Dear applicant,

Thank you for your interest in applying for a Visa to France. The following information is provided to assist you in lodging your application. You are encouraged to read it carefully and take note of all the information provided. It is important for you to do so, as failure to provide any required documents may affect the processing of your application.

You should lodge your application when you have all the required documents as detailed below.

Applicant Name:
Application tracking number:

Please prepare your documents in the following order

<table>
<thead>
<tr>
<th>Attached</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1</td>
<td>Passport (LS)</td>
<td></td>
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<tr>
<td>2</td>
<td>Long Stay Application Form</td>
<td></td>
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<tr>
<td>3</td>
<td>Color ID Photos (x2)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Proof of Transport (LS)</td>
<td></td>
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<tr>
<td>5</td>
<td>CERFA form n° 15187*02 validated by DIRECCTE</td>
<td></td>
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IMPORTANT INFORMATION

Please be advised that we are not allowed to accept an application without the following basic requirements:

• Passport
• ID photo
• Schengen form
• Travel insurance

Please note that:

Capago provides photos which are 100% compliant with the Schengen Requirements and International Civil Aviation Organisation (ICAO) Standards, printed on quality gloss paper using Biometric technology at 90R per applicant.

Capago can also link you with a selected Insurance Broker who provides Schengen Travel Insurance which is 100% compliant with the Schengen Requirements according to the regulations of the European Union (Decision 2004/17/CE of December 22nd 2003).

Note that the price of the Schengen Travel Insurance will depend on the chosen plan.

Detailed explanation.

Please find below the detailed explanation for each document

Passport (LS)

Must be valid for the whole duration of the stay in France and not older than 10 years. At least 2 valid blank pages (marked VISA).

For non-S.A passport, copy and original of valid S.A permit (permit must be valid for at least 6 months after the date of submission of documents at CAPAGO).

The Passport also need to be in good shape.

Long Stay Application Form

All fields required properly filled out. Form must absolutely be signed by applicant.

If you are stating "No Occupation" at the point 19, please add to your file an explanatory letter of your current situation.

If applicable: In case of minors form MUST be signed by the 2 parents.

Color ID Photos

2 Color ID photos as required by Schengen Standards. Photos can be taken at all Capago offices.

Proof of Transport (LS)

Plane tickets (itinerary or pre-booking)

CERFA form n° 15187*02 validated by DIRECCTE

Authorisation to work in France from DIRECCTE - bring the printed document. This document MUST be provided by your employer BEFORE you apply for your visa at Capago. STEP 1: You MUST contact the French Consulate BEFORE applying, to confirm that they have received approval from DIRECCTE to process your application. STEP 2: After approval, you may apply at Capago. Submit a copy of the official documentation from DIRECCTE in France authorising you to take up work in France. Note: This is a mandatory document for this visa category.