



**ST. JOHN'S
UNIVERSITY**

GLOBAL STUDIES

Online Visa Application Form Guide

Here are instructions on how to complete the online visa application form process. This is the second step of the French visa application process. We've created this guide to help you complete the online visa application form process on your own.

Documents and information to have prepared for the online visa application form:

1. Your passport, valid for six months after the program end date (November 8, 2020 or later).
2. Your arrival date in France information.
3. Your Campus France reference number.

Step 1

Navigate to https://france-visas.gouv.fr/en_US/web/france-visas and select the “2. Start your visa application” link:



Step 2

Read through the instructions then click “Access”.



i INSTRUCTIONS

The France-Visas portal is now accessible. To date, some countries do not yet have access to the online application.

Since your information is saved at every step of the process, you can exit and continue at will by logging back into your account. When you have entered all your information, **the application form must be printed and sent, together with all the supporting documents, to the relevant consular service or external service provider.**

> TO START

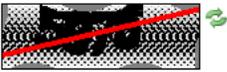
Create or log in to your account, select your preferred language (French, English or Spanish) and complete your application.

To make the process easier for you, online help is available in Arabic, Chinese and Russian. Access this by selecting the language in the navigation panel at the top of the page.

Access

Step 3

Create your account by filling in your information in the left-hand column.

| Create an account | Log in to my account |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <p>Last name</p> <input type="text" value="Last name"/> | <p>Email address</p> <input type="text" value="Email address"/> |
| <p>First name</p> <input type="text" value="First name"/> | <p>Password</p> <input type="text" value="Password"/> |
| <p>Email address</p> <input type="text" value="Email address"/> | <p><input type="checkbox"/> Show password</p> |
| <p>Check email address</p> <input type="text" value="Email address"/> | <p>Log in</p> |
| <p>Language in which you want to complete your visa application</p> <p>English ▼</p> | <p>? Forgot your password?</p> |
|  | |
| <p>Text Verification (Required)</p> <input type="text"/> | |
| <p>Create an account</p> | |

Step 4

You will receive two emails from the consulate. One with your temporary password and one with a link and verification code.

If you are not prompted to enter your temporary password, then you can proceed to Step 5

A sample temporary password email is below:

From: noreply <no-reply@france-visas.gouv.fr>
Sent: Monday, January 22, 2018 4:48 PM
To: globalstudies
Subject: Creation de votre compte France-Visas / Your new account at France-Visas / Creacion de su cuenta de France-Visas

M./Mme Johnny Thunderbird,

Vous venez de créer un compte sur France-Visas

Votre mot de passe temporaire est -n2JnDbsv5

Ce mot de passe devra être modifié lors de votre première connexion.

Votre mot de passe doit contenir 10 caractères minimum dont au moins 1 chiffre [0 à 9] et 1 lettre en majuscule. Les caractères spéciaux sont autorisés, hormis les caractères suivants % & < = > | "

Cordialement,

France-Visas

Veillez consulter les mentions légales disponibles sur le portail d'information.

Dear Johnny Thunderbird,

Welcome! You recently created an account at France-Visas.

Your temporarily password is -n2JnDbsv5

When you first log in, you need to reset your password.

Your password must contain at least 10 characters including at least 1 digit [0 to 9] and 1 uppercase letter. Special characters are allowed, except % & < = > | "

Sincerely,

France-Visas

Please refer to the legal information available on our website.

Sr. Sra Johnny Thunderbird,

Ha creado una cuenta en France-Visas.

Step 5

Verify your email address by copying and pasting the verification code sent to your email into the text box. Then click “Verify”.

Verify Email Address

Please enter your verification code.

Email Verification Code

[Verify](#) [Send New Verification Code](#) [Change Email Address](#)

Sample verification email:

From: noreply <no-reply@france-visas.gouv.fr>
Sent: Monday, January 22, 2018 4:48 PM
To: globalstudies
Subject: Lien d'activation de votre compte France-Visa / Email Address verification for France-Visas / Enlace de activacion de su cuenta de France-Visas

M./Mme Johnny Thunderbird,

Afin d'activer votre compte France-Visas, Veuillez confirmer votre adresse email en cliquant sur le lien suivant https://france-visas.gouv.fr/c/portal/verify_email_address?ticketKey=b0fa2266-5e9e-4db4-89af-ecb481681250&p | id=66021.

