

This document has been prepared by the ESSEC Office of Student Affairs to assist you in answering the following questions:

1. Who should register with Campus France ?
2. Who needs a visa, who is exempted?
3. What documents are required to obtain a visa?
4. The OFII form
5. What type of student visa can you be granted?
6. What does your visa entitle you to do? What does your visa mean?



1. Who should register with Campus France ?

Depending on your country of residence, - not your citizenship -, you must register with a Campus France Center before you apply for a visa at the nearest French consulate.

Examples :

You are Chinese and currently residing in China → there is a Campus France center in China → you have to register with the nearest Campus France center before you go to the French consulate.

You are Chinese and currently residing in Switzerland → there is no Campus France center in Switzerland → you go directly to the nearest French consulate in Switzerland.

You are Venezuelan, there is no Campus France center in Venezuela but you are residing in Brazil → you have to register with the nearest Campus France center before you go to the French consulate.

<http://www.campusfrance.org>

The Office of Student Affairs at ESSEC regularly updates Campus France centers and French consulates with the lists of our admitted students. For example, we provide Campus France centers in China with lists of Chinese admitted students.

If you are residing in a country other than your country of origin, to avoid confusion and delays, please let us know.

🇨🇦 Campus France Canada : as you have been declared as “admitted by ESSEC” and received your acceptance letter, please proceed for your visa **directly at the French consulate** as per Campus France Canada instructions.

<http://www.canada.campusfrance.org/en/page/i-obtained-a-pre-registration-and-i-need-a-student-visa>

There are currently Campus France centers in 34 countries

- | | | |
|--------------|-----------------|------------------------------|
| 1. Algeria | 13. Guinea | 25. Russia |
| 2. Argentina | 14. India | 26. Senegal |
| 3. Benin | 15. Iran | 27. South Korea |
| 4. Brazil | 16. Ivory Coast | 28. Syria |
| 5. Burkina | 17. Japan | 29. Taiwan |
| 6. Cameroon | 18. Lebanon | 30. Tunisia |
| 7. Canada | 19. Madagascar | 31. Turkey |
| 8. Chile | 20. Mali | 32. United States of America |
| 9. China | 21. Mauritius | 33. Vietnam |
| 10. Colombia | 22. Mexico | 34. Zimbabwe |
| 11. Congo | 23. Morocco | |
| 12. Gabun | 24. Peru | |

The Campus France website address in a specific country includes the name of that country.

Ex : U.S.A → www.usa.campusfrance.org

Argentina → www.argentina.campusfrance.org



If you have to register with a Campus France center,

- note and keep your Campus France ID safely.
- complete the procedure.
- print your pre-registration Campus France attestation **BEFORE** you go to the consulate to submit your application for the French visa.

Go through all the different steps to complete your Campus France file.

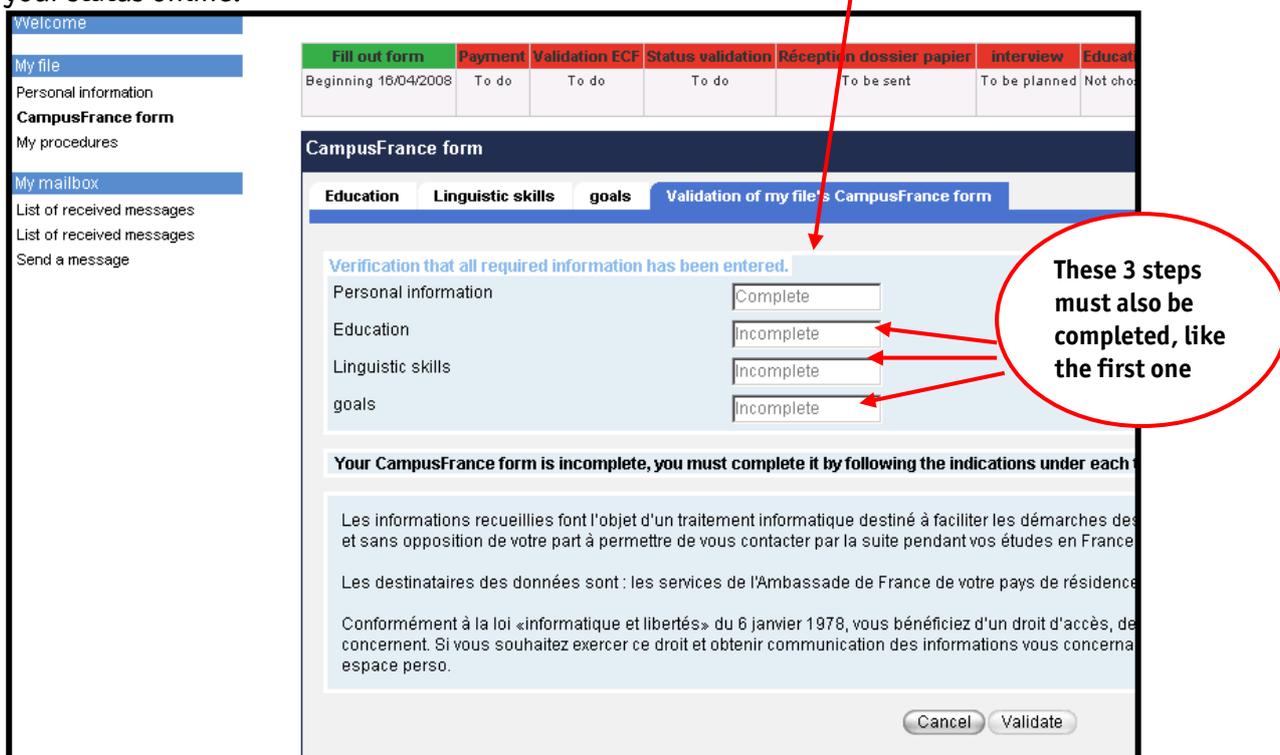
In « My file »,

click on **Personal Information**. Enter your personal data.

