

# ADMINISTRATIVE PROCEDURES GUIDELINES

## WHO NEEDS A VISA?

### 1. You go to Paris

#### a. To attend the summer programme

If you are a national from the countries below, you do **not** need to obtain a visa:

Andorra, Argentina, Australia, Bermuda, Brazil, Brunei, Canada, Chile, South Korea, Costa Rica, Croatia, El Salvador, United States, Guatemala, Honduras, Israel, Japan, Malaya, Mexico, Monaco, Nicaragua, New Zealand, Panama, Paraguay, San Marino, The Holy See, Venezuela, Hong Kong, Macao.

#### b. To attend an academic semester

If you are a national of a country member of the European Union or EEE (UE + Iceland, Norway and Liechtenstein), or if you come from Switzerland, Monaco or Andorra you do **not** need to obtain a visa.

### 2. You go to Bielefeld

If you are a national of the countries below you do **not** need to obtain a visa:

EU members and EEE members (UE + Iceland, Norway and Liechtenstein), Australia, Canada, Israel, Japan, Republic of Korea (South Korea), New Zealand, Switzerland and the United States.

If you are a national of the countries below, entry visa is required **only if you want to work** in Germany before or after your studies:

Andorra, Honduras, Monaco, San Marino.

### **3. You go to Venice**

Students from countries outside the European Union must obtain a student visa if they wish to study in Italy. You may check the conditions at [http://www.esteri.it/visti/home\\_eng.asp](http://www.esteri.it/visti/home_eng.asp)

### **4. You go to Barcelona**

If you are a national of the countries below you do not need to obtain a visa:

EU members and EEE members (UE + Iceland, Norway and Liechtenstein), Switzerland.

## **WHICH TYPE OF VISA DO YOU NEED?**

### **1. If you are accepted into the accelerated programme Erasmus Mundus Master QEM (Summer+QEM2)**

You need two visas:

- a *short stay visa marked student* for your summer in Paris.
- a *long-term visa marked student* for your academic year (QEM2) in Barcelona or Venice.

### **2. If you are accepted into the Erasmus Mundus Master QEM program (QEM1)**

For every student, the first destination will be Paris, where the necessary administrative week (the “Welcome Week”) will take place from September 3 to September 7, 2007.

#### **a. If you are scheduled to study in Bielefeld during the first semester**

QEM prospective students who are scheduled to first study in Germany should apply for a special *student hybrid visa* (Student Visa C+D). This hybrid visa is necessary so that you may attend the necessary administrative first week in Paris before travelling to Germany.

b. If you are scheduled to study in Paris during the first semester

You need a *long-term visa marked student* in France.

### **3. If you are accepted into the MMEF program**

You need a *long-term visa marked student* for your academic year in Paris.

**Please note:**

- You must not under any circumstances travel to Germany, France, Spain or Italy on a tourist visa.

- A special visa can be delivered for students staying from 3 to 6 months in France, exempting the owner from residence permit during his stay. If you stay for more than 3 months, be careful to **not** get this visa but a *long-term visa marked student*.

## **WHERE DO YOU GET YOUR VISA?**

If you do not live in your native country, you may apply from your residence country if you have a residence permit. If you do not have a residence permit from your residence country or if you live in your native country, you must apply from your native country.

**Please note:** for the QEM1 students, there is no need to get a visa for the second semester (in Paris/Bielefeld). You will be required to get this visa, but you will apply from the country in which you will spend your first semester (Bielefeld/Paris), after getting your residence permit there.

## HOW DO YOU GET YOUR VISA?

First of all, make sure you hold a passport (or ID card if you are a European citizen) valid for the duration of your studies in Europe.

To get your visa, you may apply at the relevant embassy or consular services in your home country or in your residence country if you have a resident permit there. Documents and papers asked for your visa (as well as fees) depend on your native country and the reasons of your travel, thus you should contact your relevant embassy in order to know the specific conditions to obtain your visa. The lists below are given just for information and may change according to the specific conditions applied by the consulate you will address.

