

# INFORMATION ON VISA PROCEDURE



## 1) What are the formalities to enter and stay in France?

### • National from a European Union (EU) Member State:

EU nationals are free to enter and stay in France for a period of 3 months. There will be no restriction to their entry during ICID 2015, whether or not they are nationals from a Schengen State.

• National from a State not subject to the obligation to possess an entry visa : nationals from several States (outside the European Union) may enter and stay in France for a maximum duration of 3 months, simply upon presentation of their passport and supporting documents concerning their stay (accommodation, resources, insurance, etc.). They are not subject to visa requirements.

• National from other States: Nationals from other States must be in possession of a short-stay visa which allows them to enter France and stay there for a maximum of 90 days. There are, however, visa exemptions for nationals from certain States who hold diplomatic or service passports.

## 2) How to obtain a visa?

The short-stay visas required to attend the proceedings of ICID 2015 may be obtained in French consular offices abroad or, in certain cases, in an office of another European Union State that represents France for the issuance of visas.

Applicants must present themselves in person, either at a consular office in their country of residence or at a dedicated centre managed by a service provider in charge of receiving visa applicants. Applicants' biometric data (photo, finger prints) may be collected to process their demand.

Applicants are required to provide guarantees ensuring that their stay will go as planned (resources, accommodation, medical insurance).

## 3) How much does it cost?

For holders of an ordinary passport, obtaining a short-stay visa is subject to a fee of €60\* payable in local currency, in addition to the fees charged in the relevant countries by the external service provider.

*\*A fee of €35 applies to countries with which the European Union has signed a facilitation agreement.*

## 4) How long does it take to obtain a visa?

In most cases, the visa is issued within 48 hours. However, in certain situations related to mandatory consultations, it may take about 2 weeks. Visa requests must be submitted at least 3 months prior to the intended date of arrival in the Schengen area.

**Participants are strongly advised not to wait for the last weeks prior to the Conference to complete these formalities and to take into account the time required to obtain an appointment to submit the visa application.**

## 5) What if I already have a short-stay visa?

A short-stay visa issued for a maximum of 90 days entitles its holder to stay in the territory of the Member State of the Schengen area that issued it. This maximum period may consist of a single stay or be a total of several stays within the limit of the

validity of the visa (which may be up to 5 years). It also allows you to stay in States concerned by the Schengen agreements. A visa issued by another Member State for the duration of an event can consequently be used for ICID 2015, provided it is valid throughout the conference and that the total duration of the stay(s) in the Schengen area over the past 180 days does not exceed the duration initially granted for the visa that has been obtained.

## 6) Travel documents

Visa applicants are required to present a travel document (a passport in most cases) recognised by the French authorities, with the following characteristics:

- Issued within the previous 10 years;
- Valid for at least 3 months after the expiry date of the requested visa (for example, if you want a visa issued that is valid until 31 December 2015, your passport must have an expiry date after 31 March 2016);
- At least 2 blank pages.

## 7) For more information...

To find out about the rules applicable to your nationality, please consult:

Website of the Ministry of Foreign Affairs and International Development:

<http://www.diplomatie.gouv.fr/en/coming-to-france/>

Public service website: (French only)

→ <http://www.service-public.fr>

For any help, or if you need an Invitation Letter, please contact : [icid2015@irstea.fr](mailto:icid2015@irstea.fr)