



## France Student Visa Instructions 2013-14

These instructions apply to all France programs except  
UC Center Paris Summer Only (without extension)

Read This Entire Document Immediately - Before Applying For Your French Visa!  
**The visa application process may take over two months** between the CampusFrance registration and the visa application, so **do not delay!** You should start this process immediately to allow for any delays in the process.

The French visa application process and instructions as they appear in the UCEAP Predeparture Checklist are intended as a general guide. The French government may change the visa requirements on the consulate websites without notice, causing these instructions to be superseded.

The acquisition of your visa is your responsibility; therefore you must regularly check the consulate websites for the most up-to-date information:

[Los Angeles Consulate](#)

[San Francisco Consulate](#)

### **DO I NEED A STUDENT VISA?**

**U.S. Citizens:** Yes, all U.S. citizens planning to study in France for more than 90 days must obtain a long-stay student visa for France. To get your visa, you will need to apply at your local designated French consulate (according to your legal permanent address) once you have obtained all of the required documents.

In addition, some students will need to obtain a *Titre de Séjour* (residence permit) **after arrival**, which the UCEAP study center staff will assist you in obtaining once you are in France. See "What is a *Titre de Séjour*?" below for details.

**Non-U.S. Citizens:** Non-U.S. citizens **MUST** contact a French consulate as soon as possible to learn your individual requirements. French visa requirements will differ according to the country in which you hold citizenship. The application process can take much longer for non-U.S. citizens, so you should begin this process **immediately**. You will need a valid passport from your country of citizenship plus proof that you will be allowed to re-enter the U.S. in order to apply for a visa.

*Students who do not need to obtain a French visa due to their citizenship do not need to register with CampusFrance.*

### **WHERE DO I APPLY?**

**California Residents:** You must apply to either the San Francisco or Los Angeles French Consulate based on the county of your permanent address or the university you attend. The requirements differ for each consulate, so pay close attention to the individual instructions provided below for each. You must bring proof (driver's license or student ID) to show that your permanent address or the university you attend is within the jurisdiction of the consulate where you attend your visa appointment.

#### **San Francisco Consulate:**

If your permanent address or UC is in any of the following California counties, you should apply at the San Francisco Consulate: Del Norte, Siskiyou, Modoc, Lassen, Shasta, Trinity, Humboldt, Mendocino, Tehama, Plumas, Butte, Glenn, Sierra, Nevada, Yuba, Sutter, Colusa, Lake, Sonoma, Napa, Yolo, Placer, El Dorado,

Sacramento, Amador, Alpine, Solano, Marin, Calaveras, San Joaquin, Contra Costa, Alameda, San Mateo, Santa Clara, Stanislaus, Tuolumne, Mariposa, Merced, Santa Cruz, San Benito, Monterey, Fresno, Tulare.

If your permanent address is in any of the following states, you should also apply at the San Francisco Consulate: Alaska, American Samoa, Hawaii, Guam, Idaho, Montana, Northern Marianas, Northern Nevada (Humboldt, Elko, Pershing, Churchill, Lander, Eureka, White Pine, Washoe, Storey, Lyon, Douglas), Oregon, Utah, Washington, or Wyoming.

**Contact Information:**

88 Kearny Street, San Francisco, CA 94108

**Tel:** (415) 397-4330 between 2:00pm–5:00pm, Monday - Friday.

**Fax:** (415) 591-4810

**Hours:** Monday and Wednesday: 9:00am–12:00pm and 2:00pm–3:30pm; Tuesday, Thursday, and Friday: 9:00am–12:30pm.

**E-mail:** [visa@consulfrance-sanfrancisco.org](mailto:visa@consulfrance-sanfrancisco.org)

**Website:** [www.consulfrance-sanfrancisco.org/](http://www.consulfrance-sanfrancisco.org/)

**Los Angeles Consulate:**

If your permanent address or UC is in any of the following California counties, you should apply at the Los Angeles Consulate: Inyo, Kern, Kings, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, San Luis Obispo, and Ventura.

If your permanent address is in any the following states, you should also apply at the Los Angeles Consulate: Arizona, Colorado, New Mexico, and Southern Nevada (Clark, Esmeralda, Lincoln, Nye, Mineral).

