



formerly Bokoff Kaplan Travel

456 WEST MAIN STREET ~ NORWICH, CT 06360 ~ USA
Phone 800-888-5275 ~ Fax 860-886-1853 ~ Email hilary@tzellyouthexchange.com

ROTARY DEPARTURES 2014

INSTRUCTIONS AND REQUIRED DOCUMENTS: FRANCE

JURISDICTION OF CHICAGO: IA, IL, IN, KS, KY, MN, MI, MO, NE, ND, OH, SD, WI

We have been advised by Rotary in France that their Government is mandating the purchase of a French Medical and Civil Liability Insurance Policy by all Rotary participants. This is in addition to any policy you may have previously purchased for your exchange. Once you have received information about the French insurance company, send the application and premium payment to THEM immediately! The Rotary Districts in France may not release the necessary visa documents until the French Medical Insurance is paid. If you have any questions or concerns in reference to the insurance, please contact your Rotary District Chairperson and/or Rotary Country Contact. Because our agency does not handle insurance, we may not have the complete and accurate information pertaining to the insurance policy and/or procedures.

THE CONSULATE GENERAL OF FRANCE IN CHICAGO REQUIRES THAT ALL STUDENTS MAKE A PERSONAL APPEARANCE IN ORDER TO OBTAIN THEIR VISA. THIS IS A REQUIREMENT OF THE CONSULATE, NOT OF TZELL PARK AVE TRAVEL SERVICES. THERE IS NOTHING WE CAN DO TO WAIVE THIS OR ANY OTHER REQUIREMENT FOR YOU.

TIMETABLE:

ON OR BEFORE MAY 31st, we must receive **PHOTOCOPIES** of all the required documents listed below. **YOU WILL NEED TO TAKE YOUR ORIGINAL DOCUMENTS ALONG WITH THE APPROPRIATE SETS OF PHOTOCOPIES WITH YOU TO THE CONSULATE WHEN YOU GO FOR YOUR PERSONAL APPEARANCE, SO DO NOT SEND ANY ORIGINALS TO TZELL PARK AVE TRAVEL.**

PLEASE READ THROUGH ALL OF THE INFORMATION CONTAINED IN THIS PDF CAREFULLY AND COMPLETELY BEFORE ATTEMPTING TO COMPLETE ANY DOCUMENTS. UNLESS YOU HAVE AN ADVANCED VERSION OF ADOBE ACROBAT (SUCH AS ADOBE 6.0 PROFESSIONAL OR ACROBAT WRITER) YOU WILL NOT BE ABLE TO SAVE ANY FILLABLE FORMS. ONCE YOU HAVE BEGUN TO COMPLETE FORMS, YOU WILL NEED TO PRINT THEM OUT BEFORE CLOSING THE FILE. CHECK COMPLETED ITEMS OFF ON THE ATTACHED CHECK LIST TO ASSIST YOU.

REQUIRED DOCUMENTS:

- ❖ **PASSPORT:** (PLUS ONE PHOTOCOPY OF THE INFORMATION PAGE) If you do not have a passport you must apply for one **IMMEDIATELY!** You may download application off of <http://travel.state.gov/passport/forms>. **DO NOT RETURN THIS APPLICATION TO US!** Once you've received your passport, **MAKE SURE YOU SIGN**

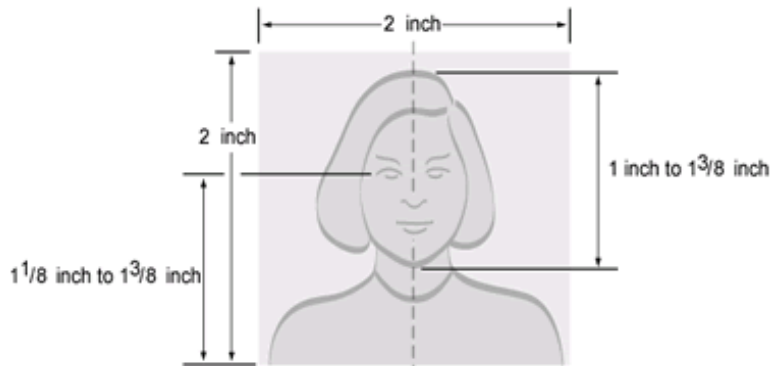


YOUR FULL AND LEGAL NAME in black or blue ink! **Your passport is not valid until it is signed.** If you currently have a passport, please verify that it is valid for at least three months beyond your expected return from FRANCE. If it is not valid until at least January of 2016, you must have it renewed.

SIGN YOUR PASSPORT!!! IT IS NOT VALID UNTIL YOU DO!!!

