

VISA & PERMIT OF STAY

ERASMUS MUNDUS JOINT MASTER DEGREE



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PARIS-SACLAY UNIVERSITY (FRANCE)
ADAM MICKIEWICZ UNIVERSITY (POLAND)
UNIVERSITY OF GENOA (ITALY)
UNIVERSITY OF PORTO (PORTUGAL)



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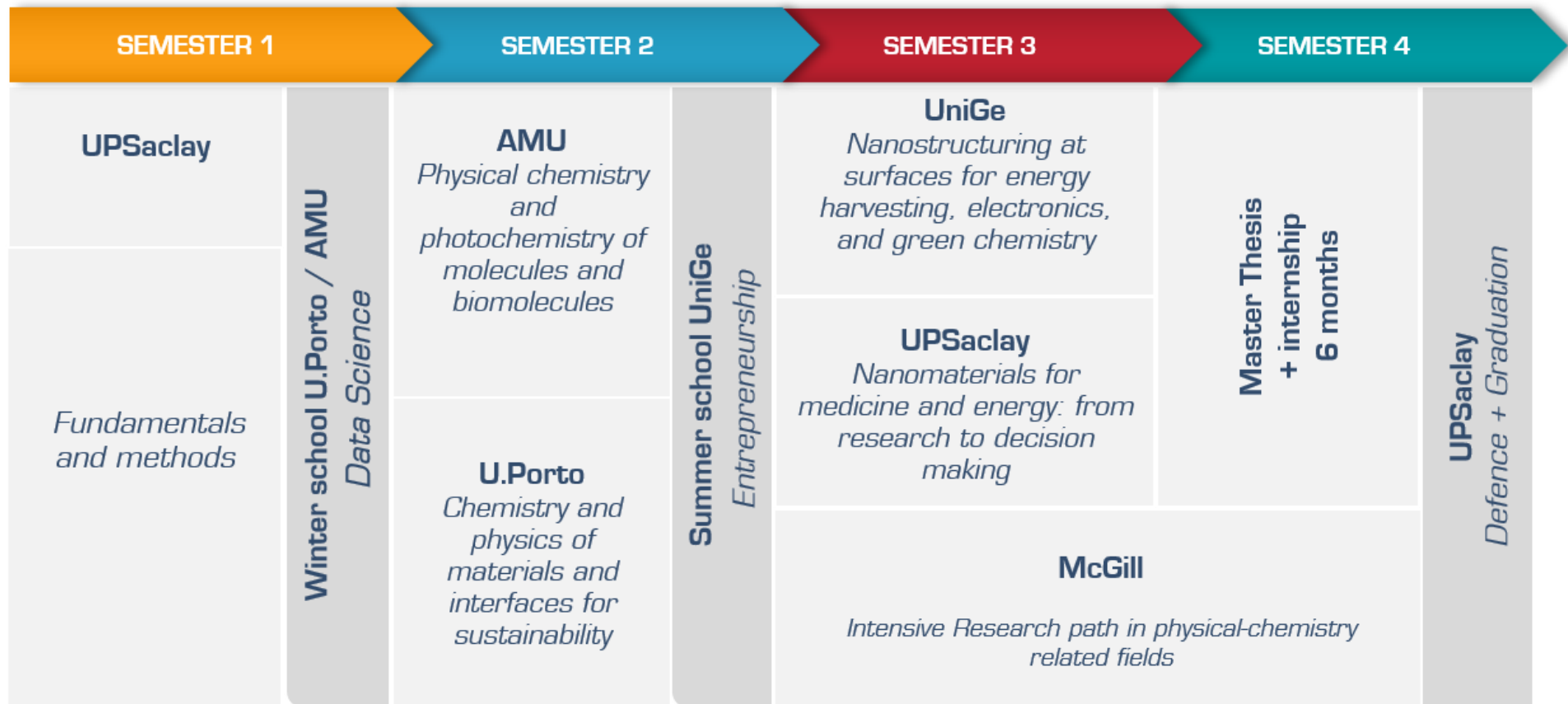
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Mobility path