**Contact Information:**

10390 Santa Monica Boulevard, Suite 115, Los Angeles, CA 90025

**Tel:** (310) 235-3200 between 2:00pm–4:30pm, Monday - Friday

**Fax:** (310) 235-3204

**Hours:** 8:45am–12:00pm, Monday – Friday (by appointment only)

**E-mail:** [visa-info@consulfrance-losangeles.org](mailto:visa-info@consulfrance-losangeles.org)

**Website:** <http://www.consulfrance-losangeles.org/>

**Non-California Residents:** You can apply for your visa through the Consulate General of France that represents your home state. The Embassy of France website has a list of consulates by state: <http://www.ambafrance-us.org/spip.php?article330>. You can also apply for your visa through the Consulate that represents the location of your university (see above), as long as you bring a valid student ID from your UC.

**DO I NEED AN APPOINTMENT?**

Yes, appointments are required, and you must apply for your visa in person. Schedule your appointment **now** as time slots get filled quickly and you may not get your first choice. You should choose a date that will take place approximately 3-5 weeks after you complete your CampusFrance registration and no later than 60 days prior to your departure. You can only book visa appointments through your consulate's online appointment site. The consulates recommend that you use a PC to access the appointment sites; they may not work correctly on a Mac. You cannot make an appointment for a date earlier than 90 days prior to your arrival in France.

**Booking an appointment:**

Visit the appointment site for your consulate at the appropriate link below. Click "Booking an appointment." Check "I accept the General Conditions" and click the "Next" button. The time slots listed on the next page are

the soonest currently available. Select one of the available times and click “next.” Enter your personal information in the fields provided on the next page. After you have entered the required information, click “confirm.” Print the confirmation message that appears. Make sure to write down the date and time of your visa appointment! You will not be able to retrieve this information once you close the appointment window.

Use the following link to visit the appointment site:

➤ **San Francisco:**

<https://pastel.diplomatie.gouv.fr/rdvinternet/html/frameset/frameset.html?sgid=260&lcid=1&suid=1>

➤ **Los Angeles:**

<https://pastel.diplomatie.gouv.fr/RDV-internet/html/frameset/frameset.html?sgid=174&lcid=1&suid=1>

**Appointment times:**

**San Francisco:** Appointments can be made for Monday and Wednesday from 9:00 am to 12:00 pm and 2:00 pm to 3:30 pm; and for Tuesday, Thursday, and Friday from 9:00 am to 12:30 pm (closed in the afternoon).

**Los Angeles:** Appointments can be made for Monday through Friday from 8:45 am to 12:00 pm (closed in the afternoon).

**Changing your appointment time:**

If you need to change the time of your appointment, follow the instructions provided on the appointment site. If you must cancel your appointment completely, make sure to notify the consulate at least 48 hours before the day of your appointment.

**Arriving at your appointment:**

You must show up on time for your appointment in order for your application to be processed. It is recommended that you bring your printed appointment confirmation with you to your appointment. You must present two forms of photo ID in addition to your passport (such as a driver’s license and a school ID) in order to be allowed into the consulate. If you miss your appointment, you must wait until the appointment time has passed to book a new appointment online; by that time, the next available appointment may not be for months.

**Time necessary to obtain your student visa:**

10–21 or more business days for U.S. citizens; 1–2 months for most non-U.S. citizens. When your visa is ready, the consulate will mail you your passport and visa in a pre-paid express envelope you have provided. See #15 below for details.

**Fall semester students planning to extend to the Year in France:**

You should not mention to the French consular officials that you are only initially enrolled to participate for a semester. If you say that you are only attending for the fall, the consular officials may only issue a semester-long visa that cannot be extended to a year visa. For this reason, your host university acceptance letter and UCEAP Participation Letter will state that you are studying abroad for a full academic year. Also, if you wish to book a round-trip airline ticket, you should either book the airline ticket to return at the end of the year program, or explain to the consulate that you will be flying to the U.S. for the holidays and then returning to France for the second semester.

**NOTE:** If you are a Fall semester student and had your Departmental Preliminary Approval to Extend (DPA) approved to extend to a Spring or Year program, you will be issued letters stating that you will be participating in UCEAP for the full year so that you may apply for a year-long visa (you will still have the option to choose not to extend once you are in France). If you have changed your mind since your DPA was approved and are certain you will *not* extend, then either a) inform Willaine Cabal ([wcabal@eap.ucop.edu](mailto:wcabal@eap.ucop.edu)) so that you will receive the correct letters and may apply for a semester-long visa or b) continue to apply for a year-long visa.