- ❖ **VISA APPLICATION:** THIS FORM CAN BE COMPLETED BY HAND, BUT IT MUST BE NEAT, LEGIBLE. PLEASE USE ALL UPPERCASE BLOCK LETTERS. **MAKE SURE THAT THE NAME ON YOUR VISA APPLICATION IS EXACTLY THE SAME AS YOUR NAME ON YOUR PASSPORT...NO NICKNAMES!** ****IF YOU ARE UNDER THE AGE OF 18 THE STUDENT AND ONE PARENT NEED TO SIGN THE APPLICATION **

- ❖ **PHOTOGRAPHS:** ONE (1) photo is required. The only acceptable photographs will be those of the same quality and size as the picture in your passport; the photo must be recent, passport size - 2" x 2" (4,5cm x 4,5cm) and showing the full face, the forehead hairline and ears on a white background.



Consult your local yellow pages under Photographers for companies specializing in passport pictures. Another option is to consult your local drugstore. Some provide passport photo services. Do not submit your own snapshots, quick machine photos, or school photographs, as they will not be accepted under any circumstances. Print your name on the back for identification.

- ❖ **HIGH SCHOOL TRANSCRIPTS:** Please submit official transcripts of your current school year

- ❖ **FINANCIAL GUARANTEE, *NOTARIZED*:** This form must be signed by ONE parent and notarized. This provides the consulate with proof of solvency and assures them that your parent can support you for the entire year abroad. Your parent's are **not** obligated to supply the amount stated monthly, as there is no monitoring by the authorities. However, the consulate will NOT issue your visa without this form stating financial responsibility for the amount stated.

- ❖ **BANK STATEMENT:** This must be the most recent bank statement possible, with at least one parents name stated. If you like, you may black out the last three or four digits of the bank account number for security purposes.

- ❖ **IMMUNIZATION RECORD :** Please obtain a copy of your immunization record or a letter from your doctor, on letterhead, stating when you received the anti-poloimyelitis, BCG and DTP vaccines, and are up to date on all your shots.

- ❖ **BIRTH CERTIFICATE:** Please provide one **CERTIFIED** copy of your official, government issued birth certificate with both parents' names.

- ❖ **COPY OF PARENTS' PASSPORT:** Regardless of your age, please bring photocopies of EACH of your parents' passports or ID's.


- ❖ **ROTARY GUARANTEE FORM:** Your official acceptance from France. Please review the sample of this form so you know what to look for. Often, this arrives at the last minute. **DO NOT WAIT FOR THIS FORM TO ARRIVE BEFORE COMPLETING AND SENDING COPIES OF YOUR OTHER DOCUMENTS TO TZELL PARK AVE TRAVEL!** This process takes several weeks to complete and often the Guarantee Form arrives at the last minute. Most forms do not arrive until late June through the beginning of August. **ONCE YOU RECEIVE THIS FORM, PLEASE NOTIFY US IMMEDIATELY.**

The image shows a sample of a 'Long Term Exchange Program Section E: Guarantor Form and Visa Application'. The form is a complex document with multiple sections and fields. A large, bold watermark reading 'SAMPLE ONLY!!' is centered on the page. The form includes fields for the applicant's name, address, and contact information, as well as sections for the guarantor's details and financial information. The text is small and difficult to read due to the watermark and the resolution of the image.

- ❖ **SCHOOL LETTER OF ADMISSION** : “*ATTESTATION D'INSCRIPTION*”. This document is provided by your host chairman and usually arrives with your Rotary guarantee form. Review the sample of this form so you know what to look for.



- ❖ **ENGAGEMENT DE PRISE EN CHARGE** : This is a hosting guarantee from your first host family. This form must have original signatures and be notarized at the City Hall in France. This should arrive with your Rotary Guarantee Form and other documents from France.


 MINISTÈRE DES AFFAIRES ÉTRANGÈRES
 CONSULAT GÉNÉRAL DE FRANCE À NEW YORK
 924 Fifth Avenue New York, NY 10022 T 212 696 5600, 5601 F 212 696 3654
 www.consulfrance-seeyork.org

ENGAGEMENT DE PRISE EN CHARGE
GARANTEE OF RESPONSIBILITY

L'engagement de prise en charge de l'accueillant (famille d'accueil ou Directeur de l'Établissement Scolaire et l'école ou un parent) doit être rédigé selon le modèle suivant :
 The Guarantee of Responsibility from the host (host family) or Director of the educational establishment of the child must be signed by the host (host family) or Director of the educational establishment.

SAMPLE ONLY!!! SAMPLE ONLY!!!
 SAMPLE ONLY!!!