Votre code de vérification est : b0fa2266-5e9e-4db4-89af-ecb481681250

Cordialement,
France-Visas
Veuillez consulter les mentions légales disponibles sur le portail d'information

Dear Johnny Thunderbird,

Please verify your email address for France-Visas at https://france-visas.gouv.fr/c/portal/verify_email_address?ticketKey=b0fa2266-5e9e-4db4-89af-ecb481681250&p | id=66021.

Your verification code is b0fa2266-5e9e-4db4-89af-ecb481681250

Sincerely,
France-Visas
Please refer to the legal information available on our website

Sr. Sra Johnny Thunderbird,

Para poder activar su cuenta del France-Visas, pulse sobre el siguiente enlace : https://france-visas.gouv.fr/c/portal/verify_email_address?ticketKey=b0fa2266-5e9e-4db4-89af-ecb481681250&p | id=66021

Su código de verificación es : b0fa2266-5e9e-4db4-89af-ecb481681250

Cordialmente,
France-Visas



Step 6

Create a new password for your personal account

New Password

Please set a new password.

Votre mot de passe doit contenir 10 caractères minimum dont au moins 1 chiffre [0 à 9] et 1 lettre en majuscule. Les caractères spéciaux sont autorisés, hormis les caractères suivants % & < = > | "

Your password must contain at least 10 characters including at least 1 digit [0 to 9] and 1 uppercase letter. Special characters are allowed, except % & < = > | "

Su contraseña debe contener al menos 10 caracteres, 1 dígito [0-9] y 1 letra mayúscula. Se permiten caracteres especiales, excepto % & < = > | "

New Password

Password

Enter Again

[Save](#)

Step 7

Pick or create a new security question in case you forget your password

Password Reminder

Please choose a reminder query.

Password Reminder

Question

Answer

[Save](#)

Step 8

See below for a sample of how Johnny Thunderbird would complete the “Your Plans” section if he were to study abroad:

| | |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Your stay | |
| Country of residence and country where you are submitting your application * United States of America | Visa type requested. * Long-stay (> 90 days) |
| Main destination of stay * France | Number of months of stay * Between 3 and 6 months |
| Passport country on which you will be traveling | |
| Your travel document | |
| Issuing authority of the travel document * United States of America | Travel document * Ordinary passport |
| Travel document number * 123456789 Passport number | Expiry date * 15/01/2028 Must be valid for six months beyond the program end date (November 8, 2020 or later) |
| Date of issue * 16/01/2018 | |
| Your plans | |
| Your plans * Study | Main purpose of stay * Student |

Once you've completed the “Your Plans” section, select “Verify” then “Next”.

Step 9

See below for a sample of how Johnny Thunderbird would complete the “Your Information” section:

Your information

Provide all the personal information below: identity, personal details, information about your family.

If you wish, you can save your work at any time. Any change made to a step (next, back) will be saved automatically. Fields marked with * are mandatory.

Your identity **Gender must match that listed on your passport.**

Information contained in the travel document used

| | |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Sex * <input type="text" value="Male"/> ? | Marital status * <input type="text" value="Single"/> ? |
| Last name/s * <input type="text" value="THUNDERBIRD"/> ? | Last name/s at birth (previous last name/s) if different <input type="text"/> ? |
| First name/s, mandatory if exists <input type="text" value="Johnny"/> ? | Date of birth (dd/mm/yyyy) * <input type="text" value="15"/> <input type="text" value="07"/> <input type="text" value="1998"/> ? |
| City of birth * <input type="text" value="QUEENS, NY"/> ? | Country of birth * <input type="text" value="United States of America"/> ? |
| Current nationality * <input type="text" value="American"/> ? | Nationality at birth (if different) <input type="text"/> ? |
| National identity no. <input type="text"/> ? | |

(Continue to page 9 of this guide)

Leave blank unless you've had a previous last name

Leave blank if you are a U.S. citizen. If you are non-U.S. citizen and have a national identity number from your home country, list that here – it will likely be your passport number, of your country's version of a social security number

Address you live in while attending school. Remember to use that same address for your Campus France application

Your personal information

Address

8000 UTOPIA PKWY



Zip code

11439



City *

QUEENS, NY



Country *

United States of America



Telephone number

718-990-6105



Your personal phone number

Email address

thunderj@stjohns.edu



Your SJU email

Select "No" if you are a U.S. citizen. If you are a non-U.S. citizen, select "Yes" and enter the permit number, date of expiration, and date of issue for your F-1 Visa or Green Card.