**Summer students planning to extend to a Fall semester program:**

When dealing with the consulate, indicate that you will be studying in France for both the summer and fall semesters. Your acceptance letters will state that you have been accepted to both programs.

## **WHAT DOCUMENTS ARE REQUIRED?**

You must bring all the required documents for the Long-Stay Student Visa, including necessary photocopies, on the day of your appointment. *Incomplete applications will not be processed.*

**Before applying for your visa**, you must first register with CampusFrance, mail them a money order and other documents, and receive their confirmation email, a process that takes at least three weeks—usually longer. Use the “CampusFrance Registration Instructions” included in your UCEAP Predeparture Checklist to complete this registration IMMEDIATELY.

**Collect all of the following documents and take the originals plus one photocopy of each document with you to your visa appointment at the French Consulate:**

**1. Proof of Payment and Confirmation Emails from CampusFrance:** These two emails will be sent to your CampusFrance account inbox by CampusFrance once they have reviewed and approved your online registration and received your payment and photocopy of your UCEAP Participation letter. Bring print-outs of both of these e-mails with you to the consulate. It can take more than 3 weeks to receive these after you complete the entire CampusFrance registration process. (These messages should not be confused with the earlier message from CampusFrance notifying you of the creation of your CampusFrance account.)

- The **proof of payment email** (“Quittance de Paiement”) will state that CampusFrance has received your money order.
- The **CampusFrance confirmation email** will state that your CampusFrance application has been completed and you may now apply for your visa at a consulate.

**2. Passport:** Submit your passport and one copy of the identity pages of your passport. Your passport must be valid at least three months beyond the last day of your proposed stay in France, it must be in good condition (not torn or damaged), and there should be at least two blank pages available for the consulate to affix the visa.

- Non-U.S. citizens must also bring a valid U.S. permanent residence card or a valid U.S. visa with valid I-94 and valid I-20.

**3. Long-Stay Visa Application Form:** Fill out the *Long-Stay Visa Application Form* using the *Visa Application Form Instructions* and the *Sample Visa Application* that are provided in your UCEAP Predeparture Checklist; the instructions and sample form provide step-by-step instructions on how to complete the application. You must fill out the form neatly, using black ink and printing legibly in CAPITAL LETTERS.

**4. Passport-Size Photos:** The **Los Angeles Consulate** requires two (2) passport photographs for your application. The **San Francisco Consulate** requires one (1) passport photograph for your application. Tape or paperclip the passport-size (2” x 2”) photo(s) to your application form in the box indicated on the form. The photo should be taken recently and be appropriate for official documents (see the consulate [ID photo requirements](#)).

**5. Two Forms of Photo ID (in addition to your passport):** For example, you may use your driver's license and your valid student ID. At least one ID should show that your permanent residence or the university you attend is within the jurisdiction of the consulate at which you are applying for your visa (see #6 below).

**6. Proof of Residence in Consulate’s Jurisdiction:** You must bring proof (valid driver’s license, student ID, or rental agreement plus recent utility bill in your name) to show that your permanent address or the university you attend is within the jurisdiction of the consulate where you attend your visa appointment. See the “Where Do I Apply?” section above to find out which consulate serves your county or state.

**7. UCEAP Participation Letter:** Submit your original “UCEAP Participation Letter.” This provides proof of your student status, proof of housing, and proof of medical insurance, which is provided in the last paragraph. Don’t forget to make an extra copy of this letter for you to keep and take with you to France.

**8. Proof of Date of Departure to France:** Submit either a copy of your airline ticket or reservation showing the date that your flight to France will depart OR submit a handwritten and legible statement indicating your intended date of departure, stating that you will not depart to France before that date. *It will not be possible to modify the start date of your visa once the application is processed.*

**9. Proof of Financial Support:** You must prove that you have access to at least \$820 per month that you will be in France (for example, if you will be in France for 4 months, you would show  $\$820 \times 4 = \$3,280$ ). Refer to the “*Proof of Financial Support Instructions*” in your UCEAP Predeparture Checklist for detailed information on what documentation must be submitted.

**10. OFII Form (residence form):** Submit an OFII form if you fit one of the following descriptions:

- You will be staying in France for more than six months (181 days or more).
- You are considering extending to a spring semester or academic year program, so that your potential stay in France could be more than six months (181 days or more).
- You will be staying in France for a period of time between three and six months (91–180 days) and wish to be allowed to work in France while studying (this is only possible for Lyon Immersion or Sciences Po students. See the *Working in France* section of your Program Guide for more details).