(Si antécédents étrangers joindre une copie du titre de séjour en France dont la validité doit être supérieure à l'année scolaire projetée.)

Type, numéro, date et lieu de délivrance et date d'expiration du titre de séjour

adresse _____ code postal _____ ville _____
 téléphone personnel _____ téléphone professionnel _____
 profession _____ e-mail _____
 je m'engage à héberger l'enfant concerné _____
 n°(s) de _____ / _____ / _____ à _____

RESIDENT APPLICATION-VISA DE LONG SEJOUR: This form is required by the French Government and must be completed and signed by applicant. You may need assistance in completing this form as we are not provided with an English Translation.

- ❖ **IDENTIFICATION OF FIRST HOST FAMILY:** The Consulate is requesting that you provide copies of your FIRST host family's passports. Once you either have 1) heard from the host family by email or phone or 2) received your Rotary Guarantee form, you must ask your host family to email or fax you a copy of their passports.
- ❖ **CIVIL LIABILITY AND MEDICAL INSURANCE:** Your District MAY require to purchase two policies: the French Civil Liability insurance and a policy purchased here in the US. TZELL PARK AVENUE DOES NOT HANDLE INSURANCE SO YOU MUST CHECK WITH YOUR LOCAL DISTRICT TO INQUIRE ABOUT YOUR INSURANCE REQUIREMENTS. The Consulate is looking for information about your actual policy, NOT just the insurance card.
- ❖ **VISA FEE:** The visa fee is currently \$138.00 or EUR99. The USD amount *will fluctuate* depending on the rate of currency exchange on the date your visa is issued. Please bring a credit card (VISA OR MASTERCARD ONLY!) with you to the Consulate to pay this fee.

- ❖ **PARENTAL AUTHORIZATION FORM, *NOTARIZED*:** BOTH natural parents must sign both forms in front of a notary. If one parent is deceased, an original or a certified copy (with the raised seal) of the death certificate must be included. In case of divorce or separation, both parents must sign as long as both have visitation rights. If your last name differs from either parent, you must send supporting legal documentation such as a copy of your birth certificate or court papers.

**ONCE YOU HAVE ALL OF YOUR COMPLETED DOCUMENTS
(EVEN IF YOU HAVE NOT RECEIVED YOUR ROTARY
GUARANTEE FORM YET) YOU MUST EITHER EMAIL, MAIL OR
FAX PHOTOCOPIES TO ME AT:**

Tzell Park Avenue
Attn: Hilary Chivian
456 West Main Street
Norwich, CT 06360
hilary@tzellyouthexchange.com
FAX: 860-886-1853

MISCELLANEOUS:

❖ **VACCINATIONS** There are no vaccinations required to obtain your visa. It is always wise to review the status of your routine immunizations before traveling abroad for such a long stay. Especially important are tetanus, polio, and measles immunizations. If you have additional questions, consult your family physician and with the Center for Disease Control's website at www.cdc.gov .

❖ Electric current is 220-230v AC

❖ Local Currency is the Euro

❖ Check out [these websites](#) for more information on France:

<http://www.lonelyplanet.com/destinations/europe/france/> (lots of great info including detailed maps)

<http://www.francetourism.com/> (the official French Tourism website)

VISA TYPE:

The Consulate General of France will issue you a long stay visa valid for 11 months, multiple entries, if you are under 18 as of November 21st, 2014. If you are over 18 as of November 21st, 2014, you will be issued a 3 MONTH VISA which you will extend to an 11 month visa within 8 days of arrival into France.

THESE REQUIREMENTS ARE CURRENT AS OF APRIL 2014. STUDENTS REGISTERED WITH TZELL PARK AVENUE TRAVEL WILL BE ADVISED OF ANY CHANGES DIRECTLY.

CHECKLIST FOR TZELL PARK AVENUE

- ❖ BY MAY 31ST, **PHOTOCOPIES** OF THE FOLLOWING MUST BE SENT TO TZELL PARK AVENUE BY EITHER FAX, MAIL OR EMAIL:

- ___ PASSPORT, **VALID UNTIL JANUARY OF 2016**
 - ___ VISA APPLICATION
 - ___ PHOTO
 - ___ SCHOOL TRANSCRIPTS
 - ___ FINANCIAL GUARANTEE FORM, **NOTARIZED**
 - ___ BANK STATEMENT
 - ___ IMMUNIZATION RECORD
 - ___ BIRTH CERTIFICATE
 - ___ COPY OF PARENTS' PASSPORTS or ID's
 - ___ ROTARY GUARANTEE FORM
 - ___ SCHOOL LETTER OF ADMISSION, **OR ATTESTATION D'INSCRIPTION**
 - ___ HOSTING GUARANTEE FORM, **OR ENGAGEMENT DE PRIS EN CHARGE**
 - ___ IDENTIFICATION OF FIRST HOST FAMILY
 - ___ PROOF OF CIVIL LIABILITY/MEDICAL INSURANCE
- FOR STUDENTS UNDER THE AGE OF 18
- ___ PARENTAL CONSENT FORM, **NOTARIZED**

