

NYU Paris, Long Stay-Student Visa (more than 90 days)

ALL STUDENTS need to apply for a long stay student visa to attend NYU Paris prior to traveling to France, if

- You want to study in Paris for more than 90 days.
- You are not an EU, EEA or Switzerland citizen travelling on a valid EU, EEA or Switzerland passport.

If you do not obtain the correct visa, you will not be permitted to enroll in the NYU Paris program.

Please note: The earliest you can apply for your visa is 90 days prior to the NYU Paris start date. It is suggested that you should leave enough time to apply for your visa because Campus France might need 2 month to issue a certificate. Please get started as soon as possible, and let us know if you run into any trouble (Email to shanghai.student-mobility@nyu.edu).

Consulates are jurisdictional, so you can only apply at the consulate or embassy that is responsible for your permanent residence or where you go to school. You will need to provide residence through either your ID Card/Hukou Booklet OR your Student ID.

- [Use the links on the top right corner](#) to determine which consulate or embassy to use in China.
- If you are an international student applying outside of China, [you can search for a consulate/mission/embassy here](#), or simply Baidu/Google “French consulate [country]”.
- **Every consulate does things differently**, from hours of operation, to policies and procedures for handling visa applications. Before you submit your application to consulate, you MUST register with Campus France which are also jurisdictional. Embassy/Consulate in China (except the consulate in Hong Kong) has outsourced the visa application collection to TLScontact visa application center which is a private service provider. But the visa will only be issued and decided by the Embassy/Consulate General. Please READ the information on the consulate’s website, Campus France’s website and TLScontact’s websites (linked below)!

Once you have found your consulate’s website, follow the links for Visas, and find the information about Student Visas for more than 90 days. We’ve provided the links to Chinese consular websites, Campus France’s websites and TLScontact’s websites here:

- [Beijing \(Campus France in Beijing, TLScontact in Beijing\)](#)
- [Shanghai \(Campus France in Shanghai, TLScontact in Shanghai\)](#)
- [Guangzhou \(Campus France in Guangzhou, TLScontact in Guangzhou\)](#)
- [Chengdu \(Campus France in Chengdu, TLScontact in Chengdu\)](#)
- [Shenyang \(Campus France in Shenyang, TLScontact in Shenyang\)](#)
- [Wuhan \(Campus France in Wuhan, TLScontact in Wuhan\)](#)
- [Hong Kong](#)

Standard Procedure of Visa Application

****The following steps and documents are suitable for applicants who apply in Shanghai. If you are applying out of Shanghai, you will need to check your own consulate, Campus France and TLScontact for specific requirement.****

Step 1: Register with Campus France

Step 2: Get a certificate from Campus France and register with TLScontact

Step 3: Assemble your Application Packet

Step 4: Book an Appointment through TLScontact online and print your notification

Step 5: Attend your appointment in TLScontact center to submit your application and documents

Step 6: Pay the visa and service fees in TLScontact center

Step 7: Visa processing at France Consulate

Step 8: Go to collect your passport & visa with your receipt

- *TLScontact will notify you visa phone when your visa is ready to be picked up*
 - *You can track your application status through your online TLScontact account*
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Register with Campus France

****You can submit your Campus France paperwork earlier than the 90-day visa window.**

Complete this step while following the PowerPoint [instructions on how to register with Campus France](#).**

1. Create a Campus France Account and complete online application form

2. Mail your documents to Campus France

List of required Document (需要提交的材料)

- (1) *Copy of your transcript certificate of entrance exam for college, e.g. Gaokao for Chinese students (including name, exam number), SAT for some international students.*
- (2) *Copy of Certificate of Study (Bulletin Bac+2)*
- (3) *Copy of English Test Certificate (IELTS, TOEFL, TOEIC, GRE, GMAT)*
- (4) *Copy of your ID card (both sides of your ID card)*
- (5) *Copy of your Passport*
- (6) *Copy of the Acceptance letter from NYU Paris you uploaded*
- (7) *Copy of the Admission notice from NYU Shanghai*
- (8) *Copy of Transcript for every semester from NYU Shanghai*
- (9) *Copy of Authentication report (in English) of your study certificate **OR** transcript of your college by CDGDC (China Academic Degrees & Graduate Education Development Center). Please click [here](#) for how to get this report.*
- (10) *A photocopy of your payment receipt. Please remember to include your Campus France reference number (**CNXXXXXX**) on it*

