

## List of documents required – Long-Term Stay Visa Application

- ✓ Missing document = incomplete file = increasing the chances of visa refusal and extending the visa issuance process.
- ✓ Regardless of the visa decision, the non-refundable visa application fee is 50 Euros, excluding TLS Contact service fees. (Some cases of exemptions may apply, ex: French scholarship holder)
- ✓ The study project must receive prior approval from Campus France, which will then transmit the evaluation directly to the consulate via the EEF application.
- ✓ 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 and France-Visas Receipt, original

- Completed, dated, and signed by the applicant.  
*\*If the applicant is a minor (underage student), this section should be signed by the parents.*
- The long stay visa application form and receipt document can be downloaded after completing the France-Visas registration via [https://france-visas.gouv.fr/en\\_US/web/france-visas/](https://france-visas.gouv.fr/en_US/web/france-visas/).
- The receipt must accurately include information about the applicant's identity, the France-Visas reference number, and its barcode.

#### 2. Valid passport, original + copy

The passport should have a validity of at least **15 months** before its expiration date and must have a minimum of two blank pages to affix visa.

#### 3. Old passport, original + copy (not mandatory)

Issued within the last 10 years, provide a copy of all pages of your travel document that include visas, entry and exit stamps, or any other markings.

#### 4. Two recent identity photos

Size 3.5 cm x 4.5 cm, color photo with white background, taken within 6 months. The picture should be a close-up of your head and the top of your shoulders, ensuring that your face occupies 70-80% of the photograph. Examples: <https://bit.ly/Fotovisa>

#### 5. Certificate of Registered Family (family card), copy (no need to be translated in French)

Document must be issued on or after 2015. Copies of all pages which contain information about the applicant and family member.

#### 6. Proof of payment of EEF fees, copy

Document downloaded through your EEF account (named *Quittance de Paiement*). Bank transfer receipts are not accepted as proof.

## 7. Proof of financial resources, copy (to be discussed with Campus France)

Provide document **ONLY** according to your situation:

### a. Scholarship holder

Scholarship certificate specifying the amount and duration of the scholarship.

### b. Non-scholarship holder\*

- Bank reference
- Bank statement of saving account (last 3 months) having equivalent of minimum 150 million IDR.
- *Attestation de prise en charge*/Letter of guarantee if sponsored by a third party (parents, or other family member)
- If supported by a guarantor in France, additional documents may be needed.

*\*The consulate might ask for additional documentation to demonstrate the financial situation if necessary.*

## 8. Accommodation proof for the first 3 months of stay, copy

Provide document **ONLY** according to your situation:

### a. Already have a lease in France (Apartment or house):

- Contract lease or statement of residence (min 3 months)

### b. Staying in an accommodation provided by a French resident:

- *Attestation d'hébergement* from your host, copy
- *Attestation d'accueil* from the local mayor's office, copy
- ID of the host (passport/ French residence permit/ French ID card), copy
- Proof of residency (contract lease/ownership document; electricity, water, and gas bill), copy

### c. Not in the two situations above:

- Copy of hotel reservation minimum 7 days (*not for minor student: below 18 years old*)

## 9. Airfare reservation, copy

A temporary ticket is required (it does not need to be issued before your visa is granted)

## 10. 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.

## 11. Proof of proficiency in French language (DELF/DALF/TCF), copy

- For the English taught program, the DELF certificate can be substituted with an IELTS/TOEFL certificate.
- For the FLE course program, the DELF certificate can be substituted with a French course certificate, or alternatively, with IELTS/TOEFL certification.

**12. CV and motivation letter, original**

**13. Certificate 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. **For exchange/double degree program**, you must provide a certificate of active student and recent academic transcript from your campus.

**14. Letter of the acceptance by the University or Institution, copy**

**15. Birth certificate, original + copy + translation in French**

**16. TLS Contact's appointment proof**

**17. For minor students (under 18 years old)**

Parents should delegate their parental authority to an appointed referred contact in France. The referred contact or the holder(s) of parental authority should be over 18 years old, could be a French or Indonesian and ideally live in the same city as the student. You need to complete the following documents below:

- Statement letter of parental consent, made and signed by the parents (format provided by Campus France)
- Authorization to settle in France signed by the referred contact in the forms required under local law (format provided by Campus France)
- The referred contact's identity card (passport, national identity card or residence permit)

**18. For foreign citizens in Indonesia: your residence permit, copy and original**

**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;**

**M. Stanislaus BARUK**

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