CHECKLIST FOR YOUR CONSULATE VISIT:

- ❖ Gather the following documents together and keep them in a safe place until Tzell Park Avenue contacts you with instructions on how to proceed to your personal appearance:

- ___ PASSPORT, **VALID UNTIL JANUARY OF 2016, ORIGINAL**
___ **ONE PHOTOCOPY OF THE INFORMATION PAGE**

- ___ VISA APPLICATION
___ **ORIFINAL and ONE PHOTOCOPY**
___ **SIGNED BY STUDENT**
___ **SIGNED BY PARENT AND STUDENT IF STUDENT IS UNDER 18**

- ___ PHOTO
___ **PASSPORT SIZE AND QUALITY**
___ **SHOWING FULL FACE, FOREHEAD HAIRLINE AND EARS, CLOSED MOUTH**

- ___ SCHOOL TRANSCRIPTS
___ **ORIGINAL and ONE PHOTOCOPY**

- ___ FINANCIAL GUARANTEE FORM, **NOTARIZED**
___ **ONE PHOTOCOPY**

- ___ BANK STATEMENT
___ **ONE PHOTOCOPY**

- ___ IMMUNIZATION RECORD, **ORIGINAL**
___ **ONE PHOTOCOPY**

- ___ BIRTH CERTIFICATE, **CERTIFIED** COPY
___ **ONE PHOTOCOPY**

- ___ PHOTOCOPY OF PARENTS' PASSPORTS or ID's
___ **TWO PHOTOCOPIES**

- ___ ROTARY GUARANTEE FORM, **ORIGINAL**
___ **ONE PHOTOCOPY**

- ___ SCHOOL LETTER OF ADMISSION, **OR ATTESTATION D'INSCRIPTION, ORIGINAL**
___ **ONE PHOTOCOPY**

- ___ HOSTING GUARANTEE FORM, **OR ENGAGEMENT DE PRIS EN CHARGE, ORIGINAL**
___ **ONE PHOTOCOPY**

- ___ IDENTIFICATION OF FIRST HOST FAMILY
___ **ONE PHOTOCOPY**

- ___ PROOF OF CIVIL LIABILITY & MEDICAL INSURANCE
___ **ONE PHOTOCOPY**

- ___ VISA FEE, **MASTERCARD or VISA ONLY**

A self-addressed prepaid EXPRESS MAIL envelope from the US POST OFFICE ONLY
- NO FEDEX / UPS / AIRBORNE EXPRESS accepted.

Please do NOT stick the mailing label on the envelope and fill out as follows:

FROM: CONSULATE GENERAL OF FRANCE
205N. Michigan Ave, Suite 3700
CHICAGO, IL 60601

TO: Your full nameYour address

FOR STUDENTS UNDER THE AGE OF 18

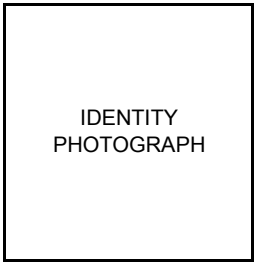
____ PARENTAL AUTHORIZATION FORM, **NOTARIZED**
____ **ONE PHOTOCOPY**



FRENCH REPUBLIC

LONG-STAY VISA APPLICATION FORM

This application form is free



EMBASSY OR CONSULATE STAMP		BOX FOR VISA NUMBER STICKER		
1. Surname (Family name)		For official use only		
2. Former surname(s)				
3. First name(s)				
4. Date of birth (day-month-year)		Application date:		
5. Place of birth		Application number:		
6. Country of birth		Processing officer(s):		
7. Current nationality				
Nationality at birth, if different:				
8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		9. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify)		
10. For minors: Surname, first name, address (if different from applicant's) and nationality of parental authority / legal guardian				
11. National identity number, where applicable:				
12. Type of travel document <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Other travel document (please specify):				
.....				
13. Number of travel document		14. Date of issue (DD/MM/YY)	15. Valid until (DD/MM/YY)	16. Issued by
17. Applicant's home address (no., street, city, postcode, country)				
18. Email address		19. Telephone number(s)		
20. If you are resident in a country other than the country of current nationality, please state:				
Number of residence permit		Date of issue	Valid until	
21. Current occupation				
22. Employer (employer's address, email and telephone number) - For students, name and address of educational institution				
OFFICIAL DECISION				
23. I request a visa for the following purpose:		Date:		
<input type="checkbox"/> Employment <input type="checkbox"/> Studies <input type="checkbox"/> Training period/education <input type="checkbox"/> Marriage <input type="checkbox"/> Medical reasons		<input type="checkbox"/> GRANTED		
<input type="checkbox"/> Family stay <input type="checkbox"/> Private stay/Visitor <input type="checkbox"/> Re-entry visa		<input type="checkbox"/> REFUSED		
<input type="checkbox"/> Official taking up of duties <input type="checkbox"/> Other (please specify):			
24. Name, address, email address and telephone number in France of inviting employer / host institution / family member, etc.				
25. What will be your address in France during your stay?				