FOREWORDS

- **You should always :**
 - Apply for a **“Type D” visa** (also called “national visa” or “long-stay visa” or “residence visa”), **with the mention “Student” or “Student-mobility”**.
 - Ask for a **one-year visa** when possible.
 - Tick the box: **“multiple entries”** in the visa application form.
- For the first semester, documents required for your visa application depend on your native country; you should thus contact your relevant embassy. The lists given in this document are indicative and may change according to the specific conditions applied by the consulate you will address.
- Holders of a long-stay visa, issued by a Member State part of the Schengen Space, are allowed to travel to another country of the Schengen Space, **for a maximum of three months in a six-month period**, without doing any specific procedure.
- This means that other procedures will have to be done for the second and third semester. This will have to be done during the first semester.



SEMESTER 1

How to apply for a French visa?

The list of the French embassies and consulates can be consulted on the website of the French Ministry of Foreign Affairs:

<https://www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/organisation-et-annuaires/ambassades-et-consulats-francais-a-l-etranger/>

In some countries, it is compulsory to go through the Etudes en France procedure:

<https://www.campusfrance.org/en/application-etudes-en-france-procedure>

You have to apply for a long-stay visa with residence permit (VLS-TS: Visa de Long Séjour valant Titre de Séjour)

Price: up to 99€

Documents required for the visa application

- Application form
- Passport or travel document valid at least three months after the visa expiry date
- 3 identical photographs, passport size (3.5x4.5), in color, in white plain background
- Certificate of participation in the programme (acceptance letter)
- Documents proving that you possess sufficient income (Erasmus Mundus scholarship or at least 615€/month)
- Proof of domicile in France (hall of residence)
- Medical insurance coverage (GSI insurance)

Extra documents that may be asked depending on your country:

- Flight ticket
- Birth certificate
- CV + cover letter
- Diplomas (translation in French sometimes)
- Police record

Upon arrival in France, VLS-TS holders must begin the OFII (Immigration office) procedure to get their visa validated.

This procedure is mandatory and must be done online within three months after your arrival in France:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

You will need the following items for the procedure:

- your French visa
- the date of your arrival in France
- an address in France
- an electronic stamp (fees) that can be bought on the same website. The amount of the stamp is 50€.

You will then receive by email a validation certificate from the OFII that you must always keep in your wallet.

Some students are given a visa “Student-mobility” valid for only 3 months at their arrival. In that case, a permit of stay must be asked at the arrival, through the same website:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

SEMESTER 2

Moving from France to Portugal...

General Consulate of Portugal in Paris

6, rue Georges Berger

75017 Paris

Telephone: +33 1 56 33 81 00

www.consuladoportugalparis.com

Opening hours: Monday to Friday, from 8:00 to 16:00

SITUATION N°1

If you hold a French permit of stay (VLS-TS), valid for the whole duration of the second semester in Portugal, you can stay in Portugal without applying for a Portuguese visa and permit of stay.

In that case, a declaration must be done one month before your arrival to the Portuguese Immigration office.

Procedure:

1. You should contact the Portuguese Immigration authorities by email (geral@aima.gov.pt) up to 30 days before your arrival in Porto and indicate your status of incoming mobility student to the University of Porto under the Erasmus Mundus SERP+ master.

2. The following documents must be attached to the email:

- Valid passport
- Residence permit from France (for the second semester)
- Health insurance (Exapt&Co)
- Proof of scholarship SERP+ (incl. monthly allowance etc.) or proof of sufficient income
- Admission letter from SERP+ and admission letter from UPorto
- Law article to be downloaded from :
https://drive.google.com/file/d/1R0yNPBfOoj7AALZ2swxWUhakAtktzr9N/view?usp=s_haring

SITUATION N°2

If you do not hold a French valid permit of stay for the whole duration of your studies in Portugal (for example, if you have a temporary French visa), you will have to apply both for a Portuguese visa before your arrival, and a Portuguese permit of stay after your arrival.