Then, click on **Campus France form**.

Make sure that you fill in all fields (Personal Information, Education, Linguistic Skills, Goals) so they are marked as “**complete**”, then validate the form.

If this is not the case, the ESSEC Office of Student Affairs won't be able to view your file, nor validate your status online.



Fill out form	Payment	Validation ECF	Status validation	Réception dossier papier	interview	Education
Beginning 16/04/2008	To do	To do	To do	To be sent	To be planned	Not cho

Education	Linguistic skills	goals
Complete	Incomplete	Incomplete
Incomplete	Incomplete	Incomplete

These 3 steps must also be completed, like the first one

Caution! These screen copies only serve as guidelines.

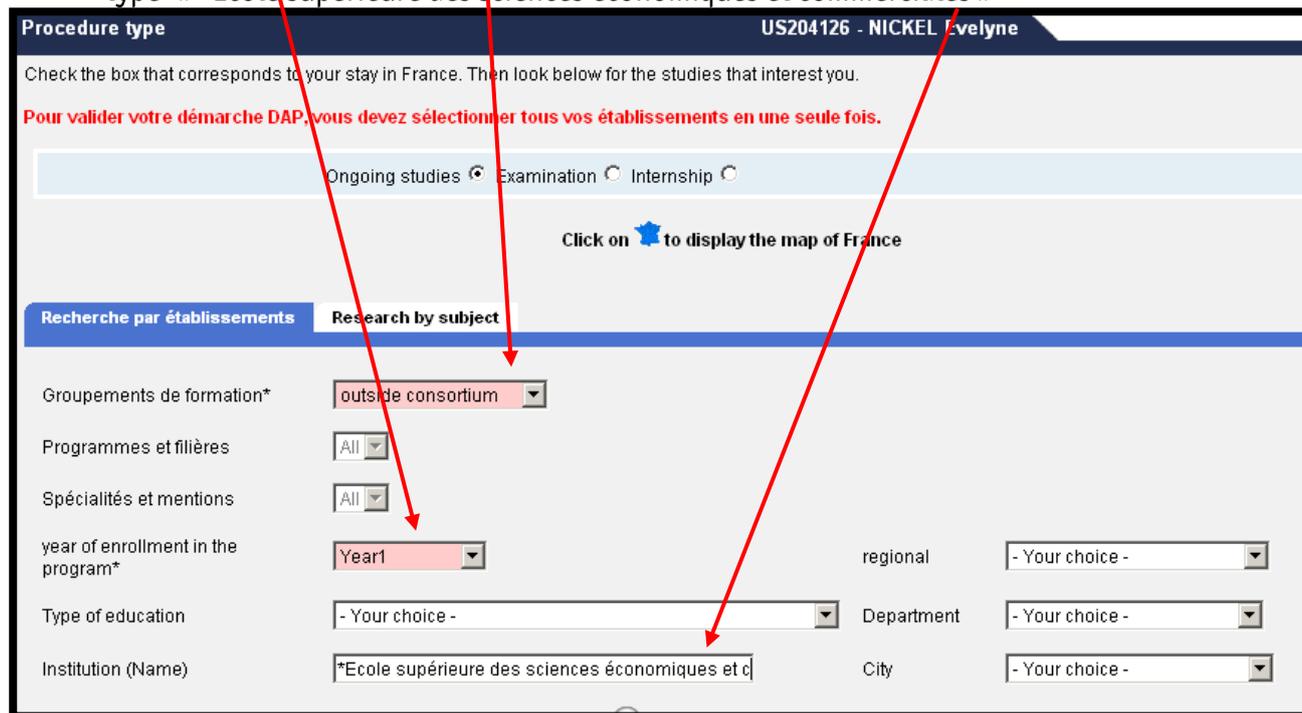
We are showing the main ones, yet you have to go all the way through each step, complete each one until you see “forwarded to the institution”.

If you have been admitted into one of ESSEC Business School academic programs, you have to confirm your choice of ESSEC.

Click on **My procedures** and search for ESSEC as follows :

Either by using the tab **Research by institution**

- select « outside consortium »
- select « Year 1 »
- type « *Ecole supérieure des sciences économiques et commerciales »



Procedure type US204126 - NICKEL Evelyne

Check the box that corresponds to your stay in France. Then look below for the studies that interest you.

Pour valider votre démarche DAP, vous devez sélectionner tous vos établissements en une seule fois.

