

# STUDY ABROAD in FRANCE CHECKLIST

**Step #1**  
Apply for Passport

First time application? Use Form DS-11  
What will you need?

- Certified Birth Certificate, Certificate of Citizenship, or Naturalization
- Valid Driver's License, Current Government I.D., or Current Military I.D.
- Passport Photo (on photo paper)
- Photocopy of Identification Documents
- Social Security Number

Fees:  
\$140 - Application  
\$25 - Execution  
Estimated Time: 4-6 Weeks

Useful link(s):  
<http://iafdb.travel.state.gov/>

**Step #6**  
Learning Agreement

Bring Learning Agreement to Simone for approval

**Step #7**  
Register with Campus France

- Create PASTEL Account
- Mail Official ESCEM Acceptance Letter and Money Order to:  
CampusFrance  
4101 Reservoir Rd NW  
Washington D.C. 20007

Note: Money order made payable to "Campus-France - La Maison Française"; include Campus-France identification number (beginning with "USXXXXXX") on money order.

Useful link(s): [www.usa.campusfrance.org](http://www.usa.campusfrance.org) Cost: \$100  
Time: 3 Weeks

**Step #2**  
Learning Agreement

**Choose**  
1 or 2 Semesters?  
Get a: Marketing Certificate, Management Certificate, European Business Studies Certificate, and/or B.A. International Business

**Then**  
Talk to your Advisor and get Dept. Chair approval.

Note: In choosing classes to complete abroad for credit at UWG, UWG prerequisites still apply. Students cannot take capstone courses abroad. Students will not be able to graduate the same semester that they study abroad.

**Step #5**  
Acceptance and Housing

Receive Acceptance letter (June/November)

Housing Preferences  
You will be emailed a housing preference survey 6-8 weeks prior to departure

Note:  
Up to a 30% housing benefit may be available to students who qualify; must be applied for in France; dependent upon type of student visa

**Step #9**  
Student Visa

**IMPORTANT**  
Book Visa appointment ASAP so that your appointment time is scheduled at least 2 weeks before your flight:

Useful link(s):  
<https://pastel.diplomatie.gouv.fr/rdvinternet/html/frameset/frameset.html?cid=28&sgid=378&uid=6>

**Step #8**  
Confirmation & Reservation

Confirmation e-mail from Campus France and proof of payment from PASTEL

Make flight reservation

**Step #3**  
UWG Financial Aid and Scholarships

Complete your FASFA and Register with International Services and Programs

Useful link(s):  
<http://www.fafsa.ed.gov/>  
<http://studyabroad.westga.edu/>

Scholarship Application and Essay

Useful link(s):  
<http://www.westga.edu/lbssp/>

Simone's Contact Information:  
Simone Lee - [slee@westga.edu](mailto:slee@westga.edu)  
Director of External Services and Programs  
(678)-839-6197 - Adamson Hall 129

**Step #4**  
Applying to France Business School

What to bring Simone to Fax to ESCEM (October/March)

- Application Form (plus photo)
- Passport/Drivers Licence
- Academic Transcripts
- Resume with Cover Letter

ESCEM Contact info  
Maggy Sourisseau  
[maggy.sourisseau@escem.fr](mailto:maggy.sourisseau@escem.fr)  
11, rue de l'Ancienne Comedie - BP5  
86001 Poitiers Cedex, France  
+33 5 49 60 59 13

Useful link(s):  
<http://www.esceminternational.com/>

**Step #10**  
Appointment at the French Consulate

What do you need to bring?

- Receipt for Appointment
- Official acceptance letter or acknowledgement of enrollment
- Receipt for payment issued by CampusFrance<sup>1</sup>
- Application for Extended-Stay Visa x2  
[http://www.consulfrance-atlanta.org/IMG/pdf/Formulaire\\_LS\\_eng-3.pdf](http://www.consulfrance-atlanta.org/IMG/pdf/Formulaire_LS_eng-3.pdf)
- 2 recent photographs in U.S. Passport form
- U.S. Passport and Photocopies of pages containing passport holder's personal data
- Visa Application and Processing Fee 50€ (~\$64) (Bring cash)
- Proof of sufficient means of support (Original and 1 Photocopy)<sup>2</sup>
- Proof of flight reservations
- Proof of US residency

1. **Not** the e-mail notifying student of the creation of your CampusFrance account.  
2. Nonscholarship students must prove that they have access to at least \$820 per month. Proof may be provided in the form of (i) a bank statement showing a balance of \$820 multiplied by the number of months to be spent in France, or (ii) a notarized statement from a guarantor declaring that the guarantor will provide the student applicant with at least \$820 per month, accompanied by the guarantor's most recent bank statement.  
Scholarship and financial aid students: Letter of scholarship award specifying amount and duration of award, issued by the financial aid office of the student applicant's home institution. Visa services at the Consulate also need a specific breakdown of the available financial resources (remaining aid) of the student once the tuition fees have been paid for.

Address:  
French Consulate General  
The Lenox Building  
3399 Peachtree Rd. NE, Suite 500  
Atlanta, GA 30326  
(404) 495-1660

**Optional**  
Next Health Insurance  
Annual \$295-\$350  
Contact International Services and Programs  
(678) 839-4780

**Optional: Purchase Train Tickets**

**DEPART FOR FRANCE**