



**AMERICAN  
BUSINESS COLLEGE**  
PARIS



# Student Visa process

**SINCE 1985**

**LEADING INTERCULTURAL  
BUSINESS SCHOOL  
IN FRANCE**

[AMERICAN-BUSINESS-COLLEGE-PARIS.COM](http://AMERICAN-BUSINESS-COLLEGE-PARIS.COM)

**DUAL DEGREE PROGRAMS**

First off, go on **Visa Wizard** (<https://france-visas.gouv.fr/en/web/france-visas/visa-wizard>) in order to determine the **correct process depending on your country** and situation. Please find below the most common procedure for a Visa application. Please note that it may vary.

As you plan your summer travels, keep in mind that your Visa agency will hold onto your passport while your visa is being processed. **This can take about two weeks**, during which you won't be able to travel until your passport and visa are returned.

**Make sure your passport is valid for at least a year after your arrival date.**

# Step-by-step Guide

**1** SUBMIT THE CAMPUS FRANCE  
APPLICATION VIA ETUDES  
EN FRANCE

**2** MAKE THE CAMPUS FRANCE  
FEE PAYMENT

**3** COMPLETE THE FRANCE-VISAS  
APPLICATION FORM

**4** SCHEDULE A VISA  
APPOINTMENT

**5** VISIT YOUR VISA AGENCY

**6** YOU WILL GET YOUR  
PASSPORT BACK  
AND YOUR VISA

**7** UPLOAD YOUR VISA TO  
YOUR ABC ADMITTED  
STUDENTS CHECKLIST

**8** READY FOR PARIS !

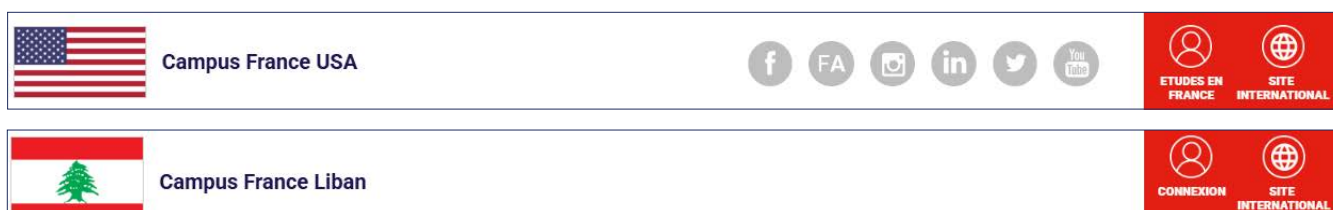
**This document breaks down each step of the student visa process in detail.  
PLEASE CONTINUE TO THE NEXT PAGE.**

# APRIL/MAY

## (October for spring entry)

### Things you will need (Files in JPG or PDF format, 300 kb maximum)

- A clear image of your passport ID page
- A photo of your diploma or transcripts showing your expected graduation date
- Your résumé or a list of your extracurricular activities
- Your Official Acceptance Letter from your Admitted Student Packet
- A passport-style headshot photo (max 50 KB)
- A short essay (150 words minimum) on why you want to study in Paris, ready to copy and paste
- A personal email address you can access all summer (avoid using a high school email)



On the **Campus France website** of your country, start by creating an account. Depending on where you're from, you might have to create an account on «Etudes en France» instead. Please find attached two different examples.

## Campus France is a Multiple step process

### STEP 1: Submit the Campus France application via Etudes en France

#### Inside the portal, use the Students Already Accepted application.

If you're a degree seeking student, transfer student, freshman partnership student, first-year independent visitor (gap year or semester), or a graduate student, select "I am NOT a study abroad /exchange/dual-degree student."

#### Program Information Section

- Situation: I am in another situation – other
- I did not find my program in the catalog
- Fill out a program description and entry year
- Program dates should match the dates on your Official Acceptance Letter
- Upload your Official Acceptance Letter (found in your acceptance pack documents)

#### Personal Information Section

- Find your Etudes en France ID number in the upper right corner
- Identity Photograph is your headshot photo – 50 kb maximum
- Upload a resume or list of activities
- Fill out your high school details
- Upload your high school diploma, or transcripts listing your expected graduation date
- Select French exams if you have taken a formal proficiency exam, French levels if you have studied French, stays in France if you have done an exchange program in France, and Level of English – "native language" if it is your primary language