Ongoing studies Examination Internship

Click on  to display the map of France

Recherche par établissements | **Research by subject**

Groupements de formation*

Programmes et filières

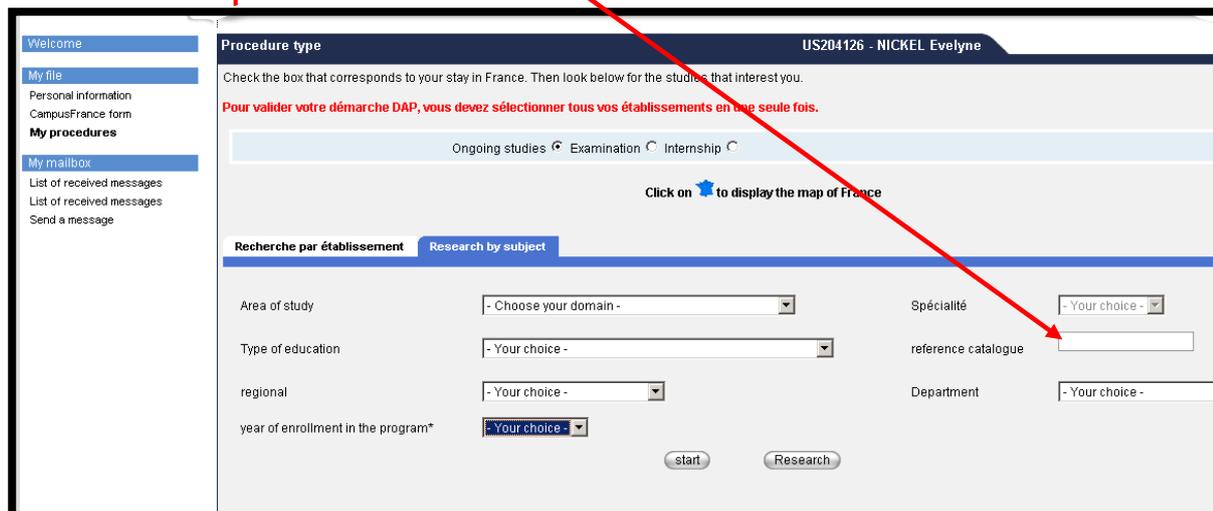
Spécialités et mentions

year of enrollment in the program* regional

Type of education Department

Institution (Name) City

Or by using the tab **Research by subject**. Then type the code that corresponds to the ESSEC academic program you'll be enrolled at. If somehow you cannot type your actual program's code, **it's always safe to select "Diplôme de l'ESSEC"**.



Welcome | Procedure type US204126 - NICKEL Evelyne

Check the box that corresponds to your stay in France. Then look below for the studies that interest you.

Pour valider votre démarche DAP, vous devez sélectionner tous vos établissements en une seule fois.

Ongoing studies Examination Internship

Click on  to display the map of France

Recherche par établissement | **Research by subject**

Area of study Spécialité

Type of education reference catalogue

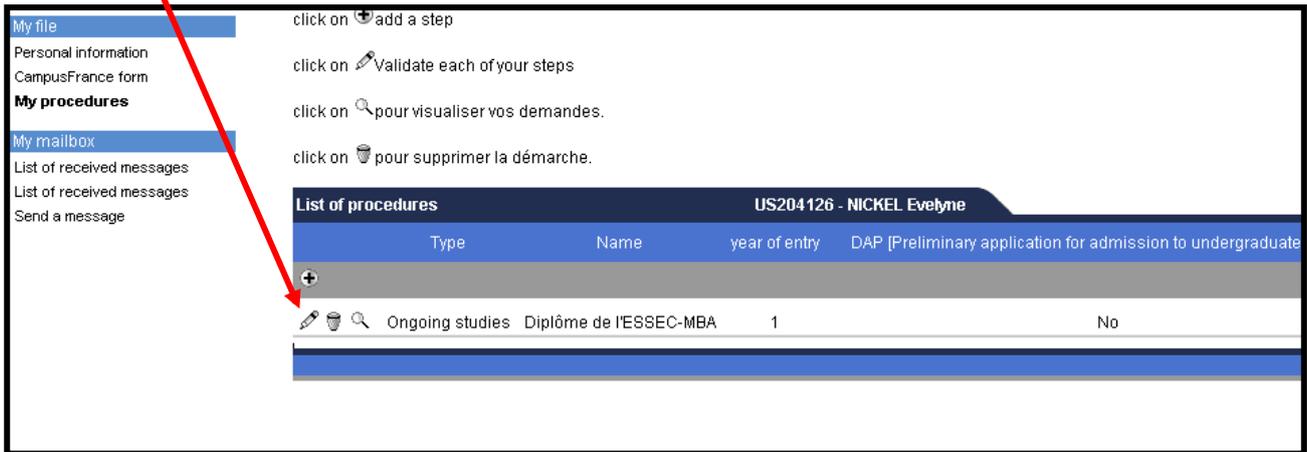
regional Department

year of enrollment in the program*

Now comes the step that is often forgotten by applicants: you must indeed validate your choice of ESSEC! Otherwise our office won't access your file online.

Once you have selected ESSEC, a summary appears.

