



SKEMA BUSINESS SCHOOL

**FRANCE PRE-DEPARTURE PROCEDURE
FALL 2017**



PRESENTATION OVERVIEW

During this presentation we will cover the following topics:

- Health Insurance in France (French social security)
- French visa procedure
- Housing in France



PREPARING YOUR DEPARTURE INFO CENTER

Your Education Portal

International → International Students

Welcome Pack

Practical Information → International Students

The screenshot shows the SKEMA Business School Education Portal. The header features the SKEMA logo, accreditation logos (EFMD EQUIS, AACSB, AMBA), and the 'Your Education Portal' title. A welcome message from Amanda NAGELE, Collaborateur Sophia, is displayed. The main banner shows a collage of global landmarks including Christ the Redeemer, the Statue of Liberty, the Oriental Pearl Tower, and the Eiffel Tower. Below the banner is a navigation menu with links: Corporate, Programmes, Campus, International, Services, Faculty, and Career Center. The date 'Friday, May 19, 2017' is shown on the right. The 'IMPORTANT' section highlights the 'SKEMA Global Young Leader Program : feed-back from Israël' with a video player. To the right is a 'Quick Search' bar and a 'PERSONAL SPACE' section listing services like 'My emails', 'My shared files', 'My calendar', 'Online Courses', 'MS Campus Program', 'Multimedia Library', 'My Online Applications', 'Job Search', and 'YEP Forum'. At the bottom, there are two news sections: 'MY CAMPUS NEWS' and 'OTHER NEWS'. The 'MY CAMPUS NEWS' section includes articles about library closures and schedule changes. The 'OTHER NEWS' section includes an announcement for a host and a bulletin for beekeepers. The footer contains the SKEMA logo and accreditation logos.

skema BUSINESS SCHOOL

EFMD EQUIS ACCREDITED AACSB ACCREDITED ASSOCIATION AMBA ACCREDITED

Your Education Portal

Welcome Amanda NAGELE Collaborateur Sophia

Corporate Programmes Campus International Services Faculty Career Center

Friday, May 19, 2017

IMPORTANT

SKEMA Global Young Leader Program : feed-back from Israël

08:52 09:52 14:52 20:52

Quick Search

PERSONAL SPACE

Find here all the services offered by your portal.

- My emails
- My shared files
- My calendar
- Online Courses
- MS Campus Program
- Multimedia Library
- My Online Applications
- Job Search
- YEP Forum

MY CAMPUS NEWS

- Sophia - Two days closing of the library 5/9/17
- Sophia Library - Change of schedules 4/26/17
- A la découverte de la base de l'Ecole de l'Aviation

OTHER NEWS

- ANNONCE HÔTE/HÔTESSE 5/19/17
- LE BUTINEUR : votre bulletin d'information des abeilles! 5/18/17

ACADEMIC CALENDAR

- **Key Dates**

- Fall 2017: September 7, 2017 – December 23, 2017
- Spring 2018: January 8, 2018 – April 21, 2018

- **Fall 2017 Orientation Program – VERY IMPORTANT**

- ✓ Welcome Days and distribution of Welcome Packs
- ✓ Introduction to relevant staff, distribution of documents such as student cards, city maps, bus timetables and other practical information
- ✓ Induction Day: Team building activities organized to help students get to know both other international students and French students from all programmes in a fun, multicultural atmosphere

HEALTH INSURANCE IN FRANCE

FRENCH SOCIAL SECURITY

Why do I need to enroll in the French social security system?

- It's the law
- All students enrolled in a higher education institution in France are required to enroll in the French social security system (see next slide for exceptions)
- Through this system, certain medical and hospital costs in France will be reimbursed for you during the academic year

HEALTH INSURANCE IN FRANCE

FRENCH SOCIAL SECURITY

Who is exempted from enrolling in the French social security system?

- Students over the age of 28
- Working Students (must have work contract which covers the period: September 1 – August 31 of the next year)
- Apprentices
- Students who are already covered under special social security systems (for example, SNCF, European students)

HEALTH INSURANCE IN FRANCE

FRENCH SOCIAL SECURITY

How do I enroll in the French social security system?

- The social security center that you choose will depend on which campus you will be studying on:
 - Lille: SMENO or LMDE
 - Paris: SMEREP or LMDE
 - Sophia Antipolis: MEP or LMDE

HEALTH INSURANCE IN FRANCE

FRENCH SOCIAL SECURITY

How much does this enrollment procedure cost?