You must apply for a long-stay visa (type D).

Price: 90€ (by credit card or in cash)

Documents required for the application:

- Passport : original and copy of all used pages
- 2 pictures that you can take at the Consulate (special size)
- document "registro criminal" signed by you to be downloaded from : <https://drive.google.com/file/d/16julEpgtaDIUpohAjWUj5l6E1B2OrnGH/view?usp=sharing>
- Flight ticket : round ticket
- Expact&Co certificate + the details of the contract:
- Proof of accommodation in Portugal: hotel booking, residence, rental contract,...
- Proof of sufficient income
- Registration certificate at UPSaclay
- Admission letter from Porto
- Criminal record

Documents in French, English and Portuguese are accepted.**Concerning the criminal record, there are two situations:**

- 1) If the Consular Section of your Embassy proceeds to the legalization of the criminal record: once it is done, you must also have the document legalized by the "Chancellery" of the Portuguese Consulate in Paris before your appointment for the visa application. The cost is 20 euros.
- 2) If the Consular section of your Embassy does not proceed with the legalization of the criminal record: the criminal record will have to be legalized by the competent authority in your country and by the consular service of the Portuguese Embassy in your country.

Delivery: approximately 2 - 3 weeks

The Consulate does not keep your passport during the application process.

At your arrival in Porto, you must apply for a permit of stay at the Immigration offices.

Documents needed are:

- Passport
- 2 photos
- Health insurance
- Lodging certificate
- Proof of sufficient incomes
- Academic registration

All documents can be accepted in English.

SEMESTER 2

Moving from France to Poland...

Polish Embassy in Paris

1, rue de Talleyrand,
75343 Paris Cedex 07
Telephone: +33 1 43 17 34 05

Opening hours: Monday, Tuesday, Thursday and Friday, from 8:30 to 13:30
Wednesday from 12:30 to 17:00

<http://paris.mfa.gov.pl/fr/>

SITUATION N°1

If you hold a French permit of stay (VLS-TS), valid for the whole duration of the second semester in Poland, you can stay in Poland without applying for a Polish visa and permit of stay.

In that case, the university will have to declare your presence to the Polish authorities.

<https://migrant.poznan.uw.gov.pl/en/faq/i-have-valid-residence-card-issued-another-eu-country-i-came-poland-under-eu-programme-erasmus>

You do not have anything to do.

SITUATION N°2

If you do not hold a French valid permit of stay for the whole duration of your studies in Poland (for example, if you have a temporary French visa), you will have to apply for a Polish visa before your arrival.

You must apply for a long-stay visa (type D).

Price: 60 €

You should make an appointment through: www.e-konsulat.gov.pl

Documents required for the application:

- Application form
- Original and copy of your French visa + permit of stay
- 2 photos
- Proof that you possess sufficient incomes: scholarship certificate
- Medical insurance (GSI) + copy of the contract
- Certificate of participation in the SERP+ Master (acceptance letter)
- University registration certificate (from UPSaclay)
- Certificate of admission from Poland
- Flight ticket: only one-way ticket

Documents in French and English can be accepted

Delivery: approximately 1 week.

The Consulate does not keep your passport during the application process.

SEMESTER 3

FRANCE – Renewal of permit of stay

The application must be done online:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

(switch to the English version by clicking on the button on the top of the page)

You can start the procedure 3 months before the expiration date of your visa (the procedure can be long so start as soon as possible).

You will have to upload some documents on the platform.

- If your application is complete, you will receive an “attestation de décision favorable” that has the same value as the definitive permit of stay.

- If your application is not complete, you will receive an “attestation de prolongation d’instruction”, which only allows you to stay legally in France while you submit new documents and they study your request.

