I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days
I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

All students who wish to study in France for more than 90 days must follow the Campus France procedure before applying for a visa. Campus France’s process and the visa application process are distinct from each other. Please keep this in mind as it may be in your best interest to submit your Campus France application as soon as possible.

The 3 STEP Campus France USA process

**STEP 1** I create my Etudes en France account and I submit my online application

**STEP 2** I pay online the Campus France fee

**STEP 3** I email the required paperwork to Campus France USA

Once your application has been processed, Campus France will send you an email letting you know that you can proceed to the next step of your visa application and book an appointment through the France-Visas platform.
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days

I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

---

**STEP 1**

I create my *Etudes en France* account and I submit my online application

- Create your *Etudes en France* account

1) Go to [usa.campusfrance.org](https://usa.campusfrance.org) and register to *Etudes en France*

 Scroll down the home page to reach the “Apply to Etudes en France” button.
2) **Scroll down the home page to reach the “Apply to Etudes en France” button and click on it**
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days

I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

3) Select English at the top right corner of the screen and then Register *

* If you already have studied in France and have an Etudes en France account, don’t create a new one. You must login into your existing account and update your application with the new study program information.
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days

I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

4) Select **Espace Campus France USA**

⚠️ This section is in French. You will be able to change the language once you have selected “Espace Campus France USA”
5) Select **EN** (to switch into English) at the top left corner of the screen

6) Fill out the form carefully

**WARNING**

In order to receive the requested document for your visa application, it is mandatory that you keep the first box checked.

7) Click **Create an account**
8) Check your emails and click on the link to activate your account. Then, create a password.

Did’t receive the activation email? Check your spam folder!!

9) Now you can log into your Études en France account
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days

I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

Fill out your application

What documents do I need to submit online?

Applicants are required to upload the following documents:

- A headshot (format: JPG, size: 50KB max)
- An official photo ID: passport, state ID, driver’s license (format: JPG, size: 300KB max)
- An official acceptance letter (format: JPG, size: 300KB max)

What is an official acceptance letter?

The official acceptance letter must include the following:

- Your full name
- Institutional letterhead
- Exact start and end dates (day, month, and year) of the academic program you are participating in
- Full contact information for the individual issuing the offer or acknowledgment
- Signature or stamp
- Full address of the institution which will host the program in France

We do not allow applicants to submit an unofficial email of their acceptance.

Tips to upload documents:

If the document you are trying to upload is too big, please try the following:

1- Use the snipping tool
2- Take a picture with your phone or camera on a low quality/pixel setting
3- For Macs:
   - Open the PDF, then choose File >Export. Click the “Quartz Filter” pop-up menu, then choose Reduce File Size.

Please keep in mind that an incomplete file delays the entire process.
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days

I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

10) Go to “Students already accepted”

USXX-XXXXX is your Personal Etudes en France Identification number

Please keep your ID number handy as it will be requested of you every time you contact Campus France.
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days. I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

11) Select in the scroll down menu “I am a study-abroad/exchange/dual-degree student” and click on “Add”.

You are a “study abroad/exchange student” if your program in France involves credits transferal towards a degree in your home institution in the United States.
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days.

I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

12) Provide the program information
   - Complete parts 1 and 2:
     Home and Host Institutions

Where do you study in the United States?

Where will you study in France?

Option 1: Your French institution is listed in the dropdown menu
- Select the Institution + the Campus
- Continue to part 3 (skip to page 12)

Option 2: Your French institution is NOT listed in the dropdown menu
- See page 11 for instructions
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days
I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

**Option 2: Your French institution is NOT listed in the dropdown menu**

- Click on the blue button “Find your French institution”
- Search for your institution in the search window
- If your institution appears in the search results, select the campus/site and click “Register” to add the program
- If your search yields no results, retype in the name of the French institution/program as it appears on your Acceptance Letter and the location and click “Register” to add the program
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days
I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

11) Provide the program information (Continued)
   ✤ Complete parts 3 and 4: Program Information and Personal Statement

3) Program information
   - Study-abroad/exchange/dual-degree program *
   - Make sure the name of the program is correct *
   - Description of the program *
   - Field of study *
   - Level *
   - Start date of the program *
   - End date of the program *

If the “Program information” section doesn’t populate automatically after filling in your Home and Host Institution, please provide all the requested information.

4) Write a personal statement
   - Explain why you want to study in France and why you have chosen this institution
   - Motivations to study in France *

Write a short paragraph (min. 150 words) about your motivations to study in France, then click “Register”.