- The enrollment fee for the 2017-2018 school year around 215€ (exact price to be confirmed)
- This enrollment fee is already included in your tuition fees

HEALTH INSURANCE IN FRANCE

FRENCH SOCIAL SECURITY

How do I obtain my French social security certificate?

- SKEMA's Registraire office will begin your enrollment with the French social security center of your choice
- Once the enrollment is completed, you can download your French social security certificate from the YEP
- With this certificate, you can then finalize your affiliation directly in the social security center agency (or directly on campus when representatives from the social security center agencies are present)

HEALTH INSURANCE IN FRANCE

FRENCH SOCIAL SECURITY

How do I complete my affiliation with the French social security?

- You must submit the following documents to your social security agency
 - Valid Photo ID (ie. Passport)
 - French visa or French residence permit
 - Birth Certificate + translation in French
 - RIB (French bank details)
 - Declaration form of your chosen doctor
 - Social security certificate (available on YEP)

HEALTH INSURANCE IN FRANCE

FRENCH SOCIAL SECURITY

How do I obtain my French social security number?

- Reminder!
 - SKEMA's Registraire office will enroll you with the social security center of your choice
 - **However**, you are responsible for completing your registration by submitting the required documents to your center
 - This will allow you to obtain your French social security number and your affiliation certificate
 - Once you have these documents, your health/medical costs in France will be reimbursed according to French regulations

HEALTH INSURANCE IN FRANCE

FRENCH SOCIAL SECURITY

How do I track my reimbursements?

- Students can create a personal account on the website of their social security center: www.ameli.fr
- Through the personal account, you can keep track of your reimbursements and download your affiliation certificate

HEALTH INSURANCE IN FRANCE

FRENCH SOCIAL SECURITY

Questions?

If you have any questions regarding your enrollment in the French Social Security system, please contact:

registraire@skema.edu



SKEMA BUSINESS SCHOOL

FRENCH STUDENT VISA APPLICATION FOR SKEMA
CHINESE STUDENTS



CAMPUS France

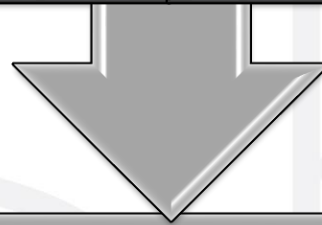
PRE-VISA PROCESS

I – Etudes en
France online
procedures

II – Required
documents

III – Pre-visa
procedure fees

IV - Interview



FRENCH CONSULATE

VISA PROCEDURE

I – Visa type
and
documents
list

II – Book an
appointment

III – how to
submit
application

IV – Visa
processing

V – Collect
your
passport

CAMPUS FRANCE– PRE VISA PROCEDURES

I – « Etudes en France » online procedure

II – Required documents

III – Pre-visa payment procedure

IV – Interview

SK

I – « Etudes en France » online procedures

Create your account on Campus France:

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



Plateforme Etudes en France
Etudes en France 网站介绍

Créez votre compte Etudes en France 创立个人账户

➔ www.chine.campusfrance.org



法国高等教育署将陪伴希望赴法留学的学生建立留学计划，组织各种法国高教推广活动，并负责预签证程序。

Cliquez ici pour créer votre compte Etudes en France
点击这里创立 Etudes en France 个人账户



I – « Etudes en France » online procedure



CAMPUS FRANCE
CHINE

法国高等教育署 赴法留学


法国高等教育署介绍 赴法留学 博士类申请 法国日常生活 预签证程序介绍



扫描我们的二维码

法国高等教育署将陪伴希望赴法留学的学生建立留学计划，组织各种法国高教推广活动，并负责预签证程序。

留学资讯
找到一种可以资助您赴法留学或从事科研的方式



所在国

目录 硕士

关键词

Je me connecte

Identifiant

Mot de passe

Mot de passe oublié ?

