Enclosed in this packet are instructions on how to complete the Campus France registration process. This is the first step of the French visa application process. Because we know this process can be daunting, we encourage everyone to attend a Campus France workshop. We will walk you through the application and you’ll never have to worry about whether or not you completed it appropriately.

Workshops:
Thursday, April 9, 2015 (2:00-3:00pm) Sullivan 205
Thursday, April 16, 2015 (2:00-3:00pm) Sullivan 214

Documents and Information to Bring to the Workshop:

1. **Passport Number.** If you do not have a passport or are renewing your passport, that’s fine – we can still help you complete the process but there will be an additional step.

2. **Campus France Acceptance Letter.** This will be a JPEG file and emailed to you before the Campus France Workshop, or after you are assigned your Discover the World: Europe rotation.

If you want to complete the Campus France process on your own, please read through the following tips before starting the Campus France process.

- Your username MUST be your St. John’s email address or your home school’s email address for visiting students (ex: jane.doe14@stjohns.edu).

- The password that you create MUST be Fall2015.

- It is very important that you use the username and password recommended above and TYPE VERY CAREFULLY. We cannot recover forgotten passwords or usernames and if you are unable to log-in you will need to create another account and pay an additional $100 fee separately.

- After creating your profile, you will receive an email with a link to the Campus France application. You MUST use this link in order to complete the Campus France application.

- If you are applying for a visa through the Office of Global Studies or applying directly at the French Consulate in New York you must enter your **NEW YORK ADDRESS**.

- A one-time payment of the $100 Campus France fee will be made on your behalf by the Office of Global Studies and is included in the program fee.

- You must email us your US Reference Number no later than **April 20-24, 2015** in order for us to submit payment on your behalf. Email globalstudies@stjohns.edu with your US reference number (US123456).

- If you are not able to attend a Campus France workshop (we strongly recommend that you do!), you can review a step-by-step guide on how to complete your Campus France Application on the Accepted Students Site [Apply for a Visa Page](#).