

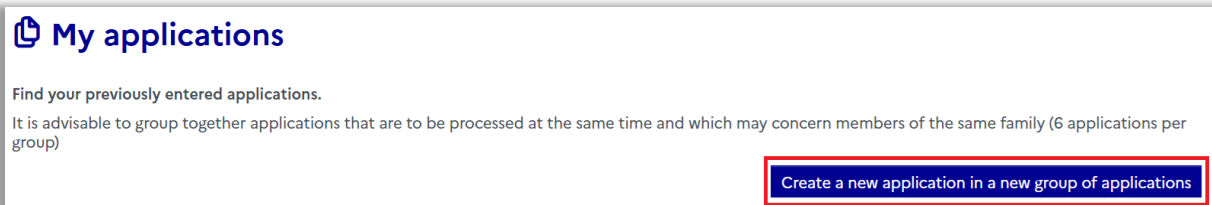
France-Visas

TUTORIAL : CREATING A GROUP OF APPLICATIONS

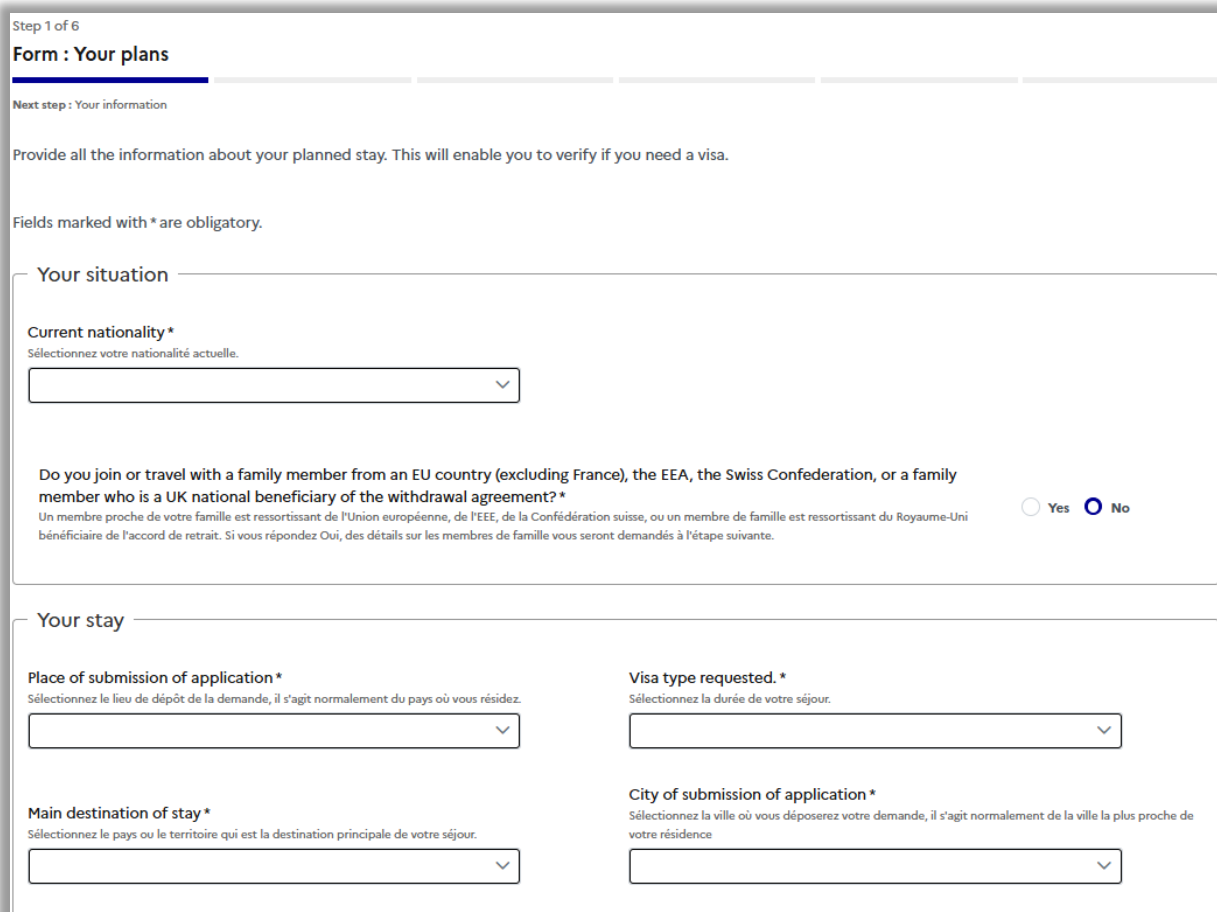
1. Creation of the first application.

To create a group of applications, you must first create the first application in the group.

To do this, on the main page of your France-Visas account entitled « My applications », click on « Create a new application in a new group of applications ».



You will arrive at the first section of the application form, entitled « Your plans ».



You can either complete the entire first visa application (i.e. all six steps of the application) or have completed at least the first step before returning to the home page to add a new application to the group.

My applications

Find your previously entered applications.
It is advisable to group together applications that are to be processed at the same time and which may concern members of the same family (10 applications per group)

Create a new application in a new group of applications

Group n°2026700000818

Application n°	Country	Duration	Name	Status	Actions
FRA1KL20267000001	France	Short-stay (≤ 90 days)	NAME First Name	✗ To be completed	Edit Delete Print Share

Your group is created as soon as the first application is registered. In other words, at least the first step of the application has been completed (« Your plans »).

2. Adding an application

You can add further applications to the group by clicking the « Add a application » button.

Group n°2026700000818

Application n°	Country	Duration	Name	Status	Actions
FRA1KL20267000001	France	Short-stay (≤ 90 days)	NAME First Name	✗ To be completed	Edit Delete Print Share

Add an application

You can add up to ten applications per group.

3. Exception

The « Add an application » button remains visible until the box marked « I declare that all the information provided is correct and complete to the best of my knowledge. (...) » is ticked.

Application n°FRA1KL20267000001

Application n°	Country	Duration	Name	Status	Actions
FRA1KL20267000001	France	Short-stay (≤ 90 days)	NAME First Name	✓ Confirmed	Edit Delete Print Share

☐ I declare that all the information provided is correct and complete to the best of my knowledge.
I promise to print out and sign the form associated with my application.

Continue



Once an application has been checked (the box is ticked and you clicked on « Continue » button), it is no longer possible to add another application to the group.

In the example below, both applications have been finalised, so it is no longer possible to add an application to the group.

Group n°2026700000818

Application n°	Country	Duration	Name	Status	Actions
FRA1KL20267000050	France	Short-stay (≤ 90 days)	NAME First Name B	✓ Confirmed	Edit Delete Print Share
FRA1KL20267000001	France	Short-stay (≤ 90 days)	NAME First Name	✓ Confirmed	Edit Delete Print Share