点击进入您的Etudes en France页面
建立您的Etudes en France页面
2015年11月15日前建立Pastel页面的学生
可点击Pastel系统

用户登录

email

Your password

Actualités

法国雷恩商学院介绍会

5月18日18点 CCtalk 沪江法语学习大厅

在线讲座: 法国雷恩商学院介绍会-2017年5月18日 法国雷恩商学院代表(华北西南华中地区) 宋昕, 将为您介绍雷恩商学院专业设置、项目专业、录取标准、报名方式

上一条 下一条

“ESSEC 高等商学院: 工商管理博士”

ESSEC 高等商学院: 工商管理博士

“巴黎一大推出英语授课文凭“国际旅游: 法国的成功秘诀”

Université Paris 1 Panthéon-Sorbonne

“Msc Marketing – Luxury Management”

KEDGE Business School

学校信息

Go back to the main page:

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

Enter your Identification number and your password and click the « **CONNEXION** » button.

I – « Etudes en France » online procedure

You are now logged in the « Etudes en France » application system

- Click **“I WAS ADMITTED”**

- fill in the section
“I CHOOSE MY STUDY PROJECT”

Fill out each section in detail **in English or French**

(Chinese is not accepted)

For Joint Program Students:

Une acceptation pour un échange avec un établissement français

For all other students:

Une acceptation papier reçu en dehors de l'application « Etudes en France »

If you can't find your school and major from the listed categories, please choose:

“I CAN'T FIND MY STUDY PROGRAM IN THE CATEGORY”

and fill all the information manually

Upload the scanned version of your admission letter and save the course information

My ongoing personal situation

My education and diplomas:
You need to upload your CV,
and add the documents of
Chinese higher education

My linguistic competencies:
You need to add the grade of
relevant language
examinations (French or
English) and upload the
scanned version of the grade
report

PLEASE NOTE:

In section **“SPECIAL STATUS”**, if you do not have a grant/scholarship program or if any of the other options in the dropdown list do not apply to you, please select **“I AM NOT CONCERNED BY ANY MENTIONED CASES BELOW”**.

SKEMA-USTC and SKEMA-Soochow University Students:

Select the item number “16-04-26” and “16-04-28”

These students can be exempted from the visa interview if they obtain the required English scores.

I – « Etudes en France » online procedure

Click **“BACK”** and fill in section 1.3-I to verify that everything is complete.

Click **“I CONFIRM MY CHOICE”**
Check all information and select
**“I REVIEWED MY FILE AND
CERTIFY THAT THE
INFORMATION PROVIDED IN
THIS APPLICATION IS
ACCURATE”**

Click **“I CONFIRM MY FINAL
CHOICE TO CAMPUS FRANCE”**
to certify all information.

After these steps, your application form is complete.

You will receive a message about the payment request for the pre-visa procedure within 48 hours.

After confirmation of payment, you can choose the date and time of interview if all the information is complete and if you fulfill all requirements.

CAMPUS FRANCE– PRE VISA PROCEDURES

I – « Etudes en France » online procedure

II – Required documents

III – Pre-visa payment procedure

IV – Interview

CAMPUS FRANCE– PRE VISA PROCEDURES

II – Required documents

Student type	Document	Remark
All students	ID card	Scan them together on the same page to upload if possible
	Passport	
	Admission Certificate from French higher education institution or Language Registration Certificate from French training institution	SKEMA provides pre-admission letter
	Grade Certificate of English test (IELTS, TOEFL, TOEIC, GMAT or GRE)	The English test score is valid for 2 years IELTS 6.5(no less than 6); TOEFL 92; TOEIC 830 IELTS is recommended

CAMPUS FRANCE– PRE VISA PROCEDURES

II – Required documents

Student type	Document	Remark
Graduates	Transcript of all semesters	Verification of transcript is not necessary (College + SKEMA)
	Diploma from highest education degree	Please provide copy of Graduation Certificate and Verification Report of Diploma www.chinadegrees.cn (Diploma)
	If graduation without diploma	Please verify Graduation Certificate www.chsi.com.cn/xlrz (3-year college graduates/University graduates without diploma)
	Diploma from Hong Kong, Macao, Taiwan education institution	http://renzheng.cscse.edu.cn
	Intercollegiate cooperation agreement	Provided by exchange students

CAMPUS FRANCE– PRE VISA PROCEDURES

II – Required documents

Undergraduates	College entrance examination transcript	The transcript doesn't need to be verified.
	Verification Reports of Transcripts of all semesters	www.chsi.com.cn/xlrz or www.chinadegrees.cn (college transcripts need to be verified; SKEMA transcripts only can be uploaded without verification)
	Intercollegiate cooperation agreement	Provided by exchange students

CAMPUS FRANCE– PRE VISA PROCEDURES

II – Required documents

PLEASE NOTE

As of January 1, 2017, all application procedures have become paperless.