Click on 



click on  add a step

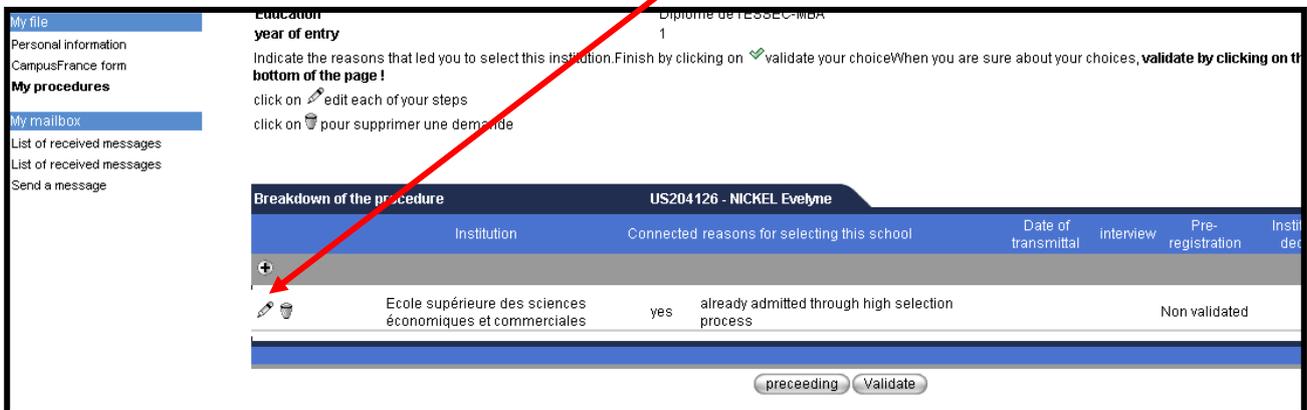
click on  Validate each of your steps

click on  pour visualiser vos demandes.

click on  pour supprimer la démarche.

List of procedures					US204126 - NICKEL Evelyne
Type	Name	year of entry	DAP [Preliminary application for admission to undergraduate		
  	Ongoing studies	Diplôme de l'ESSEC-MBA	1	No	

The name of ESSEC appears in French. Click again on 



Education Diplôme de l'ESSEC-MBA

year of entry 1

Indicate the reasons that led you to select this institution. Finish by clicking on  validate your choice! When you are sure about your choices, **validate by clicking on the bottom of the page!**

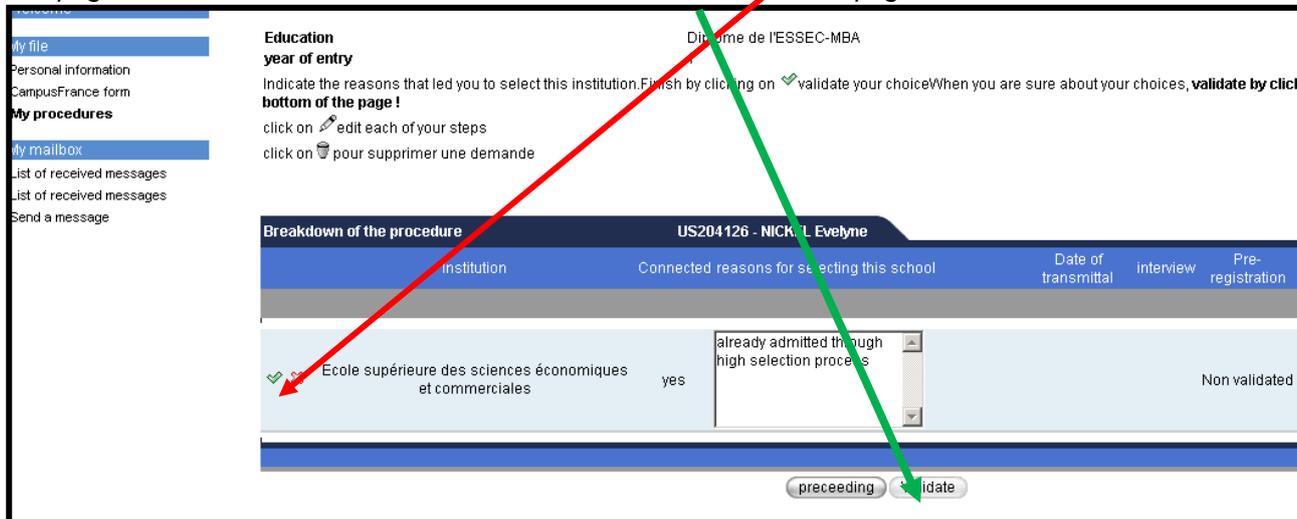
click on  edit each of your steps

click on  pour supprimer une demande

Breakdown of the procedure						US204126 - NICKEL Evelyne
Institution	Connected reasons for selecting this school	Date of transmittal	interview	Pre-registration	Institution decision	
 	Ecole supérieure des sciences économiques et commerciales	yes	already admitted through high selection process		Non validated	

preceeding Validate

Fill in the field "Reasons for selecting this school" and click on  .
The page will close, DO NOT FORGET to click on Validate on the next page!