26. Intended date of entry into France or the Schengen Area

27. Intended duration of stay on the territory of France

Between 3 and 6 months From 6 months to one year More than one year

28. If you intend to stay in France with members of your family, please state:

Family relationship	Surname(s), first name(s)	Date of birth (DD/MM/YY)	Nationality
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

29. What will be your means of support in France?

Will you be granted a scholarship? YES NO

If yes, write the name, address, email address and telephone number of the institution and the amount of the scholarship:

30. Will you be supported by one or several person(s) in France?

YES NO

If yes, state their name, nationality, occupation, email address and telephone number:

31. Are members of your family resident in France?

YES NO

If yes, state their name, nationality, relationship with you, address, email address and telephone number:

32. Have you been resident in France for more than three consecutive months?

YES NO

If yes, specify at which date(s) and for what purpose

At which address(es)?

I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant French authorities and processed by those authorities, for the purposes of a decision on my visa application.

Such data as well as data concerning the decision taken on my application or a decision whether to annul or revoke a visa issued will be entered into, and stored in the French VISABIO biometric database for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at borders, national immigration and asylum authorities for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of France are fulfilled, and of identifying persons who do not or who no longer fulfil these conditions. Under certain conditions the data will also be available to designated French authorities and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. The French authority responsible for processing the data is: [...].

Pursuant to Act No 78-17 of 6 January 1978 on Data Processing, Files and Individual Liberties, I am aware that I have the right to obtain from the French government the communication of the data relating to me recorded in the VISABIO database and the right to request that such data which are inaccurate be corrected or possibly deleted only if processed unlawfully. This right of access to and possible correction of such data shall be exercised by applying to the head of mission or consular post. It may be possible to refer to the National Commission on Data Processing and Liberties (CNIL) if I choose to question the conditions under which the personal data relating to me are protected.

I am aware that any incomplete application will increase the risk of my visa application being refused by the consular authority and that the said authority may have to retain my passport while my application is being processed.

I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under French law.

I undertake to leave the French territory before the expiry of the visa, if granted, and if I have been refused the right to stay in France after the expiry of the visa.

Place and date

Signature

(for minors, signature of the parental authority / legal guardian)



**CONSULAT GENERAL DE FRANCE
A CHICAGO**

*Service des Visas Ouvert au public
du lundi au vendredi de
9h00 à 12h00
et de 14h00 à 16h00*

*Open to the public
Monday to Friday from
9.00am to 12.00pm
and from 2:00pm until 4:00pm*

FINANCIAL GUARANTEE - LONG TERM VISA

I, the undersigned, father / mother (2) of:

.....(1)

hereby certify that I will support my son / daughter (2) during his/her school year in France

fromto.....25JUL2015.....(1)

with a monthly allowance of \$ 820 (eight hundred twenty US dollars) while he/she is in France attending:

.....

and that I am financially responsible for any emergency which may arise.

Signature : _____

Full name (in print) : _____

Address : _____

Subscribed and sworn to me

this _____ day of _____

(Signature and stamp of the Notary Public)



Liberté • Égalité • Fraternité
RÉPUBLIQUE FRANÇAISE

CONSULATE GENERAL OF FRANCE IN CHICAGO

Parental authorization

I, the undersigned, Mr.....

Mrs.....

Capacity (parents or legal guardians).....

Hereby authorize the child :

Surname.....

First name.....

Date of birth.....

Address.....

to leave the United States of America

From.....to.....(dates)

In the framework of an exchange program organized by

and stay with Mr and Mrs.....

Address.....

The child will be enrolled at.....

.....(name and address of the school)

I further authorize Mr and Mrs..... or the organization.....

.....represented by.....

to take any necessary measure regarding the studies (supervision, school trips, etc...), and, in case of emergency, for the health of the child (hospitalization, surgery , etc...)

