



IAU STUDY ABROAD

AIX-EN-PROVENCE, FRANCE

Guidelines to Completing the France-Visas Application

- Create an account [HERE](#).
 - Click on 'Start your visa application'.
 - Check that you have the documents listed in front of you, and click 'Start your visa application'.
 - Under 'New user', click 'Create an account'.
- Check email for verification code.
- Reset your password (check email for temporary password).
- Start your application. Follow the screenshots below for each section:

Step 1 | Your Plans

Step 2 | Your Information

Step 3 | Your Last Visa

Step 4 | Your Stay

Step 5 | Your Contacts

Step 6 | Your Supporting Documents

STEP 1 | Your plans

Step 1 of 6

Form : Your plans

Next step : Your information

Your situation

Current nationality *
Select your current nationality.

American

Do you join or travel with a family member from an EU country (excluding France), the EEA, the Swiss Confederation, or a family member who is a UK national beneficiary of the withdrawal agreement? *
A close family member is a national of the European Union, the EEA, the Swiss Confederation, or a family member is a UK national beneficiary of the withdrawal agreement. If you answer Yes, details about family members will be asked in the next step.

Yes No

Your stay

Place of submission of application *
Please select where you would like to submit your application; usually in your country of residence.

United States of America

City of submission of application *
Select the city where you will be submitting your application. This is usually the city closest to your residence.

Los Angeles

Visa type requested. *
Select the duration of your stay.

Long-stay (> 90 days)

Main destination of stay *
Select the country or territory which is the main destination of your stay.

France

- For “City of submission of application,” select the city where you will be attending your visa appointment.

Your travel document

Issuing authority of the travel document *
Select the authority that issued your travel document (passport, etc.).

United States of America

Travel document *
Select the document that you will use during your stay. The list only contains travel documents that are recognised by France.

Ordinary passport

Travel document number *
Enter the number of your travel document

Date of issue *
Indicate the date of issue of your travel document.

Expiry date *
Indicate the expiry date of your travel document.

Your plans

Your plans *
Why are you making this trip?

Study

Main purpose of stay *
Please indicate the main purpose of your trip

Student

- Complete this section as shown above (if you are a U.S. citizen using your U.S. passport)
 - An **ordinary passport** is issued for travel such as vacation, study, and business trips. Select this option; do **NOT** select ‘Official passport’, as those are meant for government officials.
 - **Only select “Student”** for Main purpose of stay even if you are participating in an internship

STEP 2| Your information

Step 2 of 6

Form : Your information

Next step : Your last visa

- Complete the next sections with your personal information and permanent address. Make sure it is the same address used on other documents including your Acceptance Letter and Campus France application.

Your job

Current job *
Indicate your current profession.

Student, trainee

Sector
Select your sector.

Name of employer or teaching establishment
Enter the name of your employer or teaching establishment.

Address
Enter the address where your employer or teaching establishment is located.

Post code
Enter the post code of the place where your employer or teaching establishment is located.

City
Enter the city where your employer or teaching establishment is located.

Country or territory
Enter the country where your employer or teaching establishment is located.

Telephone number
Enter the telephone number that can be used to contact your employer or teaching establishment.

Email address
Enter the email address that can be used to contact your employer or teaching establishment.

- Current job is “student, trainee”
- Select the closest option to your major for Sector.
- For Name of employer or teaching establishment, list your home university’s address and contact information.

STEP 3 | Your last visa

Step 3 of 6

Form : Your last visa

Next step : Your stay

Previous stay

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 progress at any time.

Fields marked with * are obligatory.

Have you previously resided for more than three months in a row in France?

Indicate if you have previously resided in France for a period of more than three months in a row.

Yes No

Back

Save

Next

- For “Your Last Schengen Visa,” if you select yes, they will ask about dates of previous visa.

STEP 4| Your stay

Step 4 of 6

Form : Your stay

Next step : Your contacts

Details of your stay

As a reminder, your destination of stay is: France
The following section concerns your stay in France.

Planned date of arrival in French territory *

Select the date on which you plan to arrive in French territory. In the case of a re-entry visa, enter the planned date of return here.

Number of months of stay *

Enter the number of months of your stay.

- Use **Day/Month/Year (DD/MM/YYYY)** format based on **the arrival day stated in your IAU acceptance letter**.
- Number of months of stay depends on whether you are one of the following:
 - a. semester-long student (Between 3 and 6 months)
 - b. academic year-long student (Between 6 months and 1 year)

Your plans for staying

As a reminder, your project is Study and the main purpose for your stay is Student
If the information is incorrect, please modify it starting from the first step «Your plans».