After some months, you will receive an email from the *Préfecture* saying that your permit of stay is ready and that you have to make an appointment to go in person to the Préfecture and get your definitive permit of stay.

All documents must be in French. Here is the list of documents needed:

- Passport + visa + visa validation (or current permit of stay when applicable)

- Admission letter for the second year of the master

- Certificate of scholarship. If you do not have a scholarship, you will have to give documents certifying that you have enough financial resources to continue your studies in France (i.e. 615 euros per month).

- Documents “Possible réinscription” and “Certificat d’assiduité”

- Transcript of records of the first semester

- Health insurance (Expat&Co certificate in English + French social security certificate in French)

- Proof of your current address dated from the last 3 months (e.g. rent receipt, contract,...). Upload also your CROUS contract or last rent receipt from the first semester and add a comment at the end of the application to explain that you are currently doing a study mobility abroad (see below).

- An e-photo and its number. Download the following app on your cell phone:

<https://play.google.com/store/apps/details?id=fr.photo.id.permis>

After you take the picture with your mobile phone and pay around 6 euros, the picture will be sent to the app staff, which will approve it or not (if they do not approve it, you will be able to take another one and send it for approval multiple times). After approval, they will send the e-photo number by email.

At the end of application, you have the possibility to add a note under the "Comments to the administration" section. You can explain here that you are currently doing a study mobility abroad:

« Je suis actuellement inscrit à l’Université Paris-Saclay (Orsay, Essonne) pour l’année académique 2024-2025, pour suivre le Master 1 Erasmus Mundus SERP+, organisé en collaboration avec les universités de Gênes (Italie), Porto (Portugal) et Poznan (Pologne).

J’ai étudié le premier semestre à l’Université Paris-Saclay (sep. 2024 - janv. 2025). Je suis actuellement à l’Université XXX pour le 2ème semestre (fév. 2025 – août 2025). En septembre 2025, j’étudierai à nouveau à l’Université Paris-Saclay pour le 3^{ème} semestre de mon master. »

SEMESTER 3

Moving to Italy...

General Consulate of Italy
5, Boulevard Emile Augier
75116 Paris
Telephone: +33 1 44 30 47 00
www.consparigi.esteri.it
visti.parigi@esteri.it

SITUATION N°1

If you hold a French residence permit, valid for the whole duration of the semester in Italy, you can stay in Italy without applying for a Italian visa.

However, a “declaration of presence” must be done within 8 days following your entry in Italy at the central police station - Questura di Genova.

Prepare the following documents:

- a copy of your passport, French visa + visa validation that gives value of permit of stay
- invitation letter issued by the University of Genoa
- Expat&Co insurance + insurance detailed conditions
- Scholarship certificate or documents proving you have the funds needed to cover living cost in Italy (minimum € 460,28 per month). For ex. bank account statement
- Accommodation proof in Italy.

At the Immigration Office you will get a copy of the declaration of presence with the stamped date of receipt. Make a copy of the declaration and always carry it with you along with your passport. In case of police control you will need it to prove that your stay in Italy is regular.

If necessary, show the operator at the “Questura” the following text.

Legislative Decree no. 71/2018 which amended article 39 paragraph 4 bis of the Law on Immigration (T.U. Immigrazione, Legislative Decree 286/1998) :

"4-bis. Lo straniero titolare di un'autorizzazione in corso di validità, rilasciata da uno Stato membro dell'Unione europea in quanto iscritto ad un corso di istruzione tecnica superiore o di formazione superiore o ad un istituto di insegnamento superiore, che beneficia di un programma dell'Unione o multilaterale comprendente misure sulla mobilità o di un accordo tra due o più istituti di istruzione superiore, può fare ingresso e soggiornare in Italia, per un periodo massimo di trecentosessanta giorni, senza necessità di visto e di permesso di soggiorno per proseguire gli studi già iniziati nell'altro Stato membro o per integrarli con un programma di studi ad essi connesso. Si applicano le disposizioni di cui all'articolo 5, comma 7. Nel caso in cui l'autorizzazione in corso di validità provenga da uno Stato membro che non applica integralmente l'acquis di Schengen, lo straniero al momento della dichiarazione di cui all'articolo 5, comma 7, esibisce copia dell'autorizzazione del primo Stato membro e della documentazione relativa al programma dell'Unione o multilaterale o all'accordo tra due o più istituti di istruzione."