Date and place of signature.....

Signatures of the parents preceded by a handwritten note « read and approved »

.....
.....

Signature of the organization's representant, date, preceded by a handwritten note « read and approved ».....

.....

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 adresser 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 : NOM D'EPOUSE :

PRENOM : SEXE : MASCULIN!__! ; FEMININ!__! ;

NE(E) : LE : !__! !__! !__! !__! !__! !__! !__! !__! !__! A :

PAYS :

NATIONALITE :

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

FILIATION : PERE NOM : PRENOM :

MERE NOM DE NAISSANCE : PRENOM :

PASSEPORT : NUMERO : DELIVRE LE : !__! !__! !__! !__! !__! !__! !__! !__! !__!

A :

CADRE RESERVE AU CONSULAT	Cachet : 	Motif de l'entrée : Conjoint de Français !__! Etudiant !__! Visiteur !__! Conjoint de ressortissant étranger !__! Scientifique-Chercheur !__! Salarié !__! Travailleur Temporaire !__! Stagiaire !__!
------------------------------------	----------------------	--

RUBRIQUES A COMPLETER DES L'ENTREE EN FRANCE ET AVANT L'ENVOI A L'OFII

joindre à votre envoi copie des pages de votre passeport relatives à votre état civil, votre visa et au passage de la frontière (cachet du poste frontière)

ADRESSE EN FRANCE :

CHEZ :

BATIMENT : NUMERO :

RUE :

CODE POSTAL : !__! !__! !__! !__! !__! VILLE :

TELEPHONE : Fixe : !__! !__! !__! !__! !__! !__! !__! !__! !__! Portable : !__! !__! !__! !__! !__! !__! !__! !__! !__!

ADRESSE MESSAGERIE :@.....

LANGUE(S) rubrique à compléter par les conjoints de Français et les titulaires d'un visa mention « salarié ».

Comprise (s) à l'oral.....
Parlée(s).....

VISA :

NUMERO !__! !__! !__! !__! !__! !__! !__! !__! !__! VALABLE DU : !__! !__! !__! !__! !__! !__! !__! !__! !__! AU : !__! !__! !__! !__! !__! !__! !__! !__! !__!

DATE D'ENTREE EN FRANCE : !__! !__! !__! !__! !__! !__! !__! !__! !__!

Fait à *le* Signature :

CADRE RESERVE A L'OFII	RE/DT	NUMERO DOSSIER OFII : !__! !__! !__! !__! !__! !__! !__! !__! !__! !__! !__! !__! !__! !__! !__! !__! !__! !__! !__!
---------------------------	--------------	--

Upon your arrival in France, please fill out and send this form, with the attached photocopies as mentioned in the enclosed notice, by post to the territorial authorities of the "OFII" relevant for your area of residency in France.

You will be called upon for the medical examination and/or to attend an introductory meeting ("Visite d'accueil"). On the day of the medical examination, you will have to pay the fee prior to obtain a resident permit "Titre de séjour" (see website: www.timbresofii.fr). Once these formalities have been completed, your will be allowed to stay in France for the entire validity of your French visa.

For more information, please log on www.ofii.fr

Attention: you must complete these formalities within three months of your arrival in France.

The number of your "Département" in France, consists of the first two digits of your home postal code. (For example: 19100 will be "Département" 19 and the file will have to be sent to the OFII in Limoges). Once you have located the number of the "Département" where you will be living under "Département de résidence en France", please send the documents to the address mentioned immediately opposite on the right, under "Adresser le document par voie postale à".

