



UCEAP Participation Letter Instructions

UC Center Paris: Fall 2012

The UCEAP Participation Letter verifies your student status at the University of California, your financial status, and your coverage under the mandatory UCEAP insurance policy. You will submit copies of the letter to CampusFrance and to the French Consulate as part of the student visa application process.

You will receive the UCEAP Participation Letter within two to three weeks from your campus EAP office. As soon as you receive your UCEAP Participation Letter, check the letter to make sure all information included is correct (the letter may include your name, program dates*, etc.). Your name should appear exactly as it appears in your passport. If you find a mistake, please contact Carly Salvadore at csalvadore@eap.ucop.edu immediately.

**Extending students:* If you indicated on your Departmental Preapproval to Extend (DPA) form that you would like the option to extend to the Bordeaux Spring program, your letter will state that you have been accepted to both programs and will be studying in France for the academic year.

Make three photocopies of this letter and do the following:

- Mail one photocopy with payment to CampusFrance as part of your CampusFrance registration. See the *CampusFrance Registration Instructions* for more information.
- Bring the original letter and one photocopy to the French Consulate when you go in person to apply for your student visa. Highlight the paragraph containing insurance information on the original letter and photocopy before submitting them to the consulate.
- Keep one photocopy for your records (take this copy with you to France).