Details of your identity

Do you live in a country other than the country of your current nationality? *

 Yes No

Your family

A close member of your family is a French national *

 Yes No

Do you have any family members who live in France? *

 Yes No

Your job

Current job *

Student, trainee



Select "Student, trainee"

Sector



Name of employer or teaching establishment *

ST. JOHN'S UNIVERSITY



Address

8000 UTOPIA PARKWAY



Post code

11439

11439



City *

QUEENS



Country *

United States of America



Telephone number

718-990-6105



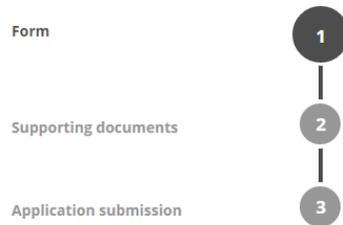
Email address

thunderj@stjohns.edu



Step 10

If you have previously traveled to France for more than 3 consecutive months, click “Yes” and fill in the prompted information. If you have not, click “No” and then “Next”.



Your plans Your information **Your previous visas** Your stay Your contacts Recap

 **Your previous visas**

Indicate here if you have previously resided in France for more than three months in a row, on which date and for what purpose.

If you wish, you can save your work at any time. Any change made to a step (next, back) will be saved automatically. Fields marked with * are mandatory.

Have you previously resided for more than three months in a row in France? Yes No 

Back **Save** **Next**

Step 11

A sample of how Johnny Thunderbird would complete the “Your Stay” section is below. The start date is January 14, 2020 for the spring 2020 Discover France: Paris program.

If you are planning to arrive in France prior to the program start date, enter your actual date of arrival. Please note, however, that your visa will likely only cover the study abroad program dates, but currently U.S. citizens may spend 89 days or fewer in the Schengen territory without a visa. If you plan to travel in the Schengen territory before or after the study abroad program, please review the Schengen Territory Travel Regulations posted on the Confirmed Students page.



Your stay

Provide all the information regarding your stay in France.

If you wish, you can save your progress at any time. Any change made to a step (next, back) will be saved automatically. Fields marked with * are obligatory.

Details of your stay

As a reminder, your destination of stay is: France 

Planned date of arrival in French territory *

14/01/2020



Planned duration of stay in number of months

4 



The purpose of your stay

As a reminder, the main purpose of your stay is: Study , the reason: Student 

CEF number

US19-12345

Write your Campus France reference number here. It should have the same format as the example.

Do you have a scholarship? *

Yes No 

Will you be travelling with members of your family? *

Yes No 

[Back](#) [Save](#) [Next](#)

Select "No", even if your family will be visiting you.

Under "Do you have a scholarship", select "Yes" and fill in the information for the awarding institution if you will be receiving a scholarship towards your tuition or any fees associated with your participation in a study abroad program for the spring 2020 semester.

Step 12

Under the “Host person or organization” section, you will select “A company, organization or establishment will be accommodating me”.

Under the “Funding of travel costs” section, select “Myself”. If you will be supplying a Financial Guarantee form as part of your proof of financial support, you will also need to select “By another guarantor”.



Your contacts

To finalise your visa application, please provide all the information regarding your contacts in the place of your stay.

If you wish, you can save your progress at any time. Any change made to a step (next, back) will be saved automatically. Fields marked with * are obligatory.

Host person or organisation

A person will be accommodating me ?

A company, organisation or establishment will be accommodating me ?

My hotel or place of accommodation (if different) ?

Funding of travel costs

Myself ?

By another guarantor ?

[Back](#) [Save](#) [Next](#)

The Johnny Thunderbird samples for how to answer each section are in the following pages.

Your contacts

 Johnny Thunderbird

To finalise your visa application, please provide all the information regarding your contacts in the place of your stay.