If you fall under one of the descriptions above, print out the *OFII Form* from the link in your UCEAP Predeparture Checklist, and refer to the *Sample OFII Form* as a guide to fill out the top portion of the form to take to the consulate. Print your e-mail address on the form carefully to avoid any risk of confusion or error.

If your visa is granted, the consulate will stamp this form and return it back to you. **It is VERY IMPORTANT that you DO NOT lose the OFII Form or leave it at home in the U.S. when you go to France.** Keep the document on your person when traveling—it is as important as your passport!

Once in France, your study center or host university will instruct you to fill in the last portion of the form and give it to them when you complete the other paperwork necessary for the *Titre de Séjour*. From there, your study center or host university will forward this form to the relevant immigration authorities.

If you do not fit one of the descriptions above, you do not need to submit an OFII form, and you will not need to obtain a *Titre de Séjour*. You will not be able to extend your visa once in France.

**10. Processing Fee:** The fee for a long-stay student visa is the U.S. dollar equivalent of €50 (check your consulate’s web site for USD amount; the exchange rate fluctuates often). You must pay your visa application fee by Visa or MasterCard. **Personal checks, cash, and money orders are not accepted.** Make sure you request a receipt showing that you paid the visa fee.

- Los Angeles Consulate: If someone other than the applicant is paying for the application fees, they will need to fill out a [credit card payment authorization form](#).

**11. Photocopies: IMPORTANT** Make two photocopies of each required document before submitting your visa application materials to the consulate (including a photocopy of your passport pages, proof of residence, and proof of financial support documents). Submit one set of photocopies along with the originals to the French Consulate. Keep the other set of copies for your personal records; you may need these copies in France!

**12. Self-Addressed Prepaid Express Envelope:** The consulate will mail you your passport and visa in a prepaid envelope you have provided and have self-addressed. You must provide the type of envelope as described below, depending on which consulate you will attend.

- Los Angeles Consulate: You must provide a prepaid, self-addressed **FedEx Express US Airbill and FedEx envelope** or a prepaid **online FedEx Express Airbill** on the day of your appointment. Your address must appear twice on the US Airbill (you are the sender and the recipient). The consulate will NOT accept other methods of delivery (no USPS, UPS, FedEx “Ground” or International service).

- San Francisco Consulate: You must provide a prepaid, self-addressed **EXPRESS MAIL envelope from the US Postal Service** with sufficient postage and a completed waybill (mailing label). The consulate will NOT accept other methods of delivery (no FedEx, UPS, Airborne Express accepted). Do NOT stick the mailing label on the envelope, and fill it out as follows:

FROM:  
Consulate General of France  
88 Kearny Street #600  
San Francisco, CA 94108

TO: Your full name and address

*Or, if it is easier for you, the San Francisco Consulate will allow you to come to the consulate to pick up your visa and passport.*

## **WHAT IS A TITRE DE SÉJOUR?**

If you are required to submit the OFII form with your visa application (see #9 above), you will need to obtain a *Titre de Séjour* after arrival in France. The *Titre de Séjour* is obtained from the local French immigration office (OFII).

The consular official in California may tell you that the *Titre de Séjour* must be obtained within eight days of arrival in France. What this statement actually means is that the process must be initiated within eight days after your arrival in France. However, as a UCEAP student, your UCEAP study center will have already initiated this process for you even before you arrive. Once you arrive, the study center staff will then assist you in obtaining your *Titre de Séjour*.

- The *Titre de Séjour* application requires a medical examination after arrival in France from an approved physician. The medical exam cost is €58 and is not covered by the UCEAP insurance policy or the UCEAP student fees. Medical exams done prior to arrival in France are not accepted.
- When you receive your visa, the consulate may stress that you can enter France only once before obtaining your *Titre de Séjour*. Keep this rule in mind if you plan to travel in Europe before your UCEAP program in France, and arrange your itinerary accordingly.

If you are not required to submit the OFII form (i.e., your stay in France will be within 91–180 days and you will not work in France), you will receive a visa that says “*dispense temporaire de Titre de Séjour*” (temporary waiver of *Titre de Séjour*), and you will not need to obtain a *Titre de Séjour*. Without a *Titre de Séjour*, you cannot extend your visa once in France and you cannot work while abroad.

See the *Travel Documents* section of your Program Guide for more information on the French visa and *Titre de Séjour*.