Group mailing sent by postal mail

Form

Faster and Easier

The group mailing service allows you to send in a batch all of your students’ applications and to keep track of them. This option reduces processing time from 3 weeks to 5-7 business days.

University information

University Name: ________________________________

Contact Name: ________________________________

Phone number: ________________________________

Email address: ________________________________

Number of students* participating in the program: __________

Mailing Information

Exact mailing date: ________________________________

Sent by: UPS _________ FedEx _________ USPS __________

Tracking Number: ________________________________

Date and signature

Terms and conditions

Personal checks are not accepted. Payment of Campus France processing fee for individual applications will be accepted online only.

A global check can be issued by the university to cover the entire group as long as the amount covers an exact number of students (n students X $190). If there is a mismatch between the number of students and the amount provided on the check, the payment will be sent back to the institution and a new one will be required.

All students’ applications included in the group mailing must be complete with the required documents uploaded, and submitted. If one or more application(s) are incomplete, student(s) and advisor(s) will be notified. Students will be allowed a period of 48 hours to complete their applications. The rest of the group will be held back until all of the applications are complete and submitted.

*A minimum of 5 applications by batch is required to take advantage of this service.
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Steps

1) Make sure all of your students’ applications are complete with the required documents (headshot, photo ID, acceptance letter) uploaded. Your students’ applications must also be submitted. **If not, the processing of the group’s applications will be delayed.**

2) **Send By POSTAL MAIL** (Campus France USA- 4101 Reservoir Rd NW, Washington, DC 20007) the following documents to Campus France:

- The list of students (name, student’s Campus France ID number: US XX-XXXXX)
- A check* from the university to cover the group of students, ($190 X number of students), made out to: MCUFEU + a copy of the check (**Please note: We cannot accept personal checks from students. However, we can accept a check issued by the university to cover a group of students**).
- A copy of each student’s acceptance letter with the student’s Campus France ID number (USXX-XXXX) written on it
- The signed group mailing form