If you wish, you can save your work at any time. Any change made to a step (next, back) will be saved automatically. Fields marked with * are mandatory.

Host person or organisation

A person will be accommodating me 

A company, organisation or establishment will be accommodating me 

Details of the host organisation/company

Name of the host organisation/company *

ST. JOHN'S UNIVERSITY 

Address

93, RUE DE SEVRES 

Zip code  75006 

City * 
PARIS

Country * 
France

Telephone number

+33-1-7745-8901 

Fax



Email address



(Continue to page 14 of this guide)

Details of the contact person

Last name of the contact person *

KHATCHADOURIAN



First name of the contact person

Farida



Address

93, RUE DE SEVRES



Zip code

7500



City *

PARIS



Country *

France



Telephone number

+33-1-7745-8901



Fax



Email address



My hotel or place of accommodation (if different)

Funding of travel costs

Myself

Means of subsistence *

Accommodation prepaid

Transport costs prepaid

Traveller's cheques

Credit card

Cash

Other

By the company, organisation or establishment hosting me

By another guarantor

[Back](#) [Save](#) [Next](#)

By another guarantor 

Specify which *

THUNDERBIRD, JANE 

*****Only fill out this section if you are relying on a financial guarantor.**

Means of subsistence * 

- All expenses covered during stay
- Accommodation provided
- Transport costs paid
- Cash
- Other

[Back](#) [Save](#) [Next](#)

Step 13

You should have green checkmarks with “Confirmed” next to each section, verifying that the information has been properly completed.

You will need to click on the document icon to view the PDF form and check your content. If you see any errors on your form, select the pencil icon next to the section you need to correct. Once you have verified that your information is correct, download and print the PDF form.

DO NOT check the box at the bottom and click “Continue” until *after* you have met with an OIE representative to review your PDF form. Once you check the box at the bottom and click “Continue”, you cannot go back to edit your form. Instead, log out of your account and your profile will automatically be saved. If an OIE representative finds changes that need to be made to your form during your Required Document Review session, you can log back into your account and make the changes.



Recap

You can view your application in progress and complete it if necessary.

If all the steps of your application are confirmed, please view and check the content of the pdf form

If certain information is incorrect, correct it by returning to your application before printing and signing the paper form.

Invalid applications may be deleted .

2019700474154

France - National visa of more than 3 months

FRA1NY20197001334

THUN... Johnny 15/07/1998

✓ All the steps have been confirmed.



> Step 1 - your plans

✓ Confirmed



> Step 2 - your information

✓ Confirmed



> Step 3 - your last visa

✓ Confirmed



> Step 4 - your stay

✓ Confirmed



> Step 5 - your contacts

✓ Confirmed



I declare that all the information provided is correct and complete to the best of my knowledge.
I promise to print out and sign the form associated with my application.

Add a request Continue

Step 14

Meet with an OIE representative during a Required Document Review session to have your visa application form and other required supporting documents reviewed. Please refer to the French Visa Application Guide and the Confirmed Students page for an explanation of the steps and requirements needed to apply for a French visa.

Step 15

After you have met with an OIE representative to have your visa application form reviewed, you may go back into your account and check the box at the bottom and click “Continue”.



Recap

You can view your application in progress and complete it if necessary.

If all the steps of your application are confirmed, please view and check the content of the pdf form

If certain information is incorrect, correct it by returning to your application before printing and signing the paper form.

Invalid applications may be deleted .

2019700474154

France - National visa of more than 3 months

FRA1NY20197001334

THUN... Johnny 15/07/1998

✓ All the steps have been confirmed.



> Step 1 - your plans

✓ Confirmed



> Step 2 - your information

✓ Confirmed



> Step 3 - your last visa

✓ Confirmed



> Step 4 - your stay

✓ Confirmed



> Step 5 - your contacts

✓ Confirmed



I declare that all the information provided is correct and complete to the best of my knowledge.
I promise to print out and sign the form associated with my application.

Add a request

Continue

Step 16

Review the list of required supporting documents to submit your application to determine if your specific situation differs from the steps and requirements listed in the French Visa Application Guide. Review this with an OIE advisor during your Required Document Review Session and print out the list of requirements so that you can refer to them later.