Please Mail your Campus France Registration Packet to:

Campus France Shanghai

地址: 上海市长宁区武夷路155号, 世星大厦4楼 邮编:200050

Address: 4F, Shixing Building, 155 Wuyilu, Changning District, Shanghai, 200050

3. Receive payment information from Campus France and **Pay** the fee in the bank

Cost: 2200 RMB

开户人全称: 法兰西共和国驻华大使馆财务处

账号: 778350019317

开户银行 : 北京的中国银行总行

NOTE: Please write your name (for Chinese citizens, please write in Pinyin) and your CN Number in the lower left corner of your transaction receipt, marked with PPC.

e.g. Wang Hui CN15-0001 PPC

4. Get your documentation confirmation approval from Campus France

5. Book your Interview

6. Go to the Interview and **Submit** your Original Document Packet

7. Get your Certificate from Campus France, which will be presented when you apply your visa in France Visa Center.

Visa Application in France Visa Center (TLScontact)

**** Please MUST check TLScontact website for the detailed steps by clicking 'Application at the TLScontact Visa Application Center' carefully at [here](#). ****

Step 1: Registration on [TLScontact](#) to create your account.

Step 2: Prepare all required documents according to your customized list.

1. Before filling your personal information, you need to **choose which Application Form** you would like to use (choose one of the following form)
 - Print out the online application form
 - Fill in the Paper Visa Application Form by yourself**Note:** Please remember to **use English** when you fill in the form.
2. Remember to fill in your **Campus France identification number**
3. After registration, you will be asked to answer some questions and then you will **receive a customized list of required documents** according to your own situation.
4. **Visa Type:** Long Stay
5. **Travel Purpose:** Student

Step 3: Make an appointment online and print your notification

- Be aware that if you do not come to your appointment, you will have to re-register to make a new appointment.

Step 4: Come to the TLScontact center

- Don't forget to bring your **appointment notification, visa application supportive materials and passport** with you.

Step 5: Submit your application

Step 6: Pay the visa fee and service fee

- Please pay the visa and service fees in TLScontact center by cash, debit card or credit card (Union pay only).
- Visa Fee: 50 EUR
- Service Fee: 208 RMB

Step 7: Provide biometric data

- Including a digital finger scan of 10 fingerprints and a photograph. Please check TLScontact official website for specific requirement.

Step 8: Track your application

- You can track your application status at any time by visiting your personal account online at TLScontact.

Step 9: Pick up your passport

1. When your passport is ready to be collected, you will receive an SMS, informing you to come to the TLScontact center with your **visa application checklist and the original and a copy of your identity card**.

2. *If you would like a representative to pick up your passport on your behalf, please make sure that they bring the following documents.*
 - *A copy of your ID card*
 - *Your checklist*
 - *A letter of authorization from you*
 - *The original and a copy of your representative's ID card*
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Required Documents (Assemble Your Application Packet)

Please note (for applicants outside of Shanghai): The forms and documents that you need might be slightly different than those listed below. Check your local consulate's website for information.