Education
Diplôme de l'ESSEC-MBA

year of entry
1

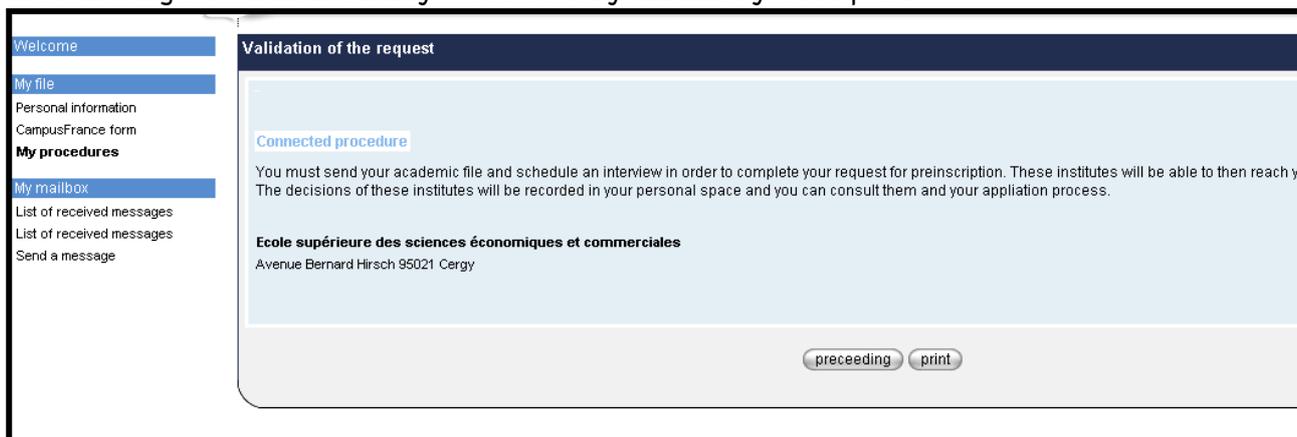
Indicate the reasons that led you to select this institution. Finish by clicking on  validate your choice. When you are sure about your choices, **validate by click bottom of the page!**

click on  edit each of your steps
click on  pour supprimer une demande

Institution	Connected reasons for selecting this school	Date of transmittal	Interview	Pre-registration
 Ecole supérieure des sciences économiques et commerciales	yes already admitted through high selection process			Non validated

preceeding **validate**

The following screen means that you successfully validated your request.



Validation of the request

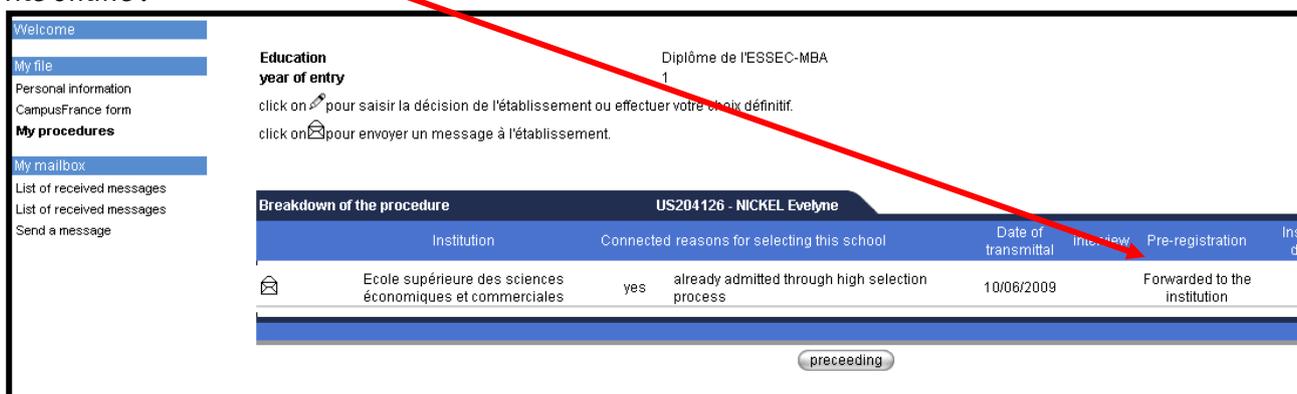
Connected procedure

You must send your academic file and schedule an interview in order to complete your request for preinscription. These institutes will be able to then reach you. The decisions of these institutes will be recorded in your personal space and you can consult them and your application process.

Ecole supérieure des sciences économiques et commerciales
Avenue Bernard Hirsch 95021 Cergy

preceeding print

"Forwarded to the institution" means that ESSEC Student Affairs can now access and validate your file online.



Education
Diplôme de l'ESSEC-MBA

year of entry
1

click on  pour saisir la décision de l'établissement ou effectuer votre choix définitif.
click on  pour envoyer un message à l'établissement.

Institution	Connected reasons for selecting this school	Date of transmittal	Interview	Pre-registration
 Ecole supérieure des sciences économiques et commerciales	yes already admitted through high selection process	10/06/2009		Forwarded to the institution

preceeding

You have finished your Campus France registration:
email ESSEC Office of Student Affairs (iso@essec.edu) specifying

- your Campus France ID,
- your last and first name,
- and the academic program into which you have been admitted (ESSEC MSc full time, ESSEC exchange, ESSEC Double Degree, MBA Luxury, IMHI, M.S, Ph.D, ESSEC BBA full time, ESSEC BBA Double Degree, ESSEC BBA exchange, Global MBA).



Incomplete Campus France registration? Even with your Campus France ID, the Office of Student Affairs won't be able to access, let alone validate, your file online.