### **Embassies or consulates usually require:**

- 2 or more visa application form
- 1 or more passport-type photos
- a passport valid for at least 3 or 4 months beyond the date of return from France/Germany/Italy/Spain
- letter of admission from the welcoming university
- financial guarantees
- proofs of appropriate lodgings in the European country

### **But you may also be asked:**

- health insurance guarantees
- plane ticket
- proofs of any academic credits gained before
- medical certificate
- certificate of good conduct delivered by the police department of the cities in which the applicant has spent 6 months during the last 5 years.
- etc...

**SO YOU MAY CONTACT AS SOON AS POSSIBLE YOUR RELEVANT EMBASSY OR CONSULATE IN ORDER TO GET SPECIFIC INFORMATIONS.**

**Find your relevant embassy at:**

French embassies and consulates

<http://www.mfe.org/default.aspx?SID=12291>

German embassies and consulates

<http://www.auswaertiges-amt.de/diplo/de/Laenderinformationen/DtAuslandsvertretungen-Laenderauswahlseite.jsp>

Italian embassies and consulates

[http://www.esteri.it/visti/home\\_eng.asp](http://www.esteri.it/visti/home_eng.asp)

Spanish embassies and consulates

<http://edit.mae.es/es/Embajadas+y+Consulados/embycon.htm>

**Please note:** After finding your relevant embassy, we suggest that you inform us as soon as possible which Consulate you will apply at, so that we may explain mobility particularity of the program to them before you arrive to apply for your visa. Please email: [qem@univ-paris1.fr](mailto:qem@univ-paris1.fr)

## **AFTER GETTING YOUR VISA (for QEM1 and MMEF)**

You may upload the required documents on your personal webpage.

After having uploaded your visa and your plane ticket on your personal webpage, you will be offered to open a bank account at the CIC bank. It is mandatory for students having an erasmus mundus scholarship. If you accept you will have to make your own appointment (by calling or sending an email) with the bank CIC in order to have your bank account opened and to receive your means of payment (cheque, visa card...). All information is at <http://www.univ-paris1.fr/article5484.html>

## WHAT DO YOU HAVE TO BRING?

At your arrival in Paris, all QEM and MMEF student will attend the Welcome Week. They are expected to bring the necessary documents for administrative registrations.

### 1. Documents asked to all students

a. For acceptance of the Erasmus Mundus Scholarship (if concerned):

- the acceptance document (on your personal web page), downloaded and signed.

b. For payment of the fees:

- students with an Erasmus Mundus Scholarship have to download and print the letter of payment on their personal webpage and give this letter with the original signature to the secretariat. Non Erasmus Mundus Scholarship have to check that the total payment has been done.

### 2. Additional documents asked to students staying in Paris during the first semester

a. For the residence permit (students from the EU, EEA and Switzerland are not concerned)

FOR EACH DOCUMENT THE ORIGINAL AND A FOTOCOPY ARE NECESSARY

- a birth certificate (translated into French by certified translator)

- 3 passport photographs (3.5 by 4.5 cm)

- proof of financial resources (grant certificate, pay slips, a certificate that you are under the responsibility of someone living in France who is considered solvent, standing order, recent bank statement, traveller's cheques, etc). If you receive the Erasmus Mundus scholarship you may bring the attestation you received.

- passport and student visa.

- a stamped self-addressed envelope.

- all the documents you presented to the French Consulate of your country for your long-term visa request .

+ proof of accomodation (you will ask it when you will get your permit to go into your CROUS residence during the Welcome Week).

CROUS informations at:

<http://www.crous-paris.fr/article.asp?idcat=AAD>

b. For the student card of the Université Paris 1:

- 2 passport photographs (3.5 by 4.5 cm)

- a photocopy of your passport and of your student's visa.

### **3. Additional documents asked to students staying in Bielefeld during the first semester**

Registration must take place within the first ten days of your stay in Germany. In order to do this you will need your passport, your rent contract and your visa (if applicable). Upon registration you will receive a residence confirmation slip. Application for a residence permit must be addressed to the immigration authorities of the place of residence. In case of an application in Bielefeld, applicants turn to:

Bürgeramt / Abteilung Ausländerangelegenheiten

Neues Rathaus

Postfach 100 111

33501 Bielefeld

Tel. 0521/ 510 --- Fax. 0521/ 51 6195

More informations about administrative registrations in Germany at <http://www.uni-bielefeld.de/International/Students/>