Applicants do not need to submit paper documents.

All documents must be uploaded to the « **Etudes en France** » system. To avoid delays, applicants can attend the interview before receiving the verification reports.

After receiving the verification reports, please send copies to Campus France (hand-in to the reception and send by post).

Your pre-visa procedure will not be complete without this verification report.

Please note your CN number on your verification report.

CAMPUS FRANCE– PRE VISA PROCEDURES

I – « Etudes en France » online procedure

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CAMPUS FRANCE– PRE VISA PROCEDURES

III – Pre-visa payment procedure

After submitting your files on the « Etudes en France » application, you will receive a payment request message:

- 2200 RMB: Pre-Visa procedure Fee
- 1650 RMB: Pre-Visa procedure fee for interview-exemption applicants (SKEMA-USTC Joint training Program & SKEMA-SUDA 3+2 Program)

The payment can only be transferred to the French Embassy's financial department:

Account Name: 法兰西共和国驻华大使馆财务处

Account Number: 778350019317

Account Bank: 北京的中国银行总行

To make sure your payment is confirmed in time, please note the details below on the bank remittance form in Pinyin:

Your full name, CN number + “PPC” (for example: WANG Hui CN15-0001 PPC)

CAMPUS FRANCE– PRE VISA PROCEDURES

I – « Etudes en France » online procedure

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CAMPUS FRANCE– PRE VISA PROCEDURES

IV – Interview

Once your file is confirmed by Campus France, you will receive notification for your interview.

Please click “APPOINTMENT” to book an appointment. On the page with the time selections, all the periods with round bottom means the time is available

If there is no period available, you can click “NEXT WEEK” on the bottom right to select another period, or you can wait for the center to open follow-up interview times.

CAMPUS FRANCE– PRE VISA PROCEDURES

IV – Interview

PLEASE NOTE

There is no need to bring the original documents to the interview except for your ID card.

Applicants can bring some optional documents to the interview to enhance the credibility of their application (internship certificate, working certificate, recommendation letter).

Applicants can attend the interview before receiving their verification reports. After receiving verification reports, please send these copies to Campus France (hand them in to the reception and send by post).

Your pre-visa procedure will not be completed without this verification report.

Please note your CN number on your verification report.

CAMPUS FRANCE– PRE VISA PROCEDURES

IV – Interview

Purpose of Interview

Evaluate your language level to ensure it is sufficient to complete your study plan and reach the language requirements for French institutions.

Understand your motivation and see if you are well prepared to study in France.

Certify that your studies in France are linked to your current study and work plans for the future.

CAMPUS France

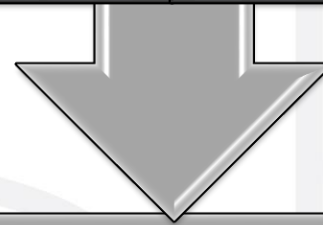
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FRENCH CONSULATE

VISA PROCEDURE

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FRENCH CONSULATE – VISA PROCEDURES

I – Visa type and documents list

II – Book an appointment

III – How to submit application

IV – Visa processing

V – Collect your passport

FRENCH CONSULATE – VISA PROCEDURES

I – Visa type and documents list

After receiving the **interview certificate** issued by Campus France Chine, you can immediately apply for your student visa.

You will receive a notification for submitting the visa application at a visa application center.

The Campus France Reference number is required for online registration and appointment booking.

https://fr.tlscontact.cn/cn/splash.php?l=zh_CN

VISA TYPE:

Student visa - Long stay VLS-TS (more than 90 days)

FRENCH CONSULATE – VISA PROCEDURES

I – Visa type and documents list

O = Original
C = Copy
T = Translation

***CAN = Applicants in Guangzhou visa center have to provide this document**

***WUH = Applicants in Wuhan visa center have to provide this document**

***SZX = Applicants in Shenzhen visa center have to provide this document**

***CSX = Applicants in Changsha visa center have to provide this document**

***XIY = Applicants in Xi'an visa center have to provide this document**

***FOC = Applicants in Fuzhou visa center have to provide this document**

Comments	Documents	O	C	T
	<u>Two recent and identical identity photos</u> Size 3.5 cm x 4.5 cm, color photo with white background, taken within 6 months and from the front without any head-coverings. Click here to view visa photo requirements.	Y		
	Long stay visa application form. Download.	Y		
Mandatory for foreigners	<u>Chinese residence permit</u> A foreign applicant must hold a residence permit with a period of validity of no less than 6 months or a permanent residence card. Holders of a single-entry or a multi-entries visa are not allowed to apply for any visa except for airport transit visa.	Y	Y	
	<u>OFII form</u> Download.	Y		
CAN/SZX/FOC*	<u>Diploma</u> Last diploma	Y	Y	Y
CAN/SZX/FOC*	<u>Working certificate of the father</u> 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 Translation is mandatory if the certificate is not written in English or French.	Y		Y

