



Dear Future AFSer/Applicant and Parents,

Please find enclosed general instructions on obtaining a **Long Stay Study Visa** for France. As you will note, obtaining a visa is a detailed and time consuming process, which is why this information is sent both to students whose applications are still in review as well as those who are already guaranteed a spot on the program. It is important that you begin preparing for this process immediately. In the end, you will find that it is well worth the effort for your experience in France.

Contacting the Consulate

Visas are obtained through the Consulate Offices of the French Embassy. While the Embassy itself is in Washington D.C., there are a number of French Consulate Offices located throughout the United States, with each office having jurisdiction over certain states. Please see the enclosed list to find out which consulate has jurisdiction over your state.

Additional Support Documents

In order to obtain your visa for France, along with the completed visa application and other documents required by your consulate, you will also need additional support documents provided by AFS-USA and AFS in France. These documents are only made available when your school and family placement information has been confirmed. AFS France will prepare these documents and forward them to the AFS USA office in New York as soon as your placement has been confirmed. AFS USA will then immediately forward these documents to you to include with your visa application. **Do not submit your application to a consulate until you have all your documentation complete according to the consulate's requirements.**

The process of obtaining the visa for “long stay study” in France can take 8 weeks. Staff in the National Offices of both AFS-USA and AFS in France will continue to monitor the placement situation closely in the upcoming months. If AFS France is not able to have your school and family placement confirmed by mid-December you may have to travel later than originally scheduled. **Be assured that AFS France is doing everything possible to have all placements confirmed as early as possible.**

Domestic Travel

Regarding your domestic travel to the gateway orientation site, please do not book any tickets until you receive what we call the *Travel Notification Packet* in the mail from the AFS-USA Travel and Logistics Department. This packet will give you important detailed information about travel and logistics for your trip. AFS always recommends that participants book domestic tickets that are both refundable and changeable. This is due in part to the possibility of changes in international flights students will be taking to return home, but also due to the fact that complications may arise in obtaining visas and these complications can at times delay a student's departure. (Sometimes people want to use frequent flier miles to purchase their domestic ticket, but these may not be flexible if you need to change the date for any reason.) **Please note that participants will be responsible for paying any penalties incurred for changes they may need to make in their domestic travel in the event that they are not able to obtain their visa in time for their scheduled departure.**

Second or Delayed Departures

AFS reserves the right to withdraw applicants from the program who do not obtain visas at least three business days prior to their scheduled departure date due to their own failure to submit the proper documentation to the appropriate consulate in a timely manner. Visa information is sent out to both applicants and participants months prior to departure in order to allow adequate time to contact the necessary authorities and assemble the required documentation. AFS will only make arrangements for an individual delayed departure if an applicant cannot obtain a visa due to circumstances beyond his or her control (i.e. last minute changes in the visa procedures of a consulate or delays encountered in host country government offices).

Taking Trips before the Start of Your Program

You should not plan any excursions outside of the United States for a period of three months prior to the start of your program. Obtaining a visa takes time and you are required to submit your passport to the consulate to obtain your visa. **Should you choose to travel within the three months before the start of your program and not allow enough time to procure your visa, you will run the risk of not being able to participate on this program.**

Getting Started

We have included here some additional information concerning the visa application process for France. It is very important, however, that you find out the specific requirements that your Consulate of jurisdiction has. Requirements can vary from one consulate office to another and can change at any time, so it is crucial that you work directly with your specific consulate office. You should not wait to receive your support documents from AFS in order to get started. There are many forms and documents that you can prepare while you wait, and it is very important that you have all of these ready to submit to the consulate once you receive your supporting documentation from AFS.

Should you have any questions or require assistance, do not hesitate to contact your **Admissions Advisor at 1-800-237-4636**. Please note that AFS only has access to the same information that you have, and that we do not have any special means to reach consular officers.

