

## **VISA TIMELINE FOR STUDENTS ATTENDING THE FALL 2021 & Spring 2022 SEMESTER IN AIX-EN-PROVENCE, FRANCE**



ACADEMIC  
STUDIES  
ABROAD

### Visa Application Timeline for Students Attending the 2021-2022 ACADEMIC YEAR IN FRANCE

Dear Fall 2021 Semester Students,

We are so excited for you to attend this upcoming academic year in Aix-en-Provence! This is an important document containing information about the visa process to study abroad in France for the academic year 21/22. You will need to complete the visa steps in the U.S. well before departure, per the timeline given below. Please read through this carefully and do not hesitate to ask any questions. While this process can seem overwhelming, know that the ASA team is here to help! The following is a timeline that you will need to carefully follow throughout this process:

<b><i>By April 15th</i></b>	Finish ASA application
<b><i>Immediately but no later than June 3rd</i></b>	Create an Etudes en France account
<b><i>Immediately but no later than June 3rd</i></b>	Complete the online Campus France application through the Etudes en France platform
<b><i>Immediately but no later than June 3rd</i></b>	Pay & send your completed documents to Campus France
<b><i>Immediately but no later than June 3rd</i></b>	Complete the France Visa Application & make a VFS Global Appointment (also known as a Visa appointment) at a VFS Global Center
<b><i>Between June 4<sup>th</sup> – July 24<sup>th</sup></i></b>	Attend Visa appointment <b>*Your appointment should be no later than July 24<sup>th</sup>.</b>
<b><i>Between June 25<sup>th</sup> – August 21<sup>st</sup></i></b>	<i>Receive Visa &amp; Passport back from Consulate</i>
<b><i>Date after arrival (within 3 months of arriving)</i></b>	<i>Validate your Long-stay visa (VLS-TS)</i>
<b><i>Date after arrival (within 3 months of arriving)</i></b>	<i>Register with the French Social Security</i>

The above dates are a guideline. If steps are taken a few days late or a few days earlier you are still on track. If you feel you are falling far behind please contact your ASA program manager.

**STEP 1: Complete ASA Application on or around April 15<sup>th</sup>**

**STEP 2: Receive your Attestation and your acceptance letter from ASA. Both documents will be clearly labeled in an email from your program manager**

- *What is your attestation?* Your attestation is an acceptance letter from IAU (the University you will attend abroad) written in French
- *What is your acceptance letter from ASA?* This is a document with the ASA and IAU logo, written in English, explaining that you have been accepted to study abroad at IAU through ASA

**STEP 3: Create an Etudes en France Account – Follow [THIS LINK](#) & click Register**

- *Note: You can view the application in English and French by clicking the navigation buttons on the top of the site*
- Fill in all required information and then click “Create an Account”

**STEP 4: Complete the online portion of Campus France through the Etudes en France Platform**

1. Click the top tab “Students already accepted”
2. Under the “Finalize the Procedure” tab, select “ I am a study-abroad/exchange/dual-degree student” then click add
3. Enter the information for your home institution in the U.S.
4. Enter the information for your host Institution in France
  - IAU is your host institution in France. IAU is not listed as an Institution in Campus France’s system so you need to manually add in the information. [Here is how:](#)
    - Click **“Find your French Institution”**
    - At the bottom of the page under **“If it is not on the list, enter the name and location (city) as it appears on your acceptance letter”**
    - The name “Institute for American Universities”
    - The city “Aix-en-Provence”
    - Fill in Program Information - Within Program Information, in the box **“Description of the Program”** type IAU’s mission statement: *The mission of the Institute for American Universities is to provide excellence in international education, inspire intercultural awareness, and prepare students for success in a global community through the study of European and Mediterranean history, languages, cultures, and contemporary issues*
    - Type out a brief personal statement on why you want to study in France
    - Click **Register**
5. Some of the program information will auto populate – please complete the rest of the information like program dates, field of study, and level – program dates can be found at [this link by clicking the costs & dates tab](#)
6. Click Register
7. You will then be prompted to upload your acceptance letter you received from ASA as well as your Attestation – please upload both documents
8. Next, click personal information - complete all required information & upload required documents like a headshot, copy of passport, etc.
9. Finally, confirm the information & submit the application

**STEP 5: Pay the online processing fee and submit your documents online using Campus France USA's DocBox**

- There are two options for sending your documents to Campus France:
  - **Regular service (3-weeks): \$205**
  - **Expedited service (3-business days): \$360**
- Follow [THIS LINK](#) to pay to send your documents to Campus France
- **Be sure to save a copy of your receipt, you will need this to send your documents through DocBox**
- Submit requested documentation through DocBox
- *NOTE: If you completed the application correctly, you will receive a confirmation email (within 3 weeks if regular service or 3 business days if expedited service) letting you know that your visa application has been processed. THIS EMAIL IS NECESSARY FOR YOU TO BRING TO YOUR VISA APPOINTMENT PLEASE SAVE IT.*