FRENCH CONSULATE – VISA PROCEDURES

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*FOC = Applicants in Fuzhou visa center have to provide this document

Comments	Documents	O	C	T
CAN/SZX/FOC*	<u>Working certificate of the mother</u> 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 Translation is mandatory if the certificate is not written in English or French.	Y		Y
	For adults (> 18 years old)	Y	Y	
For minors (< 18 years old)	<u>Notarial certificate of birth</u> OR notarial certificate of family relationship between parents / legal guardian and the minor applicant. All these acts must be legalized by the Chinese Ministry of Foreign Affairs, the Chinese Embassy or the Waiban, <u>original containing translation</u> in English or in French For foreigners: Notarial certificate of Medical Certificate of Birth, legalized by the Embassy/Consulate of your country in China, <u>original containing translation</u> Original and/or photocopy can be kept by the Consular Authority.	Y	Y	
	Letter of financial support signed by the parents or sponsor The letter must stipulate that adequate funds will be transferred to the applicant upon his/her arrival in France	Y	Y	Y

FRENCH CONSULATE – VISA PROCEDURES

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Comments	Documents	O	C
For minors (< 18 years old)	Notarial certificate of parental authority delegation certified by the Chinese Ministry Of Foreign Affairs or by the Chinese Embassy, <u>original containing translation</u>		
	For foreigners: Notarial certificate of parental authority delegation certified by the Embassy/Consulate of your country in China, <u>original containing translation</u>	Y	Y
	This document should contain the parents' signature and should define the person in charge for the underage in Schengen area. Mandatory if the child is traveling alone or with only one of the parents.		
	<u>Bank statement of the parents or the sponsor</u>		
	Bank statement of the parents or the sponsor with a minimum amount of 7380 Euro, about 60000 RMB (not including the registration fee), <u>more information</u> .	Y	Y
	<u>Bank history of the last six months of the father or sponsor</u>		
	Credit card records NOT accepted. <u>More information</u> .	Y	Y
	<u>Bank history of the last six months of the mother or sponsor</u>		
	Credit card records NOT accepted. <u>More information</u> .	Y	Y
CAN/SZX/FOC*	<u>Agreement of cooperation between the Chinese university and the French university</u>		
	Mandatory for student exchange visa		Y
	<u>French school registration</u>		Y
	<u>Accommodation letter</u>		
	<ul style="list-style-type: none"> • If an accommodation is rented: lease • If a free accommodation is provided: attestation of host on a blank piece of paper and copy of his French ID card or passport and resident's permit. • For an accommodation in university hall: certificate of the C.R.O.U.S. • Other cases: explanatory letter 		Y

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Comments	Documents	O	C
WUH*	CampusFrance Chine evaluation <u>interview attestation</u>	Y	
CSX*	<p>Passport, original and copy</p> <p>A full national private passport or official travel document. For more information on passport standard, please refer to FAQ section of our website.</p> <p>Before submitting your application, please check the following:</p> <p><u>1. Passport validity:</u></p> <ul style="list-style-type: none"> - your passport should be issued less than 10 years. - For a short-stay Schengen visa (less than 90 days): expiration date must be no earlier than 3 months after the date of your return from the Schengen Area. - For Renewal of a circulation visa: expiration date must be 15 months after the day of visa application. - For a regular long stay visa (more than 90 days): expiration date must be 15 months after the scheduled departure day from China. <p><u>2. Your passport should contain two blank visa pages.</u></p> <p><u>3. Make sure your passport has not been altered or damaged.</u></p> <p><u>If your passport is damaged or validity is not sufficient, you must renew or change your passport.</u></p> <p><u>4. Signature on the last page of non-bio passport is required.</u></p> <p>Passport, copy</p> <p>Copies of the first 5 pages of the passport containing information, and all the visa pages containing visas or stamps.</p>	Y	Y