Département de résidence en France	Adresser le document par voie postale à	Département de résidence en France	Adresser le document par voie postale à
02 – AISNE 60 – OISE 80 – SOMME	Direction territoriale de l' OFII 64 bis rue du Vivier 80 000 AMIENS	54 – MEURTHE ET MOSELLE 55 – MEUSE 57 – MOSELLE 88 – VOSGES	Direction territoriale de l' OFII 2, Rue Lafayette 57 000 METZ
25 – DOUBS 39 – JURA 70 – HAUTE SAONE 90 - TERRITOIRE DE BELFORT	Direction territoriale de l' OFII 3 avenue de la Gare d'Eau 25 000 BESANCON	11 – AUDE 30 – GARD 34 – HERAULT 48 – LOZERE 66 – PYRENEES ORIENTALES	Direction territoriale de l' OFII Le Régent 4, Rue Jules Ferry 34 000 MONTPELLIER
93 – SEINE-SAINT-DENIS	Direction territoriale de l' OFII 13 rue Marguerite Yourcenar 93 000 BOBIGNY	78 – YVELINES 92 - HAUTS DE SEINE	Direction territoriale de l' OFII 221, Avenue Pierre Brossolette 92 120 MONTRouGE
24 – DORDOGNE 33 – GIRONDE 40 – LANDES 47 – LOT ET GARONNE 64 – PYRENEES ATLANTIQUES	Direction territoriale de l' OFII 55, Rue Saint Sernin CS 90370 33 002 BORDEAUX Cedex	44 – LOIRE ATLANTIQUE 49 – MAINE ET LOIRE 53 – MAYENNE 72 – SARTHE 85 – VENDEE	Direction territoriale de l' OFII 9, Rue Bergère 44 000 NANTES
14 – CALVADOS 50 – MANCHE 61 – ORNE	Direction territoriale de l' OFII 5 impasse Dumont 14 000 CAEN	06 – ALPES MARITIMES	Direction territoriale de l' OFII Immeuble SPACE- Bât. B 208 Route de Grenoble 06 200 NICE
973 - GUYANE	Direction territoriale de l' OFII 17/19, Rue Lalouette BP 245 97 325 CAYENNE	18 – CHER 28 – EURE ET LOIR 36 – INDRE 37 – INDRE ET LOIRE 41 – LOIR ET CHER 45 – LOIRET	Direction territoriale de l' OFII 43, Avenue de Paris 45 000 ORLEANS
95 – VAL D' OISE	Direction territoriale de l' OFII Immeuble « Ordinal » Rue des Chauffours 95 002 CERGY PONTOISE Cedex	75 – PARIS	Direction territoriale de l' OFII 48, Rue de la Roquette 75 011 PARIS
03 – ALLIER 15 – CANTAL 43 – HAUTE LOIRE 63 – PUY DE DOME	Direction territoriale de l' OFII 1, Rue Assas 63 033 CLERMONT FERRAND	971 – GUADELOUPE 972 – MARTINIQUE	Direction territoriale de l' OFII Immeuble Piazza -Bvd. Chanzy 97110 POINTE A PITRE
91 – ESSONNE 94 - VAL DE MARNE	Direction territoriale de l' OFII 13,15 rue Claude Nicolas Ledoux 94 000 CRETEIL	16 – CHARENTE 17 – CHARENTE MARITIME 79 – DEUX SEVRES 86 – VIENNE	Direction territoriale de l' OFII 86, Avenue du 8 Mai 1945 86 000 POITIERS
21 – COTE D' OR 58 – NIEVRE 71 – SAONE ET LOIRE 89 - YONNE	Direction territoriale de l' OFII 14B, Rue du Chapeau Rouge 21 000 DIJON	08 – ARDENNES 10 – AUBE 51 – MARNE 52 – HAUTE MARNE	Direction territoriale de l' OFII 26/28 Rue Buirette 51 100 REIMS
38 – ISERE 73 – SAVOIE 74 – HAUTE SAVOIE	Direction territoriale de l' OFII Parc Alliance 76, Rue des Alliés 38 100 GRENOBLE	22 – COTES D' AMOR 29 – FINISTERE 35 – ILLE ET VILAINE 56 – MORBIHAN	Direction territoriale de l' OFII 8 rue Jean Julien Lemordant 35 000 RENNES
19 – CORREZE 23 – CREUSE 87 – HAUTE VIENNE	Direction territoriale de l' OFII 5 Avenue Garibaldi 87 000 LIMOGES	974 – REUNION	Direction territoriale de l' OFII Préfecture de la Réunion Place Barachois 97 405 SAINT DENIS Cedex
01 – AIN 07 – ARDECHE 26 – DROME 42 – LOIRE 69 – RHONE	Direction territoriale de l' OFII 7, Rue Quivogne 69 286 LYON Cedex 02	27 – EURE 76 – SEINE MARITIME	Direction territoriale de l' OFII Immeuble Montmorency 1 15, Place de la Verrerie 76 100 ROUEN
59 – NORD 62 – PAS DE CALAIS	Direction territoriale de l' OFII 892 , Avenue de la République 59 700 MARCQ EN BAROEUL	67 – BAS RHIN 68 – HAUT RHIN	Direction territoriale de l' OFII 4, Rue Gustave Doré 67 069 STRASBOURG Cedex
04 – ALPES DE HAUTE PROVENCE 05 – HAUTES ALPES 13 – BOUCHES DU RHONE 2A – CORSE DU SUD 2B – HAUTE CORSE 83 – VAR 84 - VAUCLUSE	Direction territoriale de l' OFII 61, Boulevard Rabatau 13 295 MARSEILLE Cedex 08	09 – ARIEGE 12 – AVEYRON 31 – HAUTE GARONNE 32 – GERS 46 – LOT 65 – HAUTES PYRENEES 81 – TARN 82 – TARN ET GARONNE	Direction territoriale de l' OFII 7, Rue Arthur Rimbaud CS 40310 31 203 TOULOUSE Cedex2
77 – SEINE ET MARNE	Direction territoriale de l' OFII 2 bis avenue Jean Jaurès 77 000 MELUN		