Once you have finished the entire procedure, that is once your file has been forwarded to ESSEC and ESSEC has validated your status online, once you have paid for the Campus France fees, once Campus France staff has validated your file, all boxes should appear in green.

Print your Campus France pre-inscription, available online from your Campus France account

Do not confuse Campus France pre-inscription with ESSEC acceptance or pre-inscription letter.

Here is a template of Campus France attestation to bring to the consulate along with your documents, in particular ESSEC acceptance letter.

 Campus France Liban	 Liberté • Égalité • Fraternité RÉPUBLIQUE FRANÇAISE MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET EUROPÉENNES Consulat de France à Beyrouth
Attestation de préinscription Demande N° 795054	
Nom : XXXXXXXX	Identifiant Campus France : LBXXXXXXXX
Prenom : XXXXXXXX	Date de naissance : XXXXXXXXXX
Nom de l'établissement : Ecole supérieure des sciences économiques et commerciales	UFR :
Formation : Diplôme de l'ESSEC-MBA	
Demande de préinscription acceptée (valable exclusivement pour la rentrée universitaire qui suit le dépôt du dossier), sous réserve de la présentation du diplôme et, s'il y a lieu, de l'attestation ouvrant droit aux études envisagées et de sa traduction officielle.	
La réponse de l'établissement est accompagnée des précisions suivantes :	
<div style="border: 2px solid red; border-radius: 50%; padding: 5px;"> <p>"Je confirme l'admission au programme ESSEC MBA de M. XXXXXXXXXX pour 2008-2009. Cordialement, Evelyne Nickel, responsable Bureau Affaires Etudiantes Groupe ESSEC"</p> </div>	
Le candidat devra se présenter, pour procéder à son inscription définitive, muni de l'original de diplôme, celui de l'attestation, et celui du titre de séjour entre le et le à :	
Ecole supérieure des sciences économiques et commerciales Avenue Bernard Hirsch 95021 Cergy Cedex	

You can actually read the message written by ESSEC to confirm your admission status.

You'll be asked by the system to confirm that you accept the offer made by the school.

Just type "Oui, je confirme" (yes, I confirm).

Update 25 March 2015, E.N

Groupe ESSEC (Association Loi 1901)

<http://www.diplomatie.gouv.fr> link for visa details and list of French Consulates.

French regulations are subject to change. We recommend that you enquire directly at the nearest French Consulate.

The French consulate is the sole body authorized to issue a visa and decide what type of visa you should be granted.

The Office of Student Affairs has no influence whatsoever on French laws regarding foreign citizens traveling to and/or residing in France nor on any change that may occur between the time you read this document and the date of your application. This document should only help you clarify the process.

2. Who needs a visa, who is exempted?

Citizens from one country member of the European Union or the European Economic Zone, or Andorra, Monaco, Switzerland, San Marino, the Vatican, are exempted.



Students from all other countries must obtain a student visa from the French Consulate in their country of origin. Students who do not reside in their country of origin can apply at the nearest French Consulate by providing **proof of residence in the country where they submit their visa application.**

Example: you are from India, currently residing in Dubai. You apply for a visa at the French consulate in Dubai while providing a proof of residence in Dubai.



Caution! Bear in mind that you come to France **as a student**, not as a tourist, even though your study period is short.

If you are a non E.U citizen and are temporarily studying in one country member of the European Union (e.g.: Netherlands, Germany, etc.), you CANNOT use the residence permit of that country to apply for the French housing subsidy (abbreviated in APL).



Thus, you must contact the French consulate in the country where you are temporarily residing to obtain a French student visa.

Depending on the type of visa you get, you might or might not be eligible for applying for the French residence permit.

Exchange students coming to ESSEC for one trimester or one semester should NOT rely on French housing subsidy (APL) when budgeting for their stay.

Plus, exchange students cannot do any internship with an internship agreement signed by ESSEC. This agreement must be signed by the home university.

3. What documents are required to obtain a visa?

- Passport
- Proof of acceptance from ESSEC
- Proof of financial support
- Proof of health insurance coverage (depending on consulates)
- Proof of vaccinations (depending on consulates)
- Proof of address in France (depending on consulates)

This list is only informative and requirements vary from country to country. It is your responsibility to contact and check with the nearest French consulate.

1) Passport

Your passport must be valid for the duration of your entire stay in France.

2) Proof of acceptance from ESSEC

You must provide your ESSEC letter of acceptance, whether you be a full-time student or an exchange student. This letter must have your first and last name, your date and place of birth, your major and level of study, the year of enrolment or dates of study period.

3) Proof of financial support

The required amount of financial resources is set by each embassy. The average is approximately **800** euros per month for living expenses. This amount does not include tuition fees.

4) Proof of health insurance coverage

You are required to produce proof of health insurance valid in France or proof of your being eligible for French health insurance. If you are under 28 years old and your study period at ESSEC after October 1st exceeds 3 months, you must be registered by ESSEC with the French national health insurance, "sécurité sociale". Consulates know about this regulation and will verify the length of your studies. If you are over 28, then you must take out a special personal health insurance policy ("assurance personnelle"). Then, you'll be requested to provide evidence of your health coverage not only by the consulate but also by ESSEC Office of Student Affairs.

Read details on Health Coverage for students in France in ESSEC Student Affairs Leaflet that is joined to your ESSEC Registration file. You can access explanations from MyESSEC.com once you are in France.