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	Documents	O	C
	<p><u>Previous passports</u></p> <p>If you are in possession of one or more previous passports, it is mandatory to provide them.</p> <p>Copies of the first 5 pages of every previous passport, and all the pages that contain visas or stamps.</p>	Y	Y
	<p><u>Letter of authorization for visa application/passport return</u></p> <p>Mandatory if you choose to submit your application by a representative.</p> <p>Download.</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. The signature on the letter of authorization needs to be the same as the one in the applicant's passport and Visa application form. The form has to be filled out completely. No correction is allowed on the form. 2. The letter can't be shared and each applicant has to present the original. 3. Minor applicant under the age of 18: The letter of authorization must be signed by one parent or a legal guardian: An adult is authorized to accompany the underage applicant for the submission and enrollment of biometric data (Parents' ID photocopies should be joined with the authorization letter) Please DO NOT sign the name of the underage applicant. <p>Please note that:</p> <p>(1) The authorization letter must be signed by a legal guardian. The representative is not authorized to sign it.</p> <p>(2) Personal appearance is not required for children under 12 years old.</p> <p>The age on the date of application submission is taken as reference to determine if an applicant is a minor or not.</p> <p>The authorization is not required, if parents submit the application for their minor-aged children. However, they should provide evidence proving the family relation (such as hukou etc.).</p>	Y	

FRENCH CONSULATE – VISA PROCEDURES

I – Visa type and documents list

II – Book an appointment

III – how to submit application

IV – Visa processing

V – Collect your passport

FRENCH CONSULATE – VISA PROCEDURES

II – Book an appointment

- **Registration**: you only need to provide one frequently used e-mail address to active your account online. The confirmation letter will be sent to your e-mail address.
- **Submit application form online**: create your profile and fill-in the form online. Provide your signature on the application form before submitting online.
- **Select appointment time online**: More than 5 people (5 is included) will become a group. Please contact the call center for a group appointment after submitting the applications of the whole group.
- **Print the appointment notice**: or the screen shot saved on your cellphone for when you enter the center. The appointment notice includes the group appointment number (starts with “M”), individual application number, appointment date, time and location

FRENCH CONSULATE – VISA PROCEDURES

I – Visa type and documents list

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FRENCH CONSULATE – VISA PROCEDURES

III – How to submit application

Submit your application at TLScontact Visa Application Centre

- Please arrive on time for your scheduled appointment with the appointment confirmation letter.

Important Notice: In case of lateness or absence, you will be required to make a new appointment, which could result in delaying your application.

- Your application and supporting documents will be checked for completeness and transferred to the consular authority upon approval
- Pay application fees: After documents are submitted and before biometric data is taken, applicants must pay the visa application fee (360 + 213=573 RMB). Cash, debit card or credit card are accepted.
- Submit your biometric data: All visa applicants over 12 years old must provide their biometric information when applying for a visa (including long stay visa applicants). This includes a digital finger scan of 10 fingerprints and a photograph.

Once these steps are complete, your application documents will be transferred to the French consular authority for verification.

FRENCH CONSULATE – VISA PROCEDURES

I – Visa type and documents list

II – Book an appointment

III – How to submit application

IV – Visa processing

V – Collect your passport

FRENCH CONSULATE – VISA PROCEDURES

IV – Visa processing

The consular authority may ask for more information, additional documents or attendance to an interview. If this happens, you may be contacted by phone and via email with detailed instructions.

Please make sure that you are reachable at the phone number you indicated on the application form during visa process.

Your application will be checked by the consular authority.

French Visa Application Centre is not aware of the decisions regarding visa applications.

FRENCH CONSULATE – VISA PROCEDURES

I – Visa type and documents list

II – Book an appointment

III – how to submit application

IV – Visa processing

V – Collect your passport

FRENCH CONSULATE – VISA PROCEDURES

V – Collect your passport

Passports can be collected when you are notified online on your personal account page and by SMS.

Passports can be collected in TLScontact Visa Application Centres during opening hours.

If you have chosen the Express Delivery Service, your passport will be sent to you directly by EMS to the address you have provided upon the submission of the visa application.

Documents required for passport return:

By applicant:

- Visa Application Checklist (obtained upon submission of your visa application at Visa center), original
- ID card of applicant (or legal guardian of minor applicant), original and copy.

Important:

Minor applicants under 18 years old cannot pick up passport by themselves. Parents/legal guardian must present family relationship proof (original and copy) in addition to documents mentioned above.