Sincerely,

AFS Admissions Team



VISA INFORMATION

France Year and Semester Program Summer 2008

A visa is required for your entry and stay in France. Unfortunately, **AFS cannot obtain this visa for you.** Please refer to the following instructions to help guide you through this process. **You must apply for your visa at the Consulate General of France that has jurisdiction over your state.**

Please use the attached list to find the following information:

- List of what the Consulates usually require to obtain a student visa.
- France Visa Application Help Sheet
- List of French consulates throughout the US where you can apply.

IMPORTANT NOTES:

- Visa requirements may slightly vary depending on the French consulate. **You must look up the website of the consulate of France with jurisdiction over your state of residence for their specific requirements.** Please see the attached list for the website address.
- You might have to **schedule an appointment on-line** in order to submit your application. Please refer to the website for details.
- **You have to go in person to apply for your visa.** Be sure to contact the consulate beforehand to set up an appointment or to verify hours open to the public. You should be able to do this on the consulate website.
- **One or both of your parents may have to come with you to the consulate.** Please check the website for your consulate's particular regulation.
- Most consulates will ask for your travel itinerary. For this you can submit the travel itinerary that you receive from the Travel Department along with your Travel Notification Package. Please contact the Travel Department with questions about this package.
- **Students who are 18 years old or who are turning 18 years old within three months of arrival in France will receive a three months visa.** They will receive a Residence Permit upon arrival in France. Once you have received your visa and passport from the consulate please carefully verify the length of stay. If the Visa Officer were to issue a visa for the entire stay you would not be able to apply for a Residence Permit.
- **You must submit the originals and copies of all required documents.** The consulates will not accept just the photocopies. **Do not submit your application to the French consulate until you have all documentation complete according to the consulate's requirements.**

- The information we have included in this packet is meant to assist you in understanding the kinds of documents that will most likely be required for your visa application. This information is the most recent information that AFS-USA has been able to obtain from the French Consulates throughout the United States. Please keep in mind that specific requirements at each consulate can change without prior notice. **This is why your primary source of information regarding your visa application should always be your consulate of jurisdiction.**
- Visa requirements, issuance regulations and fees are established by government authorities and/or consular officials, who reserve the right to make changes at any time. Please note that AFS cannot intercede to revoke decisions made by these authorities. AFS is here to assist you in the visa application process; however, the consulate of France will make the final determination on your visa.

PLEASE NOTE:

The **website of the consulate that has jurisdiction** over your state will be your most important source of information. Here you will find the pertinent information for a **Long Stay Student Visa/Long Stay Visa for Studies**. You can find all the requirements as well as download the application on the website. If you need to speak to a representative, please contact the consulate of France that has jurisdiction over your state by fax, phone or email. Please understand that consular officials are very busy people and you may have to be gently persistent in reaching them.

- On most consulate websites, you will find your pertinent information under “**Visas**”, then “**Studies in France**”, then “**Studies for more than six months**” (for students who are 18 or will turn 18 during the first three months of the program), or under the “**Visa for Minors**” section (for all others).
- As an AFS High School exchange student, **you do not have to register with Campus France.**

QUESTIONS TO CHECK FOR:

- What are the requirements for a Long Stay Student Visa?
- How many passport-photographs? What color, size?
- What is the processing fee?
- How long does it take to process the visa?
- Is a Tuberculosis test required for the student visa? (A TB test is usually required for a Long Stay Student Visa); your parents must also submit a notarized letter stating that they will allow you to receive the TB (BCG) vaccination upon arrival in France
- Do I need to make an appointment to appear in person to apply for or pick-up visa?

HOW TO GET STARTED:

LIST OF WHAT THE FRENCH CONSULATES MAY REQUIRE FOR YOUR STUDENT VISA:

1. **UNITED STATES PASSPORT:** *You must provide the consulate your actual passport because the visa is a stamp which will be affixed to one of its free pages.*

If you hold a passport from a country other than the US, please call your Admissions Advisor **IMMEDIATELY** at 1-800-237-4636. Additional documents may be required. If you do not yet have your US passport, you must apply **RIGHT AWAY**. You cannot apply for a visa without a valid passport. In some cases, you may have to expedite (a rush service) your passport application at an additional cost. Processing time takes 4 - 6 weeks, excluding peak times. You can inquire at your local post office about where you can apply.