Reminder! For administrative student registration in France, you must have a valid medical coverage. If you are **under** the age of 28 and your study period at ESSEC after October 1st exceeds 3 months, you must take out the French social security for students.

ESSEC will handle your registration with French social security for students.

If you are a full-time student, the fee will be included in the tuition fee invoice.

The coverage provided by the French social security for students becomes effective as of October 1st only, which is the official starting date of the school year in France. Consequently, if you arrive to ESSEC before October 1st and are eligible for the French student social security coverage, you must be covered by your own health insurance until you may benefit from the French student social security coverage.

If you are over 28 years old, you must show documentary evidence of health coverage during your study period at ESSEC.

As an indication, the French social security coverage for students costs 213 euros for the 2014-2015 academic year.

If you are an exchange student at ESSEC and your study period after October 1st exceeds 3 months, the fee is to be paid upon arrival, at the ESSEC Office of Student Affairs (reception desk H103C), by bank card.



European Union students are exempt if they provide a copy of an E111 or 128 form, or the European Health Insurance Card (EHIC) or a valid private health insurance. The entire period of study in France must be covered.

5) Vaccinations

In some countries, the French Consulate may require proof of vaccination against certain diseases.

4. The OFII form

When submitting your visa application, you'll have to join a so-called "demande d'attestation OFII". At that time you'll fill out the upper half of the OFII form. **The form is available in French only, hence the translation by ESSEC.**

REPUBLIQUE FRANCAISE
VISA DE LONG SEJOUR - DEMANDE D'ATTESTATION OFII
Article R 311-3 du code de l'entrée et du séjour des étrangers et du droit d'asile
à l'Office français de l'immigration et de l'intégration (voir adresses au verso) dès l'arrivée en France

RUBRIQUES A REMPLIR LORS DE LA DEMANDE DE VISA

NOM DE NAISSANCE : **Lastname** PRENOM : **Firstname**

NOM D'EPOUSE : **Spouse name, if applicable** SEXE : MASCULIN ; FEMININ ;

NE(E) : LE : / / A : **Place of birth**

Date of birth dd/mm/yyyy PAYS : **Country of birth**

SITUATION FAMILIALE : CELIBATAIRE ; MARIE ; VEUF ; DIVORCE ; SEPRE ;

Marital status PERE NOM : **Father's name** PRENOM :

MERE NOM DE NAISSANCE : **Mother's maiden name** PRENOM :

NATIONALITE : **Nationality** **Issued on dd/mm/yyyy**

PASSEPORT : NUMERO : **Passport number** DELIVRE LE : / /

A : **Place of issuance**

CADRE RESERVE AU CONSULAT	Cachet : Consular Stamp	Motif de l'entrée : <input checked="" type="checkbox"/> X CONJOINT DE FRANCAIS <input type="checkbox"/> ; ETUDIANT <input type="checkbox"/> ; VISITEUR <input type="checkbox"/> ; MENTION SALARIE <input type="checkbox"/> ; MENTION TRAVAILLEUR TEMPORAIRE <input type="checkbox"/> ;
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When you receive your visa at the French consulate, you'll also be returned the very same form, completed and stamped by the consulate.

DO NOT LOSE THIS OFII FORM! BRING IT WITH YOU TO FRANCE!



5. What type of student visa can you be granted?

You should expect a minimum 3-week delay (depending on nationality).

Students whose study period varies from 91 days to 12 months are attributed a so-called "Visa Long Séjour Valant Titre de Séjour" (VLS-TS) or a long stay visa equivalent to a residence permit.



Update 29 March 2015, L.N

11 / 14

In this example, the VLS-TS visa is valid until 20 August 2012.

Like wise your visa should indicate
Validité territoriale : **France (SAUF CTOM)**

ETUDIANT (= student)

CESEDA R311-3 6° AUTORISE TRAVAIL LIMITE

60% DUREE LEGALE »

Look at YOUR visa and compare.

Caution ! This new visa « Visa Long Séjour valant Titre de Séjour (VLS-TS) » does not apply to Algerian students.



Caution! A tourist visa cannot be converted into a student visa in France or in any other country of the European Union. If you have come to France as a tourist, exempt from a tourist visa due to your nationality and you intend to stay in France to study, you absolutely must return to your country of origin to obtain your student visa.

Once in France, proceed to convert this visa into a French residence permit.