SITUATION N°2

If you do not hold a French valid permit of stay for the whole duration of your studies in Italy (for example, your French visa has expired and you have not renewed it), you will have to apply for an Italian visa before your arrival.

You must apply for a long-stay visa (type D)

Price: 50 €

You should make at the Italian Consulate in Paris (you cannot apply in Poland or Portugal without a Polish or Portuguese visa/permit of stay).

Documents required for the application:

- Visa application form
- Passport-size photograph
- Original + copy of your passport (whose expiry date must be three months longer than that of the visa requested)
- Copy of your French visa
- Proof that the applicant has an accommodation in Italy: hotel booking, residence certificate, rental contract, etc.
- Proof that the applicant has sufficient means of subsistence for the whole duration of his stay in Italy (proof of scholarship or at least 450€/month for self-financed students)
- Health insurance Expat & Co : certificate + detailed conditions
- Admission letter from Genoa

Delivery: approximately 2 - 3 weeks

The Consulate does not keep your passport during the application process.

At your arrival in Genoa, you will have to ask for an **Italian permit of stay** in Genoa as soon as you arrive. You will be helped by the local coordinator.

Documents needed:

- All used pages of our passport
- Photo
- Health insurance (Expat&Co) + detailed contract
- Housing certificate
- Proof of sufficient financial resources
- Admission to the University of Genoa / registration certificate

Your file will be sent to the Immigration Local Police Headquarters which will arrange an appointment for you at a police station (to make fingerprints).

You will receive the permit of stay after approximately 40 days.

SEMESTER 3

Moving to Canada...

Study permit

To facilitate a smooth transition to study in Canada, it's important to note that you will be required to obtain a **study permit** as part of the necessary preparations.

Study Permit: A study permit is a crucial document that allows international students to study in Canada legally. It is essential for students planning to pursue their studies in Toronto during Semester 3. **Students should apply for a study permit well in advance before you travel to Canada**, as processing times may vary depending on their home country and specific circumstances. This permit ensures that students have the legal authorization to study in Canada and should be secured before their departure.

For more details, please check the site : <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit.html>

Documents needed to apply for a study permit:

- proof of acceptance
- valid passport for the duration of the stay
- two recent passport-size photos
- proof of financial support (proof of scholarship, proof of tuition payment, a bank draft that can be converted to Canadian dollars, proof of a student or education loan, bank statements,...). Minimum funds needed to support yourself as a student: CAD\$20,635 (on or after January 1, 2024))
- additional documents might be needed depending on each case.

Apply online: If you're applying for a study permit, you must apply online. You need an account to apply and this account will be used to:

- pay your fees (CAD\$150)
- submit your application
- check your status

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/apply.html>

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/portal-application-process-study.html>

You will then need to make an appointment to give biometrics.

<https://ircc.canada.ca/english/visit/biometrics.asp>

For online applications: you can only give your biometrics after you get a letter that tells you what to do and where to go. To get this letter, pay the biometrics fee when you submit your application (CAD \$85). You need to bring this letter when you give your biometrics.



Contact persons

Manager of the master: master.serp@universite-paris-saclay.fr

Local Coordinators:

Prof. Sandrine Lacombe: sandine.lacombe@universite-paris-saclay.fr

Prof. Mario Rocca: rocca@fisica.unige.it

Prof. Eduardo Marques: efmarque@fc.up.pt

Prof. Tomasz Pedzinski: tomasz.pedzinski@amu.edu.pl



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