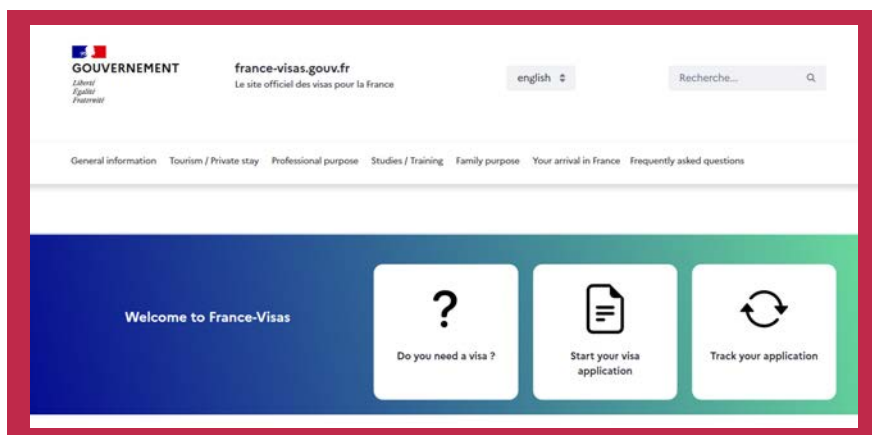
## STEP 2 : Pay the fee and submit the Official Acceptance Letter and payment receipt

- Pay the Campus France regular 3-week or expedited 3-day service fee
- Submit your Official Acceptance Letter and payment receipt

## STEP 3 : Complete the France-Visas application form

Go to the [France-Visas website](https://france-visas.gouv.fr)

On the main page, select «**Start your visa application.**» You will have to create an account if you do not already have one.



Note that this application will save to your account, but you must print it and bring it with you to your Visa agency appointment

Fill out the whole form. Here are a few commonly asked questions:

### Your Plans

- **Place of Submission:** your country from which you are submitting your visa application
- **City of Submission:** the city where you will get your visa appointment
- **Visa Type requested :** long stay visa
- **Your Plans :** study
- **Main Purpose of stay :** student

### Your information

- **Current job :** student, trainee
- **Sector :** other activities
- **Name of teaching establishment :** American Business College - Paris  
12 rue Alexandre Parodi, Paris, France 75010  
01 80 97 65 50 - absparisadmissions@igensia.com

### Your Stay

- **Date of arrival** should match the start date on your Official Acceptance Letter
- **CEF number :** Campus France Etudes en France Application Number
- **Do you have a scholarship:** no
- **Will you be travelling with members of your family :** no

### Your contact

absparisadmissions@igensia.com

On the main page, choose the "Step 3: Submit your application « and make your appointment».

# MAY / JUNE

## (October for spring entry)

### STEP 4 : Schedule your visa appointment

- Find your nearest visa agency from the list and click "Book an Appointment."
- Schedule your appointment between late May and mid-July (or early October to mid-November for spring entry).
- Make sure your Campus France application is fully processed before your appointment—allow at least three weeks for standard processing or three days for expedited.
- You can book your appointment up to 90 days before your arrival in France, but don't wait too long—visa processing takes time, and there's no expedited option!
- Your Visa agency will hold your passport while your visa is being processed, so you won't be able to travel during this period. Expect to get your passport and visa back in about three weeks.
- Let your admissions counselor know the date of your appointment

### STEP 5 : Visit your visa appointment

Check the [Visa Wizard](#) for a checklist of everything you'll need to bring to your visa appointment, including :

- France-Visas application form, signed and dated
- France-Visas registration receipt with a barcode
- Official Acceptance Letter from your ABC acceptance packet - multiple copies
- Certificat d'Assurance
- Campus France email stating that your application has been processed
- Passport and a photocopy of your passport ID page
- Passport photo that can be attached to your visa – we suggest bringing 2 photos
- Financial details: bank account showing proof of sufficient, reliable and regular funds via yourself or a sponsor (parent) (between 1000 and 1200 euros per month plus yearly tuition fees)
- You will need to provide a financial guarantee and recent bank statements if paying out of pocket
- If you took a loan, we can write a letter that you can bring to your appointment

Give yourself plenty of time for your appointment—it might be quick, but it could also take a few hours.

# You're all set to arrive in Paris !

Remember to complete the rest of your checklist  
before leaving !

**American Business College - Paris**  
12, rue Alexandre Parodi, 75010 PARIS - FRANCE

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