Your US passport must be:

- **SIGNED** (An unsigned passport is not considered valid)
- **VALID FOR 6 MONTHS** longer than the duration of your exchange.

2. **VISA APPLICATION FORM(S):**

- You will need to download the visa application forms from the consulate's web site.
- When filling out your application form make sure you type or print all information clearly.
- Please see the attached "France: Visa Application Help Sheet" to help you properly fill out the form.
- **BE SURE TO SIGN AND DATE THE APPLICATION!**

3. **VISA FEE:**

- **Verify the exact fee on the website or by contacting your consulate of jurisdiction.** The fee is determined by the exchange rate, thus it can change from week to week.
- **Please verify the appropriate payment method before applying for your visa. Personal checks are not acceptable.**

4. **PASSPORT PHOTOS:**

- Please check the website to see how many photos are required.
- Always remember to write your name on the back.
- **Snapshots, digital prints and graduation photos are not acceptable.**

5. **SCHOOL TRANSCRIPTS:**

- **Many consulates require that you submit a complete high school transcript. *Please verify if this is a requirement with your consulate of jurisdiction.***

6. **NOTARIZED DELEGATION OF PARENTAL AUTHORITY: (Enclosed – please note that some consulates may ask you to use their own parental consent form)**

- **This is for all participants under 18 years old.**
- BOTH parents must sign this document except in case of death, where this fact must be documented with a certificate or affidavit.
- In case of divorce, legal guardianship must be documented. Both natural parents must sign even if one parent has only visitation rights. Please submit a photocopy of documentation if either of these conditions apply.
- **The consent form must be notarized by a Notary Public.** (See the enclosed Parental Consent Form Fact Sheet for additional information on completing this document).

7. **CERTIFICATE OF GOOD HEALTH:**

- This is a letter to get from your physician on doctor's stationery stating that you are in good health. Obtain this from your doctor. It is not a form that AFS supplies. *Almost all French consulates require additional information such as a vaccination history and a test for tuberculosis although they may not list this among their requirements. You must verify these requirements with your consulate of jurisdiction.*

THE CONSULATES OF FRANCE WILL ALSO REQUIRE THE FOLLOWING DOCUMENTS TO PROCESS YOUR VISA::

- Please wait to receive these documents from AFS before applying for your **Long Stay Student Visa**.
- These documents are often late, which may cause delays in departure. Staff in the National Offices of both AFS-USA and AFS-France will monitor the placement situation closely in the up coming months. *If AFS-France is not able to have your school and family placement confirmed by the fourth week in July, you may have to travel later than originally scheduled.*
 1. **AFS LETTER OF RESPONSIBILITY:** (You will receive this form from AFS-USA as soon as we receive your support documents from AFS-France)
 - Please print or type your name on the first line of this letter.
 2. **AFS INSURANCE LETTER:** (You will receive this form from AFS-USA as soon as we receive your support documents form AFS France)
 - This letter states that AFS provides secondary medical and civil liability insurance while you are in France.

Please note that the AFS Letter of Responsibility and AFS Insurance Letter should fulfill the consulate's financial requirements. However, some consulates may request additional support documentation from both you and your parents (i.e. letter of financial guarantee). It is important that you comply with the consulate's requirements.

Please be advised that submitting a letter of financial guarantee does not change the relationship between you and AFS-USA. We remain responsible for your support, accommodation, etc. as per the terms of the participation agreement.

3. **Engagement De Prise En Charge: + COPY** (You will receive this form from AFS USA as soon as we receive it from AFS France)
 - This document is completed by your host family in France.
4. **Certificat D'Inscription Scolaire: + COPY** (you will receive this form from AFS USA as soon as we receive it from AFS France)
 - This document is completed by your school in France and is proof of acceptance to that institution.
5. **Letter of Introduction from AFS-VSF (AFS France) + COPY:**
(You will receive this from AFS U.S.A a soon as we receive it from AFS France)

Please make copies of EVERYTHING you submit to the consulate for your records including the signature/picture page of your passport.

