List of documents required – Long-Term Stay Visa Application

✔ Missing document = incomplete file = high risk of visa refusal.

✔ Application fee (non-refundable): equivalent to 50 Euros and TLS Contact service fee, except in cases of exemptions (French scholarship holder).

✔ The study project must be approved beforehand by Campus France Indonesia who will forward the academic assessment directly to the consulate through EEF application.

✔ Please ensure that your passport validity is at least 15 months prior to expiration date and must contain at least two blank pages.

✔ Book your appointment with TLS Contact for presenting all copies of these documents below:

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 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:
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 equivalent to a minimum of 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;

Mr. Sugeng Saleh  
Jl. Tebet Barat Dalam V/27 Jakarta Selatan 12810  
Phone: (021) 829 55 87  
Fax. (021) 83 70 11 08  
Mobile: 0813 8080 5209  
soegeng527@yahoo.com

Mr. Stanislaus BARUK  
Jalan Bumi Raya VI n°11 Jakarta Timur 13440  
Phone: (021) 2867 1167  
Mobile: 0821 2209 3932 / 0813 1474 4893  
stanislaus.b@yahoo.com, stanisgani@gmail.com

Members of the Association of Indonesian Translators (HPI) recognized by the Embassy of France in Indonesia;

Ms. Andina Margaretha RORIMPANDEY  
Taman Harapan Baru D3/32  
Pejuang - Medan Satria - Bekasi 17131  
Phone: (021) 3620 8969  
Mobile: 0813 1098 8558  
andinarorimpandey@yahoo.fr

Ms. Mouna MANSJUR  
Jalan Pulo Asem IV/41 Rawamangun  
Jakarta Timur 13220  
Phone: (021) 475 8987  
Mobile: 0812 807 2839 or 0856 111 7539  
mouna_suyati@yahoo.fr, mouna.suyati@gmail.com

Ibu Tria Puspita SAHIR (Lily)  
Pondok Cibubur Blok H1 n°18,  
Depok 16452  
mobile: 0816 1600 815  
puspita_puspita19@yahoo.fr, lilyartha19@gmail.com

Other Translators

Ibu Feybe I. MOKOGINTA  
Ibu Karen TJIA  
Bapak Laddy LESMANA  
Alliance Française Bali:  
Jl. Raya Puputan I, n° 13A  
Renon - Sumerta Kelod  
Denpasar, 80235  
Tél. : (00 62) (0)361 234 143  
Courriel : info@afbali.org