

VISA TIMELINE FOR STUDENTS ATTENDING THE SPRING 2024 SEMESTER IN AIX-EN-PROVENCE, FRANCE



ACADEMIC
STUDIES
ABROAD

Dear Spring 2024 Semester Students,

We are so excited for you to attend this upcoming Spring 2024 semester in Aix-en-Provence! This is an important document containing information about the visa process to study abroad in France for the Spring 2024 semester. 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 whenever need be!***

The following is a timeline that you will need to carefully follow throughout this process:

By October 1st	Finish ASA application
Immediately but no later than October 23rd	<ul style="list-style-type: none"> -Create an Etudes en France account -Complete the online Campus France application through the Etudes en France platform -Pay the Etudes en France application Fee & submit your completed documents to Campus France -Complete the France Visa Application & make a VFS Global Appointment (also known as a Visa appointment) at a VFS Global Center
Between Oct. 20 – Dec. 1	Attend Visa Appointment *Your visa appointment should be no later than 12/1
3-6 weeks after your visa appointment	<i>Receive Visa & Passport back from Consulate</i>
Date after arrival (within 3 months of arriving)	<i>Validate your Long-stay visa (VLS-TS)</i>
Date after arrival (within 3 months of arriving)	<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

STEP 2: Receive your Attestation from ASA. This document 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

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

- *Language 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 (major/Minor), and level (Freshman YR1, Sophomore Yr2, Junior YR3, Senior YR4.
 - 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 Attestation
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: Submit your Etudes en France application & pay the application fee

- There are two options for sending your documents to Campus France:
 - **Regular service (3-weeks): \$250**
 - **Expedited service (3-business days): \$390**
- Follow [THIS LINK](#) to pay to send your documents to Campus France
- **Be sure to save a copy of your receipt.**
- **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.**
 - **DO NOT WAIT TO RECEIVE THE CONFIRMATION EMAIL TO MOVE ONTO NEXT STEPS.**

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 paid your application fee (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 how to answer 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 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
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 xxx 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 paid your application fee** (*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 paid the expedited application fee.
- [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 12/1** 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/>)
- 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/ - /](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!

Academic Studies Abroad
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