1. Two recent and identical identity photos

- [Click here to view visa photo requirements.](#)

2. Long stay visa application form, original [Download](#).

3. Passport, original and copy

- *At least **more than 15 months beyond the date of your departure from China** with two blank visa pages.*
- *Copies of the **first 5 pages of the passport containing information**, and **all the additional pages, which contains visas or stamps**.*

4. OFII form (The French Immigration form) [Download](#). Original and copy

5. Birth notarial certificate, original and copy (in English or French)

- **Shanghai Citizen:** *Get it notarized at Shanghai notarization Bureau.
Address of Notarization Bureau: NO.12, 1097, Pudong Avenue | 浦东大道1097弄12号东方公证处
Office Hours: 9:00-11:00 13:00-16:00 Mon.-Fri.*
- **Non-Shanghai citizen:** *Get it notarized at the Notarization Bureau at you home town.*
- **International citizens:** *Ask your home country's embassy/consulate in China if they can do the notarization for your birth certificate. If they can't, please do the Notarization in your home country.*

6. Proof of accommodation, copy (provided by OGS)

7. Original AND Copy letter of financial support signed by the parents/ or the sponsor

- *The letter must stipulate that adequate funds will be transferred to the applicant upon his/her arrival in France.*
- *The letter should be translated into English or French.*

8. Working certificate of the father/ or the sponsor, original and translation (if it is not written in English or French)

- *Original letter from employer on official company paper with stamp, signature, date and clearly mentioning:
-Address, telephone and fax numbers of the company;
-The name and position in the company of the countersigning officer;
-The name and position of the father or the sponsor, his salary, working location and years of service*

9. Working certificate of the mother/ or the sponsor, original and translation (if it is not written in English or French)

- *Original letter from employer on official company paper with stamp, signature, date and clearly mentioning:
-Address, telephone and fax numbers of the company;
-The name and position in the company of the countersigning officer;
-The name and position of the mother or the sponsor, her salary, working location and years of service*

10. Certificate of deposit of the parents, the sponsor or the applicant, original and copy

- *With the equivalent of minimum 50,000 RMB per year (not including the registration fee) and blocked for at least one month after date of arrival in France*

11. Bank history of the last six months of the father / or the sponsor (except credit card record), original

12. Bank history of the last six months of the mother / or the sponsor (except credit card record), original

- *More information please check [here](#).*

13. French school registration, copy (provided by OGS)

14. Letter of authorization for visa application/passport return, original

- *Mandatory if you choose to submit your application by a representative, [Please click here to download the template](#).*

15. Representative ID Card or passport, original

- *Mandatory if you choose to submit your application by a representative.*
- *Photocopies of front and back side of ID card should be provided.*

IF YOU NEED HELP:

Consulate General of the Republic of France in Shanghai

Address: 18th Floor, Building A, SOHO Zhongshan Plaza, No.1055, West Zhongshan Rd, Shanghai

上海市中山西路 1055 号 Soho 中山广场 A 座 18 楼

Tel: 021-6010 6300; 021-6103 2218(visa affairs office)

E-mail: info.shanghai-fslt@diplomatie.gouv.fr

Office hours: 9:00-12:30/ 14:00-18:00(Monday-Friday)

Website: <http://www.consulfrance-shanghai.org>

Campus France

Address: Floor 4th, Shixing Building, No.155, Wuyi Road, Chang Ning District, Shanghai

上海市长宁区武夷路 155 号世星大厦 4 楼

Website: <http://www.chine.campusfrance.org/zh-hans/>

Tel: 021-62252000

Office hours: 星期一至星期四 09 点 00 至 18 点 00

星期五 9 点 00 至 16 点 30

E-mail: communication.shanghai@campusfrancechine.org

France Visa Application Center (TlScontact)

Address: 8F, Long Yu International Business Plaza, No. 329 Hengfeng Rd., Zhabei District, Shanghai

上海市闸北区恒丰路 329 号隆宇国际商务广场 8 楼

Tel: 400-625-0000

Office hours: 8:30-12/ 13:15-16:30(Monday-Friday)

Website: <https://cn.tlscontact.com/cnSHA2fr/login.php?l=en>

NYU Shanghai Student Mobility (for visa-related questions)

Address: No.1555, Century Avenue, Pudong New Area, Shanghai

Tel: 021-2059 5340

E-mail: shanghai.student-mobility@nyu.edu

Please note: The French Consulates can change their requirements and policies suddenly and without notice. This document has been created to help guide you through the French visa process, but obtaining the correct visa is ultimately your responsibility.

This document was prepared by:
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