If represented by a third party, please refer to the reminder here below.

If represented by a third party:

- Visa Application Checklist (obtained upon submission of your visa application at Visa center), original
- Authorization letter signed by applicant (or legal guardian of minor applicant), original
- ID card/passport of representative, original and copy
- ID card/passport of applicant (or legal guardian of minor applicant), copy
- For minor applicant: copy of family relationship proof between minor and legal guardian signing authorization letter for picking up minor's passport

HOUSING INFORMATION

HOUSING PLATFORM

- Password available for newly enrolled SKEMA Students
- Many housing opportunities: Student Residences, Homestays, private landlords or real-estate agencies

HOUSING GUIDES available on the Welcome Pack

HOUSING CERTIFICATES are delivered to international students

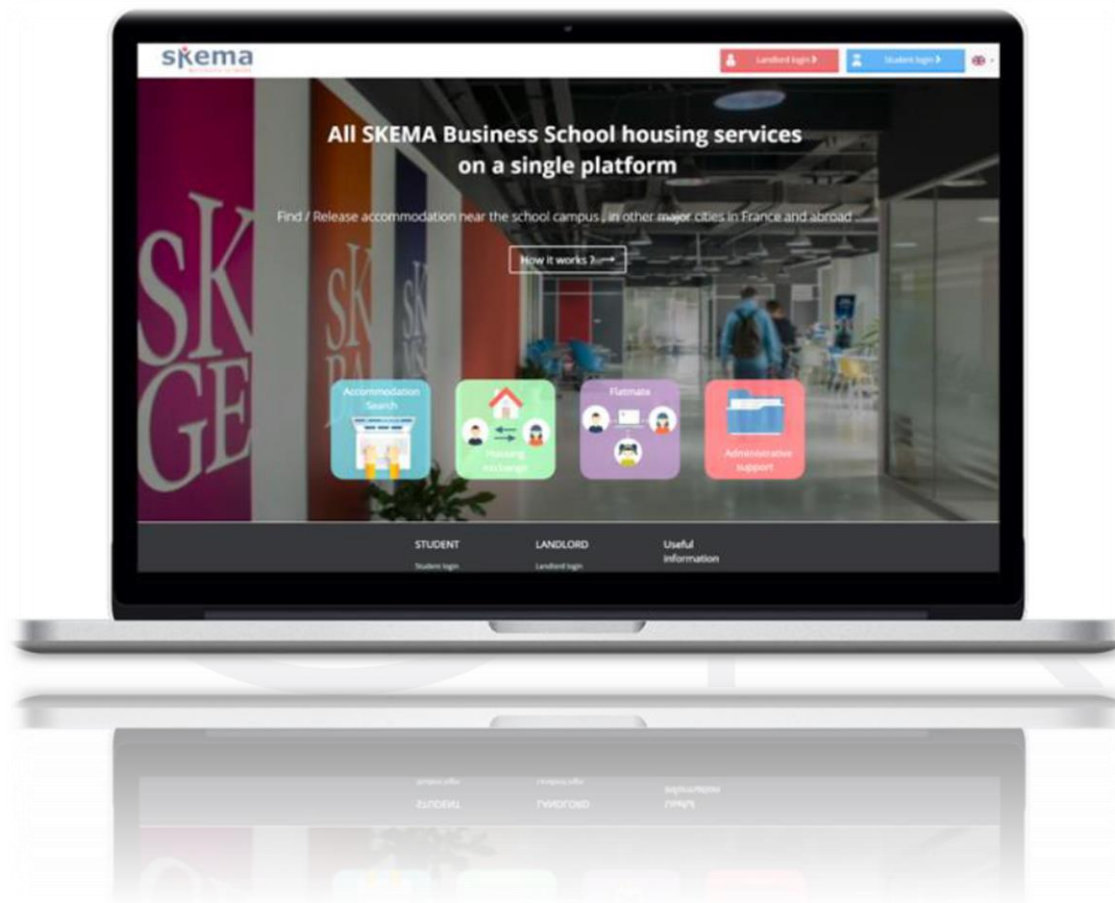
MY HOUSING PROGRAM is an all-inclusive premium option (money back guarantee) offered by Studapart

