



France Visa Application Form Instructions 2013-14

The following are step-by-step instructions for completing the Visa Application Form. Please read through these directions carefully. If you have any questions, please email Willaine Cabal at wcabal@eap.ucop.edu

READ THESE INSTRUCTIONS AS YOU FILL OUT YOUR VISA APPLICATION.
DO NOT RETURN THE COMPLETED VISA APPLICATION TO UCEAP —
APPLY DIRECTLY TO THE FRENCH CONSULATE!

General Instructions:

- The *Long-Stay Visa Application Form* can be found in your UCEAP Predeparture Checklist.
- This form can be filled out by hand or on the computer. Everything must be completed in CAPITAL LETTERS and black ink. When selecting an option, put a cross (x) or a check (√) in the corresponding box.
- Use the *Sample Visa Application Form* provided in your Predeparture Checklist and the Question-Specific Instructions below to help you fill out the application. The information on the Sample Visa Form is intended as a guide only; please make sure to use your own personal information when filling out your application.
- The questions in the *Question-Specific Instructions* below correspond to those on your visa application form. Those questions not listed below should be self-explanatory—just follow the instructions on the form.
- Answer all questions, 1-32, and SIGN and DATE on the last page. Bring the original and a copy with you to the consulate.
- Make two photocopies of the signed form: give the original and one copy to the consulate, and keep one copy for your personal records.
- Attach Photo(s): Be sure to tape the required passport-sized photograph(s) to your visa application.
- Remember: The Visa Application Form is only PART of the whole visa process. You must read the *Student Visa Instructions* from your Predeparture Checklist very carefully. They contain ALL the instructions for obtaining your visa and include a checklist of many other documents that will be needed in addition to the actual Long-Stay Visa Application Form.

Question-Specific Instructions:

- Question 2:** Only fill out this section if you have changed your last name (i.e. maiden name, alias, etc.).
- Question 4:** Be sure to enter your date of birth in European format: Day/Month/Year.
- Question 7:** Fill in the nationality that is indicated on your passport/travel document.
- Question 11:** Fill in your Social Security Number.
- Question 12:** Choose the type of travel document you will be using to travel abroad. For most, this travel document would be an “ORDINARY PASSPORT.” If you have refugee status, are

stateless, or are in the process of obtaining United States citizenship, please contact Jill Madison at UCEAP IMMEDIATELY.

Question 13: Note your passport number.

Question 14: Indicate the day, month, and year that your passport/travel document was issued to you.

Question 15: Indicate the expiration date of your passport/travel document.

Question 16: Indicate the agency that issued your passport/travel document. This is listed under “Authority” on your passport.

Question 20: This question is for students who hold a residence permit for the United States. Please indicate your legal residence permit number, the day, month, and year it was issued, and the expiration date. Please leave this BLANK if it does not apply to you.

Question 21: Note that you are a “STUDENT.”

Question 22: Note your university here. Be sure to include the full address.

Question 23: Check the box for “STUDIES.”

Question 24: Use the *Host Institution Address List* on the page below for the address of your specific host institution.

Question 25: Use the *Addresses to use for question #25* on the page below for the address that applies to the location where you will be studying.

Question 26: Provide the date that you will be entering France or other Schengen country.

Question 27: Select the box that applies to your intended duration of stay in France (including possible program extensions, even if they are not confirmed).

Question 28: If you will be staying with members of your family in France, enter their information here.

Question 29: Enter your means of financial support in France. This can be financial aid, scholarships, parents, personal savings, etc. You will need to show proof that you will have adequate means of financial support while abroad. Refer to the *Proof of Financial Support* link in your UCEAP Predeparture Checklist for detailed instructions. If you will be receiving a scholarship, enter the information of the institution granting your scholarship here.

Question 30: If you will be supported financially by someone while you are in France, enter their information here. Refer to the *Proof of Financial Support* link in your UCEAP Predeparture Checklist for further instructions.

Question 32: If you have ever lived in France for more than three consecutive months, enter the appropriate information here.

Be sure to enter the city, state, country, and date where you signed your visa application form. **Don't forget to sign your application form!!**

Addresses to use for question #24:

Host Institution Address List

Please locate your Host Institution and use the information to complete question # 24.

Ecole Normale Supérieure, Paris (ENS)
Prof. Jean Marie Schultz, Director
UC Study Center
89, rue du Faubourg Saint-Antoine
75011 Paris, FRANCE
center@ucparis.fr
(011-33) 1-49-28-54-00

**Institut d'Etudes Politiques
(Sciences Po), Paris**
Prof. Jean Marie Schultz, Director
UC Study Center
89, rue du Faubourg Saint-Antoine
75011 Paris, FRANCE
center@ucparis.fr
(011-33) 1-49-28-54-00

UC Center Program in Paris
Prof. Jean Marie Schultz, Director
UC Study Center
89, rue du Faubourg Saint-Antoine
75011 Paris, FRANCE
center@ucparis.fr
(011-33) 1-49-28-54-00

University of Bordeaux
Prof. Jean Marie Schultz, Director
Centre d'Etudes de l'Université de Californie
Université Michel de Montaigne
33607, Pessac Cedex, FRANCE
centre.californie@u-bordeaux3.fr
(011-33) 5-57-12-44-88

University of Lyon
Prof. Jean Marie Schultz, Director
Université de Californie
16 quai Claude Bernard
69365 Lyon, Cedex 07, France
christine.ebnother@univ-lyon2.fr
(011-33) 4-78-58-35-52

Addresses to use for question #25:

For ALL Bordeaux-bound students:

University of Bordeaux
Centre d'Etudes de l'Université de Californie
Université Michel de Montaigne
33607, Pessac Cedex,
FRANCE
Phone: (011-33) 5-57-12-44-88

For ALL Paris-bound students:

UC Study Center, Paris
89, rue du Faubourg Saint-Antoine
75011 Paris,
FRANCE
Phone: (011-33) 1-49-28-54-00

For ALL Lyon-bound students:

University of Lyon
Université de Californie
16 quai Claude Bernard
69365 Lyon, Cedex 07,
FRANCE
Phone: (011-33) 4-78-58-35-52