EEF number

Enter your ID application from your «Etudes en France» certificate.

- Your CEF number is your Etudes en France (EEF) number found in your Etudes en France/Campus France application.

Scholar

Do you have a scholarship? *

Indicate if you have a scholarship or not for your stay.

Yes No

Family members

Will you be travelling with members of your family?

The following section concerns information about family members who will be travelling with you.

Yes No

- Even if you are receiving an IAU-ACM scholarship, select “No” because it is referring to scholarships from France.

STEP 5| Your contacts

Step 5 of 6

Form : Your contacts

Next step : Your supporting documents

- Select **“A company, organization or establishment will be accommodating me.”**

Host person or organisation

A person will be accommodating me
Tick this box and complete this section if a person will be accommodating you.

A company, organisation or establishment will be accommodating me
Tick this box and complete this section if a company, organisation or establishment will be accommodating you.

Details of the host organisation/company

Name of the host organisation/company *

Enter the name/s of the company, organisation or establishment that will be accommodating you.

INSTITUTE FOR AMERICAN UNIVERSITIES-AMERICAN COLLEGE OF THE MEDITERRAN

Address *

Enter the address of the company, organisation or establishment that will be accommodating you.

2 BIS RUE DU BON PASTEUR

Post code

Enter the post code of the company, organisation or establishment that will be accommodating you.

13100

City *

Enter the city of the company, organisation or establishment that will be accommodating you.

AIX-EN-PROVENCE

Country *

Enter the country of the company, organisation or establishment that will be accommodating you.

France

Telephone number

Enter the telephone number of the company, organisation or establishment that will be accommodating you.

+33 0/4 42 23 02 82

Email address *

Enter the email address of the company, organisation or establishment that will be accommodating you.

enroll@iau.edu

Details of the contact person

Last name of the contact person *

Enter the last name of your contact person at the company, organisation or establishment that will be accommodating you.

Caywood

First name of the contact person *

Enter the first name of your contact person.

Jude

Address *

Enter the address of your contact person.

2 BIS RUE DU BON PASTEUR

Post code

Enter the post code of your contact person.

13100

City *

Enter the city of your contact person.

AIX-EN-PROVENCE

Country *

Enter the country of your contact person.

France

Telephone number

Enter the telephone number that can be used to contact your contact person.

+33 0/4 42 23 02 82

Email address *

Enter the email address that can be used to contact your contact person.

jude.caywood@iau.edu

(Step 5 continued)

- Choose an option for funding of travel costs (an EXAMPLE of what you can select/fill out is given below).

Funding of travel costs

Myself

Tick this box and complete this section if you are funding a part or all of the costs of your stay.

By the company, organisation or establishment hosting me

Tick this box and complete this section if the company, organisation or establishment hosting you is funding a part or all of the costs of your stay.

By another guarantor

Tick this box and complete this section if another guarantor is funding a part or all of the costs of your stay.

Specify which *

Enter the last names and first names of the guarantor.

FATHER LAST NAME, FATHER FIRST NAME

Means of subsistence *

Tick the means of subsistence provided by the guarantor.

All expenses covered during stay

Accommodation provided

Transport costs paid

Cash

Other

STEP 6| Your supporting documents

Step 6 of 6

Form : Your supporting documents

Next step : Applicable rate

Pre-requisites:

- You do NOT need to submit a ‘note verbale’, since you are uploading an ‘ordinary passport’, and NOT an ‘official passport’ (for diplomats and other government officials).

Purpose of travel/stay:

- Last completed degree is NOT required if obtained in the US, this is for students who have obtained a degree outside of the US.

Proof of Accommodation:

- This is the **attestation**, the document written in French, which was included in your acceptance packet along with your IAU acceptance letter and proof of insurance.

Make sure all supporting documents are uploaded and information provided are accurate.

- Submit the form, print and sign it. You will need to bring this to your visa appointment. Pay especially close attention to the documents that you are requested to bring to your appointment! Start gathering these items right away. **Review Campus France USA’s 2024-2025 [Student Visa Appointment Guidelines](#) to learn what is required to bring to your appointment and what you can expect.**

QUESTIONS?

Feel free to reach out to the IAU-ACM Admissions Office at enroll@iau.edu or 800-221-2051 for further clarification on the visa process. Be sure to include screenshots of your application for specific questions via email.