List of documents required – Long-Term Stay Visa Application

✓ Missing document = incomplete file = high risk of visa refusal
✓ Application fee (non-refundable): equivalent of **50 Euros** and service fee **IDR 385.000** except in cases of exemptions (French scholarship holder)
✓ The study project must be approved beforehand by Campus France who will forward the academic assessment directly to the consulate through CEF application
✓ Please ensure that your passport validity is at least **15 months** prior to expiration date and must contain at least two blank pages to affix visa
✓ Book your appointment with TLS Contact for presenting all copies of these documents below: https://fr.tlscontact.com/id/JKT/index.php

List of documents needed and organized in the order as follows:

1) **Long stay visa application form, original**
   Completed, dated and signed by the applicant.

2) **France-Visas Receipt**
   The long stay visa application form and receipt document downloadable after completing the France-Visas registration via https://france-visas.gouv.fr/en_US/web/france-visas/. The receipt should contain correct information on the applicant’s identity, the applicant’s France-Visas reference number and its barcode.

3) **Two recent identity photos**
   Size 3.5 cm x 4.5 cm, color photo with white background, taken within 6 months, close-up of your head and top of your shoulders so that your face takes up 70-80% of the photograph, in sharp focus and clear, of high quality with no ink marks or creases.

4) **Proof of payment of CEF fees, copy**

5) **Airfare reservation, copy**

6) **Travel insurance, copy**
   Travel insurance with a minimum coverage of EUR 30,000 covering at least the first three (3) months of stay in the Schengen area. It should cover emergency medical expenses, emergency hospital treatment as well as repatriation for medical reasons. The travel insurance should be: valid throughout the territory of the Member States of the Schengen area or worldwide.

7) **Accommodation proof for the first 3 months of stay, copy**
   PHOTOCOPY of the certificate of accommodation for the first 3 months of stay minimum including the address of the accommodation:

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a. Personal Property (Apartment or house): contract lease or statement of residence
b. Accommodation provided by a third party: sworn statement on paper (the host must justify her/his housing and her/his identity)
c. Hotel reservation: copy of hotel reservation for about 7 to 10 days

8) Proof of proficiency in French language (DELF/DALF/TCF), copy
   a. If the program is in English, the DELF certificate can be replaced with IELTS/TOEFL
   b. For FLE course program, DELF can be replaced with certificate of French course from IFI, or IELTS / TOEFL as well

9) CV and motivation letter, original

10) Diploma of recent degree, original + copy + translation in French
    If the original document is already in English, you may use the original document without translation in French.

11) Letter of the acceptance by the University or Institution, copy

12) Proof of financial resources, copy (to be discussed with Campus France)
    For scholarship holder: scholarship certificate specifying the amount and duration of the scholarship.

    Others:
    ▪ Bank statement
    ▪ A copy of the last 3 months saving account in equivalent of minimum 100 million IDR. If supported by a guarantor in France, other documents may be needed.
    ▪ Letter of guarantee from sponsor (parents, other family, third party)

13) Birth certificate, original + copy + translation in French

14) Certificate of Registered Family (family card), copy (no need to be translated in French) Copies of all pages which contains information about the applicant and family member.

15) Valid passport, original + copy

16) Old passport, original + copy
    If you’re in possession of one or more previous passports, it is mandatory to bring them.

17) Passport withdrawal form given by Campus France
    Not necessary due to health reasons, from July until further notice

18) TLS Contact’s appointment proof

19) For minor students (under 18 years old); Statement letter of parental consent
FOR TRANSLATION, PLEASE CONTACT ONE OF THE FOLLOWING CERTIFIED TRANSLATORS:

Sworn by the Governor of DKI Jakarta and recognized by the Embassy of France in Indonesia;

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