

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.

1. Who applies for the invitation letter
2. Where to obtain the invitation letter
3. How to apply for the invitation letter

### **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.

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

**Cergy Préfecture:** Square Columbia (top of the RER escalator)  
Monday, Tuesday, Wednesday, Friday: 9:00 to 12:30 and 13:45 to 17:00  
Thursday: 13:00 to 17:00  
Saturday: 8:45 to 12:00

**Cergy village:** Place de la Libération  
Monday, Tuesday, Wednesday, Friday: 9:00 to 12:30 and 13:45 to 17:00  
Thursday: 13:00 to 17:00  
Saturday: 8:45 to 12:00

**Cergy Saint Christophe:** 12 rue de l'Abondance  
Monday, Wednesday, Friday: 9:00 to 12:30 and 13:45 to 17:00  
Tuesday: 9:00 to 12:30 and 13:45 to 19:00  
Thursday: 13:00 to 17:00

### **3. How to apply for the invitation letter**

In addition to your passport, your temporary student residence permit, and your certificate of enrollment at ESSEC, you must submit **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.**

**Remember to have original documents, along with photocopies.**

In order to fill in the application for this invitation letter, 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.

**Caution!** Students residing at Alegessec should obtain a recommendation letter from the International Student Office before going to the "Mairie."

#### **4. How long does it take to obtain an invitation letter?**

The application procedure may take a minimum of one week. So, your relatives should make their travel arrangements accordingly.

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