

GUIDELINES TO FACILITATE VISA DELIVERY

Actors involved in general and specific actions (Who does what)¹

Who	What	
	General Actions	Specific Actions
European Commission, Directorate-General for Education and Culture (DG EAC)	<ul style="list-style-type: none"> ➤ Regularly provide general information on EM to EC Delegations in 3C asking them to regularly spread information to local EU embassies/consulates; ➤ Follow-up of student directive transposition into national law; ➤ Continue with course and student visa surveys. 	<ul style="list-style-type: none"> ➤ Prepare welcome letter signed by Commissioner (maybe useful for mobility within Europe)
Executive Agency		<ul style="list-style-type: none"> ➤ Prepare signed EU certificates (with main & reserve lists of students in annex) and send them to (1) Consortium coordinators, (2) NSs, (3) EC Delegations in 3C (asking them to send certificates plus annex to local EU embassies/consulates)
EM National structures	<ul style="list-style-type: none"> ➤ Regularly provide general information on EM to Foreign Affairs and Internal Affairs Ministries and ask them to inform EU embassies/consulates in 3C; ➤ If appropriate, create a national visa working group with Foreign Affairs and Internal Affairs Ministries and rectors' conference to find pragmatic solutions; ➤ Invite national organisations active in higher education in 3C (DAAD, EduFrance, Brithish Council, Nuffic...) to provide general information on EM to local EU embassies/consulates. 	<ul style="list-style-type: none"> ➤ Ask Foreign Affairs and Internal Affairs Ministries to transmit EU certificate plus annex to relevant EU embassies/consulates in 3C
EM Consortium coordinators		<ul style="list-style-type: none"> ➤ Pre-inform students about pre-selection ➤ Send students "extended admission letter" (EU certificate with annex + EM Consortium acceptance letter) to students; ➤ On demand send EU certificate with annex and/or EM Consortium acceptance letter to EU embassies/consulates in 3C concerned.
EM Consortium 1st Hosting Universities		<ul style="list-style-type: none"> ➤ (Maybe via coordinator) send students admission letters for their first hosting university (including info on enrolment, bank account, info about visa + residence permit + housing + medical issues)
EC Delegations in 3C	<ul style="list-style-type: none"> ➤ Regularly provide general information on EM to local EU embassies/consulates 	<ul style="list-style-type: none"> ➤ Send EU certificates plus annex to local EU embassies/consulates
EU Foreign Affairs and Internal Affairs Ministries	<ul style="list-style-type: none"> ➤ Provide general information on EM to EU embassies/consulates in 3C 	<ul style="list-style-type: none"> ➤ Send EU certificate plus annex to relevant EU embassies/consulates in 3C
HE national organisations in 3C	<ul style="list-style-type: none"> ➤ Provide general information on EM to local EU embassies/consulates 	

¹ Actors not directly involved with EM masters courses are marked in grey.

General Actions Overview

What	Who				
	European Commission, Directorate-General for Education and Culture (DG EAC)	EM National structures	EC Delegations in 3C	EU Foreign Affairs and Internal Affairs Ministries	HE national organisations in 3C
Regularly provide general information on EM	to EC Delegations in 3C asking them to regularly spread information to local EU embassies/ consulates	to Foreign Affairs and Internal Affairs Ministries and ask them to inform EU embassies/consulates in 3C	to local EU embassies/consulates	to EU embassies/consulates in 3C	to local EU embassies/consulates
Invite national organisations active in higher education in 3C (DAAD, EduFrance, Brithish Council, Nuffic...) to provide general information on EM to local EU embassies/consulates		X			
If appropriate, create a national visa working group with Foreign Affairs and Internal Affairs Ministries and rectors' conference to find pragmatic solutions		X			
Follow-up of student directive transposition into national law	X				
Continue with course and student visa surveys	X				

Specific Actions Overview

What	Who						
	European Commission, Directorate-General for Education and Culture (DG EAC)	Executive Agency	EM National structures	EM Consortium coordinators	EM Consortium 1st Hosting Universities	EC Delegations in 3C	EU Foreign Affairs and Internal Affairs Ministries
Pre-inform students about pre-selection				February Invite students to start preparing visa documents (passport etc)			
Signed EU certificates (with main & reserve lists of students in annex)		April Prepare and send to (1) Consortium coordinators, (2) NSs, (3) EC Delegations in 3C (asking them to send certificates plus annex to local EU embassies/ consulates)	April-August Ask Foreign Affairs and Internal Affairs Ministries to transmit to relevant EU embassies/ consulates in 3C	April-August On demand send to EU embassies/ consulates in 3C concerned		April-August Send to EU embassies/ consulates in 3C concerned	April-August Send to EU embassies/ consulates in 3C concerned
Extended admission letter (EU certificate with annex + EM Consortium acceptance letter)				April Send to students and on demand to EU embassies/ consulates in 3C concerned		April-August Send to EU embassies/ consulates in 3C concerned	April-August Send to EU embassies/ consulates in 3C concerned
Admission letters for students” first hosting university (including info on enrolment, bank account, info about visa + residence permit + housing + medical issues)					April-May Send to students (maybe via coordinator)		
Welcome letter signed by Commissioner (maybe useful for mobility within Europe)	Sept-Oct Prepare and send to coordinator for distribution to students			Sept-Oct Distribute to students			

Overview of information tools and their specific contents

- Executive Agency's **certificate** includes:
 - "To whom it may concern" information on:
 - EM programme (webpage)
 - Setup of consortium (= possible study destinations)
 - Course duration
 - Grant amount
 - Insurance
 - Annex with main & reserve lists of students
- EM Consortium coordinator's **extended admission letter** includes:
 - Agency's certificate + only main list of students
 - EM Consortium acceptance letter including info on:
 - Course description
 - Course duration
 - Participation costs
 - Grant amount
 - Info on Insurance provided
 - Entry country
 - Mobility scheme
- First hosting university's student **admission letter** includes info on:
 - Course description
 - Course duration
 - Participation costs
 - Insurance
 - Visa (typology and delivery modalities) to apply for in 3C
 - Residence permit (delivery modalities)
 - Enrolment modalities
 - Bank account (opening modalities)
 - Housing and medical issues
 - Any other national insurance needs
- The Commission's **welcome letter** for students includes:
 - Nominative letter signed by Commissioner including info on:
 - EM programme
 - Contact address in case of difficulties
 - Annex with key features of EM masters courses including info on:
 - Integrated study programme
 - Excellence
 - Degrees
 - Mobility
 - Linguistic policy
 - Insurance
 - Alumni Association