**IMPORTANT NOTE FOR STUDENTS WHO ARE 18 OR WILL BE
TURNING 18 DURING THEIR STAY
CARTE DE SEJOUR (RESIDENCE PERMIT)**

Only for students who will turn 18 before or during the first three months of their stay in France.

If you are 18 or will be turning 18 during the first three months during your stay, then you will need a “CARTE DE SEJOUR” (Residence Permit) as your **visa will be valid for three months only**. Host parents will help to obtain this document from the local administration. **Please note that there is a fee of approximately \$100.**

Students who need a CARTE DE SEJOUR must bring the following documents with them to France:

-the medical certificate used for the visa procedure which can also be used for the CARTE DE SEJOUR

Bring your passport and all documents returned to you by the consulate to the gateway orientation. Please note that if you do not have your visa before departure, AFS can not permit you to remain at the location of the orientation after it has ended.

Visa requirements, issuance regulations and fees are established by government authorities and/or consular officials, who reserve the right to make changes at any time. Please note that AFS cannot intercede to revoke decisions made by these authorities. Therefore AFS is not responsible for any changes in requirements or fees that occur after we have provided you with these instructions.

If you have any questions on these matters, contact your **Admissions Advisor at 1-800-237-4636**

Visa Document Checklist

1. Have you obtained all the specific instructions from the French consulate that has jurisdiction over your state? _____
2. Do you have a passport **signed** and valid for six months beyond your intended stay? _____
3. Have you thoroughly filled-out, signed and dated all visa application forms? _____
4. Have you enclosed all visa support documents from both AFS-VSF (France) as well as from AFS-USA? _____
5. Have both your legal guardians **signed and notarized** your Delegation of Parental Authority (parental consent form)? _____
6. Have you included your Certificate of Good Health **with TB test and vaccination** history? _____
7. Do you have the correct number of passport photos as specified by your consulate? Did you print your name on the back of each photo? _____
8. Did you include your complete High School transcripts? _____
9. Have you made enough copies of all your support documentation (both from AFS as well as any additional documentation that the consulate requests) for each visa application you are submitting as well as for your own records? _____
10. Have you included a **self-addressed pre-paid traceable** envelope such as Fed EX, UPS or Express Mail for the return of your visa and passport? _____
11. **Do you have the tracking number to all packages to and from the consulate?** _____
12. Have you verified the correct amount and appropriate form of payment? If you are paying by credit card, have you completed the appropriate forms? _____
13. Have you called AFS to provide us the exact date that the consulate received your application in hand? _____

Please mail (or email to abildau@afs.org) a copy of your passport picture/signature pages and Visa to

**AFS-USA:
International Documents-FRA-NH08
One Whitehall St., 2nd Floor
New York, NY 10004**

26. *Quels seront vos moyens d'existence en France:* How will you support yourself financially while in France? ***Voir les documents ci-joints***

Serez-vous titulaire d'une bourse: Will you have a scholarship? ***NON***

27. *Avez-vous des attaches familiales en France:* Do you have family in France?

(If yes, indicate name, nationality, family relationship, address & phone)

28. *Avez-vous des répondants en France:* Can anyone in France Legally claim responsibility for you?

OUI Please provide the following contact information to this question: ***AFS VIVRE SANS***

FRONTIERE, 46, rue du Commandant Jean Duhail, 94120 Fontenay Sous Bois

29. *Avez-vous déjà résidé plus de trois mois...:* Have you previously resided longer than three months in France?

(*Si oui, précisez à quelle(s) date(s) et pour quels(s) motif(s):* If yes, indicate the dates and reasons for the stay.)

(*A quelle(s) adresse(s):* and the address(es).)