**STEP 6: Complete the [France-Visa Application](#) and apply for a long term student visa (>90 days)**

- **PLEASE REVIEW THE FAQs BELOW BEFORE COMPLETING THE FRANCE-VISA APPLICATION**
- *Note: This is a completely different application & system than Campus France or Etudes en France (above). This step is NECESSARY to complete after you have sent your documents to Campus France (Step 5). This is how you will be able to make a visa appointment at a VFS Global Center*
- **Follow this step-by-step guide when completing your France Visa Application. It will tell you have to answer all of the questions**
- **PRINT THIS APPLICATION WHEN YOU ARE DONE. YOU WILL NEED TO BRING THIS TO YOUR VISA APPOINTMENT**
- The France-Visa Application will provide a list of the documents you must bring to your visa appointment, as these may vary. **Pay close attention to the required documents and begin gathering them immediately after completing the France-Visa Application.**
  - If the list says to bring “proof of your last completed degree” – this means you need to obtain a copy of your high school diploma or if you have already completed an associate’s degree then obtain proof of that. This could be an official transcript or copy of diploma.
- **Frequently Asked Questions (FAQs):**
  - Use European date format - DD/MM/YYYY
  - National Identity number - leave blank
  - In “Your Plans,” select “study” from the drop-down menu and “Student” as your main purpose of stay (*even if you are completing an IAU internship, select the “Student” option only*)
  - Select “Ordinary Passport” unless you have another type of passport, such as a diplomatic passport
  - In “Your Information”: Your Current Occupation is "Student"
  - List our Home (U.S.) College/University name, city, country, and email address of your Study Abroad Advisor
  - In “Your Stay”: Indicate the dates you are planning on arriving and leaving from France

- Your CEF number is your *Etudes en France* number.
- **IMPORTANT:** In the section of “Your Contacts” please select *A company or organization will be accommodating me*. Then, you will use IAU’s address (as found on your attestation):

Institute for American Universities  
 2 bis rue du Bon Pasteur  
 13625  
 Aix-en-Provence CEDEX 1  
 France  
 Tel: +33 0/4 42 23 02 82  
 Fax: +33 0/4 42 21 11 38  
[enroll@iau.edu](mailto:enroll@iau.edu)  
 Contact: Kurt Schick

*\*\*DO NOT select that “a person will be accommodating my stay.” This will result in delaying your visa*

*\*\*Please note that each Consulate’s requirements can vary re: the documents you need to bring to your visa appointment. Be sure to refer to the France-Visa Platform and your assigned Consulate’s website for the correct requirements. Please check and double check this list well before your visa appointment. Reach out to ASA for any clarification needed in regard to what documents to bring.*

**STEP 7: Schedule your visa appointment** –YOU CANNOT ATTEND YOUR VISA APPOINTMENT UNTIL YOU RECEIVE NOTICE FROM CAMPUS FRANCE THAT YOUR VISA DOCUMENTS HAVE BEEN REVIEWED AND ACCEPTED – Refer to the note in step 5

- **Schedule your appointment as soon as you complete the France-Visa Application (STEP 6). *Getting to your visa appointment may require traveling long distances, so please plan ahead***
- It can take the Consulate up to 3 weeks to mail back your passport containing your visa. **If you are leaving for France in accordance with the official program start date, your visa appointment must take place no later than December 14<sup>th</sup> to ensure you have your passport back in time for departure. IF YOU ARE LEAVING THE U.S. EARLY YOU MUST APPLY FOR YOUR VISA EARLIER and ensure your visa appointment is at least 3 weeks before YOUR actual departure date.**
  - You will schedule your visa appointment through [VFS Global](#). You can find the [complete list of visa appointment centers here](#) and [instructions for making your appointment here](#). There is a fee of approximately **\$35-37** to book an appointment.
    - VFS Global Centers are located in the following cities:
      - Atlanta
      - Boston
      - Chicago
      - Houston
      - Los Angeles
      - Miami
      - New York City

- San Francisco
  - Washington D.C.
- Be sure to schedule your visa appointment for a date that is **3 weeks after the date you emailed your Campus France documents** (*this will allow enough time for you to receive the confirmation email from Campus France before your visa appointment*) or 3 business days after the date you expedited your Campus France documents.
- [Click here](#) for a helpful checklist of required documentation for your Visa appointment.
- It can take the Consulate up to 4-6 weeks to mail back your passport containing your visa, so your visa appointment must take place **no later than July 24th** to allow ample time for processing, especially amidst the reopening of visa processing and delays due to social distancing protocols. (*There is also a fee of \$35 for express mailing of your passport once your visa has been processed, however, this service may not be currently available*).
- For students who live or attend school within the jurisdiction of the Consulate of France in New Orleans, you will be directed to a calendar view and will book your appointment directly at the Consulate. This Consulate is still making the transition to the VFS site to book appointments.
- For any questions about Consulate locations, please refer to the following French Consulate Finder: [French Consulate Finder](#)

*\*\*It can be difficult to find an open appointment. If you cannot find an appointment more than 3 weeks before your departure date, we advise you to keep checking the VFS appointment portal constantly throughout the day to look for cancellations. Check as many times a day as you possibly can! You can also check other VFS Global Centre locations other than the one you initially selected to see if you can find an earlier appointment. Searching for appointments earlier in the day and later in the evening when less people are likely to be looking can prove fruitful.*

#### **STEP 8: Validate your Visa after Arrival in France**

- Within 3 months of arriving in France you are responsible for validating your visa online via this link (<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>)
- IAU will assist you with this step after arrival
- In order to do this step you will need:
  - A valid email address
  - Your visa information – you can find this in the visa affixed to your passport
  - The date in which you entered France
  - Your home address in France – Provided to you by ASA
  - A credit card for the online fee for issuance of the residence permit- Amount TBD

#### **STEP 9: Register with the French Social Security**

- Follow this link - <https://etudiant-etranger.ameli.fr/#/>
- IAU will assist you with this step after arrival

As a reminder, please follow the user guide to create your [Etudes en France](#) account! Please be sure that you have read through the information very carefully as you go through each phase. ***If you have not already done so, please complete your ASA application so that you can make an appointment at your French Consulate as soon as possible, or you may jeopardize your ability to study abroad in France!***

We look forward to assisting you through this process! Please feel free to reach out if you need help at any time!