee</u> (from consulate website)
copy of your Berry College student ID
completed OFII form
CampusFrance confirmation message
credit card authorization form for visa fee (\$146 - \$70 = \$76, but confirm price)
proof of medical insurance
letter of acceptance from French school
certificate of enrollment at U.S. University (provided by IP office)
passport-sized photo(s)

**2 copies of the above** (these can be made in the IP office)

If you cannot prove sufficient funds and receive financial aid, you may be able to submit proof of financial aid instead. Please contact IP for more information.

#### 3. OFII form and visit

The consulate will stamp and return the completed OFII form as part of the visa issuing process. The student must bring this form to France and submit it to the local French authorities during the on-site immigration registration process at the OFII office for their region. The immigration process in France may require a medical exam, payment of a 70 Euro tax, copy of birth certificate, proof of accommodation, passport-sized photo.

## 4. In France

Once in France, with the assistance of program staff, you will visit the Office of Immigration and Integration (OFII) in France. At the OFII:

- 1. You will need to produce your OFII form which has been stamped by the consulate and a passport sized photograph. You will also need your passport.
- 2. You will undergo a medical exam.
- 3. You will be required to pay a 70 Euro tax (subject to increase).
- 4. You may be asked to produce a certified copy of your birth certificate *translated into French*. We recommend that you bring a translated notarized copy. We also recommend that you bring an original (not a photocopy), certified copy of your original/English birth certificate.

Please note: This process may take from two weeks to three months. You may not leave France before receiving the OFII approval stamp in your passport. Leaving the country prior to obtaining the stamp is done at the student's own risk.

# Application for LONG STAY Visa Form (semester students) Instructions

Photo: paperclip your photo (with name printed on back) to your application (do not glue or staple)
Complete this form either completely in French or completely in English – do not switch! Use all UPPER
CASE LETTERS in black or blue ink.

- 1. last name
- 2. first and middle names
- 3. check appropriate box
- 4. note the format: day month year
- 5. city and state where you were born, i.e. Portland, ME
- 6. country where you were born, i.e. USA
- 7. other names, i.e. maiden name (if applicable)
- 8. your current nationality, i.e. U.S. national (or other)
- 9. previous nationality (if applicable)
- 10. PASSPORT
- 11. passport number (upper right corner of info page)
- 12. nationality of passport, i.e. American
- 13. issued on, note the format: day "month" year
- 14. expires on, note the format: day month year
- 15. your permanent address and telephone number (include number, street, city, state, zip, country)
- 16. STUDENT
- 17. BERRY COLLEGE, 2277 MARTHA BERRY HIGHWAY, MOUNT BERRY, GA 30149 USA 706-233-4065
- 18. check appropriate box
- 19. (complete if you are not a native U.S. citizen)
- 20. [leave blank]
- 21. TO STUDY; pour une duree de INDICATE NUMBER OF DAYS
- 22. provide program office address
- 23. check "non"
- 24. check "oui"; TO STUDY THE LANGUAGE AND CULTURE OF FRANCE; provide program office address
- 25. check "non"
- 26. your means of existence while in France, i.e. cash, savings, credit cards;

Are you the recipient of a scholarship – check "non"

- 27. do you have family in France? Complete if applicable
- 28. check "non"
- 29. have you already resided in France for 3 or more consecutive months? Complete if applicable Fait a [place where you are signing document]

Le [date you are signing document]

Signature du demander [sign here]

If an item is not applicable to you leave it blank. Do read all items and complete those (including those we may not have addressed, i.e. #27) which apply to you.

### **OFII Form Instructions**

Complete the first half of the first page (up until the *cadre reserve au consulat*). Complete the form in ENGLISH only. Use BLUE or BLACK ink only.

Nom de naissance: last name

Prenom: first name

Nom d'epouse: leave blank Sexe: check appropriate gender

*Ne(e)*: enter birthday (note format: day/month/year) *A*: city and state where you were born, i.e. Portland, Maine

Pays: country where you were born Situation familial: check celibataire

Filiation:

Pere Nom: father's last name, Prenom: father's first name

Mere Nom de naissance: mother's last name at birth/maiden name, Prenom: mother's first name

Nationalite: your nationality i.e. American

Passeport: USA

Numero: Your passport number (9 digits on top right of information page)

Delivre!le: date the passport was issued (on information page) note format: day/month/year

A: authority issuing your passport, i.e. United States Department of State

French Consulate in Atlanta: Prominence in Buckhead

Suite 1840

fax: (404) 495-1661 tel: (404) 495-1660

Alabama, North Carolina, South Carolina, Georgia, Mississippi, Tennessee

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