YOUR HOUSING ADVISOR is available for students

SKEMA HOUSING PLATFORM

Housing offers available on a single online platform

<http://housing.skema.edu/fr/login>



SKEMA HOUSING PLATFORM

Create your account with your email or Facebook ID

The screenshot shows the 'STUDENT LOGIN' page of the Skema Housing Platform. The page has a header with the Skema Business School logo and a 'Back to Home' button. The main content area is titled 'STUDENT LOGIN' and contains two tabs: 'Login' and 'Sign up'. The 'Sign up' tab is active. Below the tabs, there are two large buttons: 'Sign me up with YEP' (green) and 'Sign me up with Facebook' (blue). Below these, there are radio buttons for 'Mr.' and 'Mrs.' (selected). There are input fields for 'Sanae' and 'FUKUMA', a dropdown for 'France (+33)' and a 'Phone number' field. There are also input fields for 'sanae.fukuma' and '@skema.edu'. A password field is highlighted in yellow with a red arrow pointing to it from the annotation 'Enter your Password : SKEMAHOUSING'. Below the password field, there is a checkbox labeled 'By creating your account, you agree and accept the Studapart SAS policy.' and a red 'Sign me up' button. Annotations with arrows point to various parts of the form: 'Fill in required information' points to the first name and last name fields; 'Approve terms and conditions' points to the checkbox; 'Sign Up Tab' points to the 'Sign up' tab; 'Switch languages' points to the language selector in the top right corner; and 'Sign up' points to the 'Sign me up' button.

STUDENT LOGIN

Login Sign up

Sign me up with YEP

or

Sign me up with Facebook

or

Mr. Mrs.

Sanae FUKUMA

France (+33) Phone number

sanae.fukuma @skema.edu

☒ By creating your account, you agree and accept the Studapart SAS policy.

Sign me up

Sign Up Tab

Switch languages

Enter your Password : SKEMAHOUSING

Sign up

Fill in required information

Approve terms and conditions

HOW TO USE THE PLATFORM

3 - Choose type of accomodation

20 – Your file is complete. Here is how your profile will be seen.

An email has been sent to you.

An agent will contact you shortly.

The screenshot shows a web browser window with the URL `housing.skema.edu/en/profile/fa6930ce-f4a7-41af-9413-334e7dad4412?public_profile_token=201d0b3f75de9b77a9ba15395218f965d4d979e7`. The browser tabs include 'Search your accomodation', 'My rental record - Studa', and 'Studapart - The Student'. The Skema Business School logo is in the top left, and navigation links for Messages, Notifications, and the user 'Sanae' are in the top right. The profile page for 'Fukuma Sanae' is displayed, featuring a blue header with the text 'This is how your owners see your profile' and a lightbulb icon stating 'A student with a profile picture and a completed rental record has 5 times more answers'. Below this is a red banner with the name 'Fukuma Sanae'. The 'My information' section includes a profile picture of a woman and details: 'Civility: Mrs.', 'Phone number: 06 03 96 46 99', 'Country: Not disclosed', and 'Profile verified: By email' with a checkmark. An 'Edit' link is to the right. The 'My rental record' section has a warning: 'The owners whom you have not given access to cannot see the information and the documents from your rental record. Give them permission by sharing this link.' and a 'Get the share link' button. The 'Tenant information' section lists: 'Student grant: No', 'Student income for the year: 1200€', and 'Parents address: Not disclosed'. The 'Downloaded files' section lists: 'ID card: public_profile.download', 'Student card or proof of enrollment: public_profile.download', 'Bank account details: Missing', and 'Scholarship holder certificate: public_profile.download', with a 'Download all the documents' button. The 'My activity' section shows 'Last connection: 02/05/2017' and 'Member since: 13/03/2017'. The 'My ads' section shows '(0)'. A red bar at the bottom of the browser window contains the text 'Select a picture on your computer'.

HOUSING SERVICE

My Housing Program **premium option**

Take advantage of our **new Housing Program**



Personalized
support



Priority processing of your
accommodation request



100% guaranteed accommodation
in a student residence in Paris /
Lille or Sophia-Antipolis

Special price for SKEMA students: €250 satisfaction guaranteed or your money back

INTERESTED IN THE HOUSING PROGRAM?

booking@studapart.com

CONTACT



For further information, please contact
Sanae FUKUMA, your housing advisor at SKEMA

housing@skema.edu

Tel: +33 (0)1 41 16 72 65

Mobile: +33 (0)6 03 96 46 99

Office 716 (Paris Campus)