Fait à: Place - **city, state**

Le: Date

*Signature du demandeur...:*Signature of
visa requester or legal guardian for a
minor.

FRENCH CONSULATES IN THE US

1. ATLANTA:

Prominence in Buckhead
3475 Piedmont Road, NE
Suite 1840
Atlanta, Georgia 30305

Tel : (404) 495-1660
Fax : (404) 495-1661

Web address: www.consulfrance-atlanta.org

Jurisdiction areas: Alabama, Georgia, Mississippi, North Carolina, South Carolina, Tennessee:

2. BOSTON:

31 St. James Avenue
Park Square Building
Suite 750
Boston, MA 02116

Tel : (617) 832-4400
Fax : (617) 542-8054

Web address: www.consulfrance-boston.org

Jurisdiction areas: Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

3. CHICAGO:

205 North Michigan Avenue
Suite 3700
Chicago, Illinois 60601

Tel : (312) 327-5200
Fax : (312) 327-5201

Web address: www.consulfrance-chicago.org

Jurisdiction areas: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

4. LOS ANGELES:

10390 Santa Monica Blvd
Suite 410 & 115
Los Angeles, CA 90025

Tel : (310) 235-3200, x3255
Fax: (310) 479-4813

Web address: www.consulfrance-losangeles.org

Jurisdiction areas: Arizona, California (for the following counties in CA : Imperial, Inyo, Kern, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura, Kings, Los Angeles), Colorado, Nevada (Clark, Lincoln, Nye, Esmeralda and Mineral Counties), New Mexico

5. **HOUSTON:**

777 Post Oak Boulevard

Suite 600

Houston, Texas 77056

Tel : (713) 572-2799

Fax : (713) 572-2911

Web address: www.consulfrance-houston.org

Jurisdiction areas: Arkansas, Louisiana, Oklahoma, Texas

6. **MIAMI :**

Espirito Santo Plaza

1395 Brickell Avenue

Suite 1050

South Biscayne Boulevard

Miami, FL 33131

Tel: (305) 403-4150

Fax: (305) 403-4151

Web address: www.consulfrance-miami.org

Jurisdiction areas: Florida

7. **NEW YORK:**

Location:

10 East 74th Street

New York, New York 10021

Tel : (212) 606-3600/3644/3652/3653/3680

Fax : (212) 606-3620/3614

Mailing address:

934 Fifth Avenue

New York, NY 10021

Web address: www.consulfrance-newyork.org

Jurisdiction Areas: Connecticut, New Jersey, New York

8. **SAN FRANCISCO:**

540 Bush Street

San Francisco, CA 94108

Tel : (415) 397-4330/ 415-591-4812

Fax : (415) 591-4810

Web address: www.consulfrance-sanfrancisco.org

Jurisdiction Areas: Alaska, California (except for the counties of the Los Angeles area), Hawaii, Idaho, Montana, Nevada (except for the counties of the Las Vegas area), Oregon, Utah, Washington, Wyoming

9. **WASHINGTON DC:**

4101 Reservoir Road, NW

Washington, DC 20007-2185

Tel: (202) 944-6195

Fax: (202) 944-6148

Web address: www.consulfrance-washington.org

Jurisdiction Areas: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia



AFS PARENTAL CONSENT FORM (PCF) FACT SHEET

Many consulates/ foreign governments require proof that the legal parents have given their permission for their minor child to travel abroad without them. This is done in order to avoid problems with runaways, international custody battles and other lawsuits.

Generally, both natural parents must sign the PCF. Both signatures must be notarized by a Notary Public.

Students Over 18

Students who will be over 18 one month before departure need not submit a PCF, except for countries where the legal age is higher (in Argentina, Japan and Chile, the legal age is 21).

Divorced Parents

Both parents must sign if they were granted rights of visitation. If visitation rights were not granted and a photocopy of the divorce papers are submitted as proof of this fact, then only the custodial parent need sign the PCF. Copies of the parental consent form may be made to be signed and notarized by each custodial parent separately.