Register  Cancel
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days. I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

13) You will then be prompted to complete Step 5) “Upload your official acceptance letter” (format: JPG, size: 300KB max)

Acceptance letters uploaded on Etudes en France must be identical to the ones provided with visa applications. No discrepancies will be accepted by the General Consulate.
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days
I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

14) Check the legibility of the attachment (supportive document) and click on “Register” to save the program information

3) Program information

- Institution: Sciences Po (Séde de Paris)
- Campus: Site de Paris
- Field(s) of studies: Political Science
- Name of the program: Sciences Po Paris
- Description of the program (up to 500 characters): An undergraduate exchange program whereby Georgetown students directly enroll to take courses in French (and other regionally appropriate languages for the ‘campus délocalisés’).
- Field of study: Political Science and Economics
- Level: MULTIPLE LEVELS
- Start date of the program: 01/09/2017
- End date of the program: 31/12/2017

4) Write a personal statement


5) Upload the official acceptance letter for the study-abroad/exchange/dual-degree program

Make sure the letter is uploaded correctly and is legible!
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days

I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

15) Click on Personal information

1 - Finalize the procedure

Select your study program in France and upload your official acceptance letter. Select the category that applies to your situation.

Select a program

You can combine several programs (e.g. French as a foreign language program followed by a Master’s degree program)
You can’t combine several degree-seeking programs (e.g. 2 Master’s programs)

Add: I am a study-abroad/exchange/dual-degree student

Personal information: Incomplete

Complete your file (personal information, education and diplomas, language tests...)

Confirm the information and submit the application

Make sure you have filled out the form correctly before you submit it to Campus France USA. Warning: this is your final choice.
16) **Personal Information**

**Option 1:** You found your program in our system and its description appeared automatically when you filled out the “Program Information” section:

You are exempt from filling out the “Education and professional experience” and “Language skills” sections. These sections will automatically appear as “Complete”. **Click on Personal Information.** Proceed to Page 18.
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days
I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

Option 2: You did not find your program in our system and its description didn’t appear automatically when you filled out the “Program Information” section. You entered the information yourself:

You must fill out all 3 sections – Personal Information, Education and Professional Experience, and Language Skills. They will appear “Incomplete”.

[Image of a screenshot showing an incomplete personal information section with arrows pointing to it.]
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days

I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

- **Personal Information / Contact Information**

  **Tips to upload documents:**
  
  If the document you are trying to upload is too big, please try the following:
  1. Use the snipping tool
  2. Take a picture with your phone or camera on a low quality/pixel setting
  3. For Macs: Open the PDF, then choose File > Export. Click the “Quartz Filter” pop-up menu, then choose Reduce File Size.

  **Passport must be valid minimum 3 months after your return to the USA**

  **Upload your headshot**
  
  Format: JPG; size: 50KB

  **Upload your ID document**
  
  Format: JPG; size: 300KB max

  **Enter your US address ( home or school) and at least one valid US phone number.**

  **Unless you have received a Grant/Scholarship listed in the dropdown menu, select “My situation doesn’t apply to any of the above.”**
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days.

I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

17) Education and professional experience

If you are exempt from filling out the “Education and professional experience” and “Language skills” sections, please go directly to page 22. (You are exempt if these fields already show “Complete”.)

The resume is optional for study-abroad students, skip this portion.

Study-abroad students: select “A year of higher education” and click Add to enter your current college information.
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days. I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

- **Education and professional experience**

Select the current school year and the option “Current program, I will fill out scores and supportive documents later” in order to be exempt from providing college transcripts which are not mandatory for study-abroad students.

Complete the rest of the information and click **Register**.
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days. I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

18) **Language skills**

If you are exempt from filling out the “Education and professional experience” and “Language Skills” sections, please go directly to page 22. (You are exempt if these fields already show “Complete”.)

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and professional experience</td>
<td>Complete</td>
</tr>
<tr>
<td>Language skills</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

**French language proficiency exams**

Please upload a supporting document for each exam you took.

- No test

**No test**

**Level of French**

If you passed a French language proficiency exam, please do not fill out this section. Add the exam to the “French language proficiency exams” section. You can upload supporting documents (records, admission...).

- Not specified

Specify your level of proficiency in both French and English (below) by clicking on the “Modify” button.

**Not specified**

**Stays in France**

Please add an attachment for your stay (study abroad transcripts, or letter of enrollment; certificate, visa, plane ticket).

- No stay in France

**The Stays in France section is optional for study-abroad students, fill out as applicable**

**Level of English (and other languages)**

Please upload a supporting document for each exam you took (if your native language is not English).

- Not specified

**The French language exam is optional for study-abroad students, skip this portion**
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days.

I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

19) Check that all the sections are complete and click on “Back”
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days

I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

20) Go to “Confirm the information and submit the application”

Select your study program in France and upload your official acceptance letter. Select the category that applies to your situation.

Select a program

You can combine several programs (i.e. French as a foreign language program followed by a Master’s degree program)
You can’t combine several degree seeking programs (i.e. 2 Master’s programs)

I am a study-abroad/exchange/dual-degree student

Personal information Complete

Complete your file (personal information, education and diplomas, language tests, ...)

Confirm the information and submit the application

Make sure you have filled out the form correctly before you submit it to Campus France USA. Warning: this is your final choice.

3 - Campus France USA is reviewing my file
21) Submit your application

- Step 1 - Check the box “I hereby certify that the above statements are true ....”

Confirm the information and submit the application

Make sure you have entered the information requested or complete your file.

