

If your family plans to come and visit while you are at ESSEC, and if you are a non European Union student, the family will probably have to provide an invitation letter ("attestation d'accueil") to the French Consulate to obtain a visa.

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1. Who applies for the invitation letter?

The host in France applies for the invitation letter.

2. Where to obtain the invitation letter?

This letter is issued by the **Mairie** of your domicile.

If you reside in Cergy, there are three "**Mairie**" (town halls) where you can go to obtain the invitation.

1) **Cergy Préfecture**: Square Columbia (top of the RER escalator)

Monday, Tuesday, Wednesday, Friday: 8:30 to 17:30

Thursday: 13:15 to 17:30

Saturday: 9:00 to 13:00

Tel: 01 34 33 45 65 - Fax : 01 30 30 45 88



Mairie Annexe Cergy Préfecture

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2) **Cergy village:** Place de la Libération, 95000 Cergy Cedex

Tuesday: 8:30 to 12:00

Wednesday: 13:30 to 17:30

Friday: 13:30 to 17:30

Saturday: 9:00 to 13:00

Tel : 01 34 33 45 65

Fax : 01 34 22 17 71

3) **Cergy Saint Christophe:** 3, place de l'Hôtel de Ville - BP 48000 Cergy – 95801 Cergy-Pontoise Cedex

Monday, Tuesday, Wednesday, Friday: 8:30 to 17:30

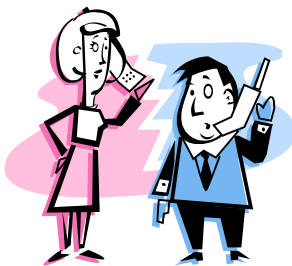
Thursday: 13:15 to 17:30

Saturday: 9:00 to 13:00

Tel : 01 34 33 44 00

Fax : 01 30 30 46 88

3. How to apply for the invitation letter



You have to make an appointment before you go to the *Mairie* to submit your request.

Here is the number you have to call **01 34 33 44 00**.

Since you'll be dealing with a French State entity, just remember to brush up your French.



For the appointment, you have to bring originals as well as photocopies of the following documents:



- your passport,
- your temporary student residence permit,
- your certificate of enrollment at ESSEC,
- **two different documentary proofs of residence. These can be your lease contract, housing insurance contract, or electricity bill. Telephone bills are not accepted.** These documents must **clearly show your name and address in France.**

4. How much does it cost?

You must pay a 30 € fee (subject to changes without notice), payable by means of 2 so-called "timbres OMI".



In order to buy these stamps, you must

- 1) Go to the Prefecture of Val d'Oise, which is located across ESSEC, looking like an inverted pyramid. Opening hours are from 9 :00 to 16 :00. Get inside. On your left hand side, there is a glass-windowed office named « Trésorerie Générale ».
- 2) Ask for « deux timbres OMI à 15 (quinze) euros, s'il vous plaît ». You may pay in cash, credit card or by check drawn on a French bank.



5. How to fill in the “attestation d'accueil” or invitation form?

Please have a look at the sample placed on www.MyEssec.com so you know what to expect. Note that items are indicated in French, English and German.

Indeed, you must know beforehand:

- the first and last names of your relatives,
- their date and place of birth,
- the exact dates of their stay,
- their passport numbers,
- when and where their passport was issued.

6. Recommendation letter from ESSEC Office of Student Affairs

Students residing in Cergy and in particular at Alegessec can obtain a recommendation letter from the Office of Student Affairs (OSA) before going to the “Mairie.”

You must then send per e-mail (iso@essec.fr) the following information:

Name (father, mother, sister, brother, etc.) :

First name :

Passport N°:

Issued : date , at place

Expiry Date : date

Dates of stay : from date till date

Reason of the trip : holidays or graduation

7. How long does it take to obtain an invitation letter?

Once you have submitted your file with all required documents, the application procedure may take a minimum of one week.

You have to show your proof of identity to retrieve the invitation letter. In case you cannot come in person, you can sign an authorization for a friend of yours. This form is available at the *Mairie*.

Then, you'll have to send it to your relatives who in turn can submit it to the French consulate.

All these delays will come in addition to the required time to issue the visa.

As a consequence, your relatives should make their travel arrangements and buy their flight tickets accordingly.