If the parent has full custody and the absent parent needs written permission to visit the child then the signature of the non-custodial parent is not required. Legal proof of this situation must be presented to the Consulate.

The divorce decree must be reviewed to assure that the visitation situation is clearly spelled out. If the non-custodial parent has not taken advantage of the visitation rights, and has no contact with the child, a statement from a lawyer must be presented (see AWOL section in this document).

Name Differences

When parents use a different last name from the child, consulates often feel insecure about whether the signer is in fact the parent of the child. Name difference may occur because:

- Mother has remarried.
- Mother is using her maiden name.
- Child never took father's name.
- Child is using stepparent's name.
- etc.

The most common document to submit in such a case is a photocopy of the divorce decree but in some cases the child's birth certificate showing parents names, name change paper (copy of marriage license) or adoption papers will suffice. In selecting a document, remember that the purpose is to establish that the signer is the natural parent of the child.

Living In Different Cities

If one parent does not live at home photocopy the Parental Consent Form and send a copy or copies to the absent parent. If AFS is obtaining the visa the form can be sent to AFS directly. If the student is obtaining the visa through the Consulate of Jurisdiction the form must accompany all other documents. It is acceptable for a parent to draw up a facsimile form. The facsimile must include a statement to the same effect as that on the AFS form, and it must be notarized.

One Parent Deceased

The surviving parent must sign the PCF and attach a photocopy of the death certificate.

Both Parents Deceased

The legal guardian(s) of the child must sign the PCF and attach proof of legal Guardianship. Copies of the death certificates may be required.

Stepparents

Unless they are legal guardians of the child through adoption or custody agreement, Stepparents must not sign the PCF. Legal guardianship must be documented.

AWOL

If one parent is missing or completely out of touch, a recent notarized affidavit from a lawyer should be submitted to the effect that the absent parent has been out of touch for a significant period of time. Even with this documentation, it is uncertain that the consulate will issue a visa in this situation.

If there are any questions about any of these issues please contact AFS at 1-800-237-4636.

AUTORISATION PARENTALE (PARENTAL PERMISSION)

Pour l'obtention d'un visa pour un jeune participant à un programme d'un organisme membre de l'UNSE

Nous soussignés (We, the undersigned),

Monsieur (Mr.).....

Né le (birthdate) à (birthplace)

et (and) Madame (Mrs.)

Née le (birthdate) à (birthplace).....

Détenteurs de l'autorité parentale sur l'enfant (holder of the parental authority for the following child) :

Nom (Surname) Prénom (Christian name)

Né(e) le (birthdate)..... à (birthplace).....

Autorisons notre enfant à quitter le territoire pour la période duau
pour suivre un programme d'une année scolaire en France, organisé par l'association suivante :
(authorize our child to leave the territory fromto and spend a school year
studying in France with the following organization) :

AFS-VIVRE SANS FRONTIERE

46 rue du Commandant Jean Duhaill - 94120 Fontenay-sous-Bois - FRANCE

représentée par sa Présidente mademoiselle Isabelle AMBROSINI, et son Directeur monsieur Philippe Peccatier (represented by the Chairperson, Ms Isabelle AMBROSINI, and the National Director, Mr. Philippe Peccatier

En cas d'urgence, nous autorisons l'association AFS VIVRE SANS FRONTIERE et ses représentants à prendre toutes les mesures nécessaires à la scolarité (contrôle de la scolarité, voyages scolaires...) et à la santé de notre enfant (hospitalisation, opération...)

(In the event of an emergency we authorize AFS VIVRE SANS FRONTIERE and its representatives to take all the necessary steps with regards to the schooling (monitoring of schooling, school trips...) and the health of our child (hospitalization).

Fait à (place) le (date).....

Signature du père
(Father signature)

Signature de la mère
(Mother signature)

State of _____ }

County of _____ }

Sworn to me on this _____ day of _____ 2008.

Signature of Notary Public _____.