You hold a visa authorizing you to stay in France without a "carte de séjour" (resident permit): the following information applies to you:

The French authorities have issued you with a long stay visa allowing you to stay in France under the following conditions: Upon your arrival in France, you must make sure that the Immigration Officer at the port of entry stamps your passport with the date of entry.

- If you are transiting through another Schengen state, the stamp must be obtained from the relevant authorities in the country of transit. In this case it is understood that you will enter France no later than five days after this date of entry.

1/ Registration of your stay in France: sticker ("Vignette") from the "OFII" in your passport

Your long stay visa becomes the equivalent of a "Titre de séjour" (Resident permit) in France only when it has been validated by the "OFII" (Office Français de l'Immigration et de l'Intégration). To carry out this formality, you must immediately upon your arrival in France:

- **complete** the form titled "Demande d'attestation OFII" that you were given with your visa, by filling in your date of arrival in France, address, telephone number(s) and the full number of your French visa, so that the "OFII" may contact you for a medical examination, an introductory meeting (Visite d'accueil), or for an appointment to appear in person before the relevant authorities.
- **send** this form by post, as soon as you arrive in France, to the relevant office -list enclosed -"Direction Territoriale de l'Office Français de l'Immigration et de l'Intégration (OFII)", which has authority over your place of residence in France*
- **attach** to the original form all the following **photocopies**: a) your passport pages containing information regarding your identity and passport validity, b) the stamp from the French immigration officer (or from the authorities of the country of transit), showing the date of your coming through the relevant border, and c) the visa issued to you at the French Consulate.
- Holders of a "**scientifique-chercheur**" visa must also send a copy -all pages- of the agreement ("convention d'accueil") which has been duly stamped by the French authorities (prefecture).

A receipt confirming that your file has been received ("Attestation de dépôt de dossier") will be sent to you. This temporary document will enable you to prove the legality of your stay in France while waiting for your file to be fully validated by the "OFII".

You will be called upon by the "OFII" within 3 months of your arrival in France to complete your file, take the medical examination and/or attend an introductory meeting ("Visite d'accueil"). At this time, you will present the following documents:

- your passport
- a passport-size photograph, front facing with head uncovered
- a proof of your residence in France (rent receipt, electric, gas, water or land line telephone bill under your name, or a certificate of board and lodging)
- if necessary, a medical certificate if you took the medical examination before leaving for France. For more information, please log on www.ofii.fr
- appropriate funds for taxes to be paid to the "OFII". For the exact amount, please log on www.ofii.fr or on www.timbresofii.fr

Once these formalities are carried out, your visa and the endorsement by the "OFII" (Vignette OFII) on your passport will authorize you to stay legally in France for the entire length of your French visa.

NB: Since the completion of these formalities may take a while, approximately one month, you must start the process within the first days of your arrival in France.

Failing to do so within three months could result in a procedure against you, for staying illegally in France, and in the payment of a legalizing fee.

2/ Renewal of your authorisation to stay:

If you wish to renew your resident permit you must, within the last two months before your visa expires, go to the relevant local authorities of your place of residence ("Préfecture") and apply for a resident permit. You will be given the necessary forms and the list of requirements, which can vary according to the reasons of your stay.

Failing to do so will result in your having to return to your last country of residency to request a new visa.

* If you are a student, you may not have to send the form called "Demande d'attestation OFII" and the attached photocopies mentioned above, if preliminary arrangements have been made at the beginning of classes, or if you are enrolled in a school which has a partnership with the "Préfecture" and the "OFII", within the framework of a group application.

For more information please long on www.ofii.fr

VERY IMPORTANT:

1/ You wish to travel to another Schengen Zone country: your long stay multiple entry visa allows you to do so anytime.

2/ You wish to travel to a country outside the Schengen Zone, or to your country of origin:

- **within the first 3 months of your arrival in France:** your long stay multiple entry visa allows you to do so without having the OFII sticker in your passport or receipt stating your file has been received.

- **After these 3 months:** you have to have the sticker "Vignette OFII" in your passport (or at least the OFII receipt). Failing to comply with the necessary formalities with the OFII within 3 months of your arrival in France will result in your having to present a new application for a long stay visa at the French consulate or embassy of your country of origin.