Personal information

- Education and professional experience
- Language skills

Complete

Main study-program

- Sciences Po Site de Paris

Complete

Review and submit the file to Campus France USA

- I hereby certify that the above statements are true and correct to the best of my knowledge.

Warning: once you submit your file, you cannot make any changes!

I confirm my final choice to Campus France USA

You did not confirm if you reviewed your file.
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days. I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

- Step 2 – Click on “I confirm my final choice to Campus France”

**Confirm the information and submit the application**

Make sure you have entered the information requested or complete your file.

**Personal information**
- Complete
- Access the section

**Education and professional experience**
- Complete
- Access the section

**Language skills**
- Complete
- Access the section

**Main study-program**
- Georgetown University – Sciences Po
- Sciences Po
- Site de Po
t
- Complete
- Access the section

Review and submit the file to Campus France USA

- I hereby certify that the above statements are true and correct to the best of my knowledge.
- Warning: once you submit your file, you cannot make any changes!

I confirm my final choice to Campus France USA
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days

I am a undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

Your file has been submitted.

Confirm the information and submit the application

- Your file has been submitted to Campus France USA
- Please login regularly to follow the status of your file
- You will receive tracking information in your personal mailbox

Make sure you have entered the information requested or complete your file.

<table>
<thead>
<tr>
<th>Personal information</th>
<th>Complete</th>
<th>Access the section</th>
</tr>
</thead>
<tbody>
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<th>Main study-program</th>
<th>Complete</th>
<th>Access the section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgetown University - / Sciences Po</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sciences Po</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site de Paris</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Review and submit the file to Campus France USA

I hereby certify that the above statements are true and correct to the best of my knowledge.

Warning: once you submit your file, you cannot make any changes!

I confirm my final choice to Campus France USA

The information we collect are subject to computer processing to help students willing to apply for higher education in France. If you accept, the information that Campus France collects will be retained and maintained during the length of your studies in France and after your studies are completed.

Click on “Students already accepted” to go back to the main application page.
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days

I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter.

Main application page for Students already accepted

YOU HAVE NOT FINISHED THE PROCESS!!!

Use the following links to continue to the last 2 steps of the Campus France process:

- Regular service
- Expedited service
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days
I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

STEP 2  
I pay the online Campus France fee

✈️ Option 1: Regular Service - $190
  Processing time: Up to 3 weeks upon reception of the complete application by Email: applicationfileUSA@campusfrance.org

✈️ Option 2: Expedited Service* - $340
  Processing time: Up to 3 business days upon reception of the complete application by Email: applicationfileUSA@campusfrance.org

To pay online**, please go to our website (https://www.usa.campusfrance.org/regular-service-how-to-apply-for-a-student-visa for the regular service and https://www.usa.campusfrance.org/expedited-service-how-to-apply-for-a-student-visa for the expedited service)

* Applicants must be eligible for Expedited Service. For more information, please check: https://www.usa.campusfrance.org/expedited-service-how-to-apply-for-a-student-visa

** No other type of payment will be accepted
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days
I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

STEP 3  Email the required paperwork to Campus France USA

- **Regular Service (Option 1):**
  Applicants are required to send via Email to applicationfileUSA@campusfrance.org all of the following documents with the mandatory subject line: “REGULAR SERVICE + LAST NAME + USXX-XXXXX” *

  1. The Regular Service Cover Page (available on our website)
  2. A photocopy of their official acceptance letter
  3. A copy of the online payment receipt

- **Expedited Service (Option 2):**
  Applicants are required to send via Email to applicationfileUSA@campusfrance.org the following documents with the mandatory subject line: “EXPEDITED SERVICE + LAST NAME + USXX-XXXXX” *

  1. The Expedited Service Request Form (available on our website)
  2. A photocopy of their official acceptance letter
  3. A copy of the online payment receipt

* All documents must be sent in the same email. If the email does not include the correct subject line and/or all of the 3 mandatory documents, it won’t be taken into consideration. Applicants will be therefore requested to send a new email with all the mandatory information/documents.

It is possible for students to switch from the regular service to the expedited service in the middle of the Campus France process
In order to do so, students must:
- Pay in full the expedited service fee: $340
- Send the requested paperwork for the expedited service to applicationfileUSA@campusfrance.org

Once Campus France receives the requested paperwork for the expedited service, students will be refunded for the first payment they made: $190 (regular service fee)
I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days
I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

WHAT’S NEXT?

I receive the confirmation message from Campus France USA and I make a visa appointment through the France-Visas platform

If your application was correctly completed, within 3 weeks (for Regular Service – option 1) or within 3 business days (for Expedited Service – option 2) after Campus France has received your email on applicationfileUSA@campusfrance.org, a notification will be sent to you, through the email address you provided in your Etudes en France application, letting you know that you can now proceed to the next step of your visa application (cf France-Visas).

Only one document from Campus France USA is requested for your visa appointment:

- The email stating that your Campus France application has been processed (The subject line should read “USXX-XXXX-XXX / Your Campus France file has been processed”)