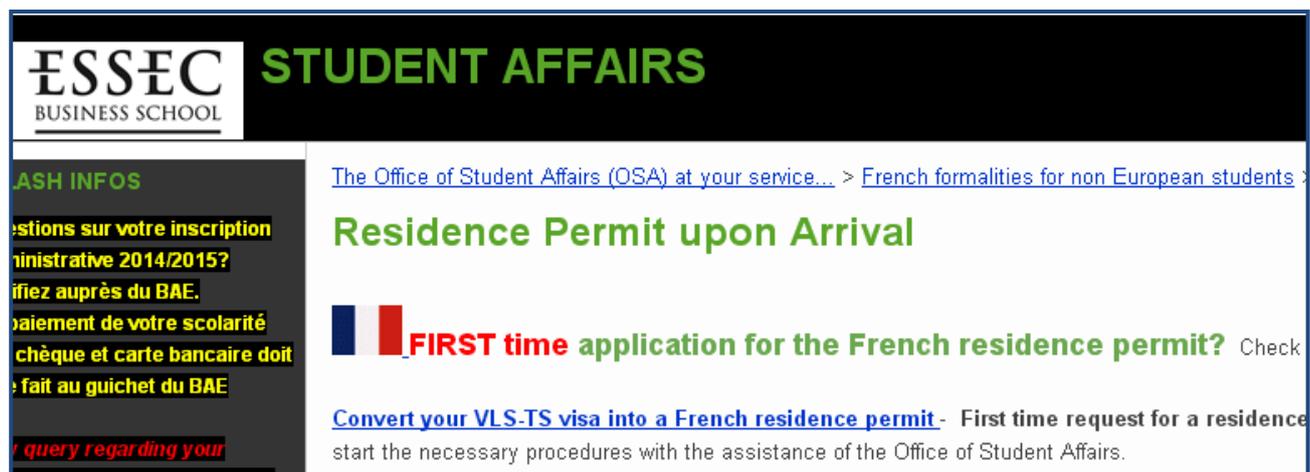
Address in Val d'Oise (department 95- first two digits of postal code) or in Paris (department 75)?

You'll be assisted by ESSEC Office of Student Affairs.

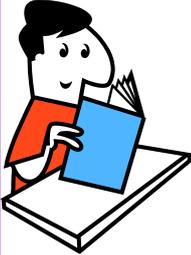
Details on formalities that you must undertake **once in France** can be downloaded from

<http://www.essec.fr/grande-ecole-commerce-etudes/faq> or upon arrival at ESSEC from www.myessec.com

Additional information is provided on MyEssec.com in order to meet all possible situations, so we urge you to take advantage of these resources once you are at ESSEC.



The screenshot shows the ESSEC Student Affairs website. The header includes the ESSEC Business School logo and the text "STUDENT AFFAIRS". Below the header, there are navigation links for "CASH INFOS" and "The Office of Student Affairs (OSA) at your service... > French formalities for non European students". The main content area features a green heading "Residence Permit upon Arrival" and a red and blue graphic with the text "FIRST time application for the French residence permit?". Below this, there is a link "Convert your VLS-TS visa into a French residence permit" and a note: "First time request for a residence permit - start the necessary procedures with the assistance of the Office of Student Affairs."

 <p>VLS-TS visa holders should download and read</p> <p>“ I got the VLS-TS visa, what should I do now that I’m in France?”</p>	<p>Students holding another type of visa should download and read</p> <p>“I live in Val d’Oise (95), I didn’t get the Long Stay visa and I’m applying for residence permit for the first time”</p> <p>or</p> <p>“I live in Paris (75), I didn’t get the Long Stay visa and I’m applying for residence permit for the first time”.</p>
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If you reside in a department other than 95 or 75, you’ll have to handle your formalities on your own.

To have evidence of your arrival in France, before exiting customs, **make sure your passport receives a stamp with the date of your arrival.**

If for some reason this is not possible, keep the stub of your airplane and/or train boarding pass or any other document that helps determine the date you entered French territory.



6. What does your visa entitle you to do? What does your visa mean?

As long as your student visa is valid, you are authorized to travel within the Schengen area for 3 months. The Schengen countries are: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Norway, the Netherlands, Poland, Portugal, Spain, Slovakia, Slovenia, Sweden, Switzerland.

Please NOTE that the UK is not a Schengen country! To visit countries **outside the Schengen area**, please inquire at the respective country’s Consulate or Embassy located in Paris on whether you need a visa or not.



When traveling outside France, you should enquire at the embassy in Paris of the country you plan to visit whether or not you have to apply for a visa. A French visa is only valid to enter France.

Furthermore, bear in mind that this “VLS-TS” allows you **to travel to, but NOT reside** (study or work) in Schengen countries.

If you go to another country for an internship or an exchange program, you must enquire at the embassy in Paris of that country. Please try to remember this throughout your studies at ESSEC!

There are other types of student visas but rarely issued to students enrolled at ESSEC.

Caution! No organization, individual, or entity has any right in the visa-granting process, which is the sole responsibility of the French consular service. **This is why we urge you to make early contact with the nearest Campus France center and/or French Consulate.**

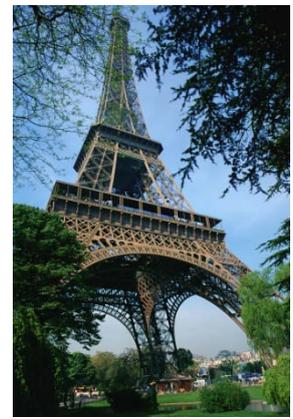
If you have any further inquiries, please feel free to contact us at:

ESSEC Business School Office of Student Affairs

iso@essec.edu

fax +33 (0)1 34 43 28 20

Best wishes! Find out what happens next by reading document entitled “ I got the VLS-TS visa, what should I do now that I’m in France?”



The Office of Student Affairs at ESSEC Business School tries its best first to inform you through ESSEC website, ESSEC intranet – myessec.com, ESSEC documentation, briefing sessions and so forth, second to assist you individually in carrying out French formalities. However, in case you are not complying with French laws regarding foreigners’ entry and stay in France, you remain solely responsible for your decision and its consequences.