I am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France

I applied to an institution in France and:

• I have been accepted into a *French language course or professional training* in France and I received an *official letter of enrollment*.

  OR

• I have been accepted into a *full-time undergraduate, graduate, or PhD program* in France and I received an *official letter of enrollment*.

All students who wish to study in France *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** the Campus France fee online

**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 am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France

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](http://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
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.
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”
I am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France

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.

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

9) Now you can log into your *Etudes en France* account

This portal has been set up to facilitate the pre-registration process for 250 French universities and grandes écoles and to help you prepare your visa application.

List of countries: Algeria, Argentina, Benin, Brazil, Burkina Faso, Cameroon, Chile, China, Colombia, Comoros, Congo, Côte d’Ivoire, Egypt, Gabon, Guinea, India, Indonesia, Iran, Japan, Lebanon, Madagascar, Mali, Mauritania, Mauritius, Mexico, Morocco, Peru, Russia, Senegal, Singapore, South Korea, Syria, Taiwan, Togo, Tunisia, Turkey, United States, Vietnam.

**Candidates to study in France – advice for first-time users**

1. Before your first log-in:

To create an account, you must have:
- A scanned copy of your identity document,
- A recent photo (portrait format – no larger than 50 KB),
- A valid e-mail address which you check regularly.

To complete your application, depending on your situation, you must provide:
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 + for the international students a copy of their legal status in the US (format: JPG, size: 300KB max)
- A resume (format: JPG, size: 300KB max)
- Your most recent official transcripts and/or last obtained diploma (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 snapping 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 am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France

10) Go to “Students already accepted”

If you are NOT a study-abroad/exchange/dual-degree student AND you have been accepted to an institution in France (ex: language class, professional training, etc.), please fill out your application by clicking Students already accepted at the top of this page and then selecting I am NOT a study-abroad/exchange/dual-degree student. (...) If you are an undergraduate or graduate school candidate in France and therefore you haven’t been accepted yet, please fill out your application by clicking Students not yet accepted at the top of this page.

Sincerely,
Campus France USA

Please keep your ID number handy as it will be requested of you every time you contact Campus France.
11) Select in the scroll down menu “I am NOT a study-abroad/exchange/dual-degree student AND I have been accepted to a French Institution” and click on “Add”
12) Go to “I am in another situation” and select your program information from the dropdown.
13) **Provide the program information:** Click on the blue “Search a program in the catalog” button

- Search for your institution in the search window

**OPTION 1**
- If your institution appears in the search results, continue to page 13 for more instructions

**OPTION 2**
- If your search yields no results, click on “Cancel” to return to the previous page and continue to page 14 for more instructions
I am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France

Option 1: Your French institution is listed in the catalog
- Select the correct program
- If applicable, select the year you will be enrolling in
- Select the institution
- Verify the information is correct and click on the “Select the Program button”

Continue to page 14
I am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France

**Option 2: Your French institution is NOT listed in the catalog**
- Select “I did not find my program in the catalog”
  - Enter the title of your program as it appears on your acceptance letter along with a brief description of the program of study
  - Select your year of entry to the program
  - Select your level of education
  - Select your field of study
  - Select the type of diploma/certification you will be pursuing

- Click on “Find your French institution” and search your 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
13) Provide the program information (Continued)

- Complete parts 4 and 5: Dates of the program & Write a personal statement

**Option 1**: Program found in catalog

**Option 2**: Program NOT found in catalog

1. Enter the requested dates of your program as they appear on your acceptance letter.

Write a short paragraph (150 – 300 words) about your motivations to study in France, then click “Register”.

[Images showing program registration process]
14) Upload your official Acceptance Letter

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 am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France

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

1) Situation
- I have been accepted to a program previously selected in my Etudes en France program cart (DAP/HDAP candidates)
- I am in another situation: French as a foreign language program (FLE program)

2) Program search
I search my program in the catalog. If I do not find it, and only in this case, I describe it manually.
- I found my program in the catalog
  Description: Français général parcours Cours de civilisation française de la Sorbonne - Automne 2018 + Janvier 2019 + Printemps 2019

- I did not find the program in the catalog

3) Program information
Host institution: CIEP - Label Qualité FLE - Cours de civilisation française de la Sorbonne (Fondation Robert de Sorbon) - Cours de Civilisation Française de la Sorbonne

4) Dates of the program
Start date: 22/01/2016

5) Write a personal statement (150 words minimum)
Personal statement:
I want to improve my French before applying to a Master’s degree in France. I have currently an intermediate level and hope to reach a A2 level at the end of the program.

6) Attach the acceptance letter
Complete
- Main study program

Make sure the letter is uploaded correctly and is legible!
16) Click on Personal information

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)

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.

2 - Campus France USA is reviewing my file
17) Complete all the sections
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.

Upload your headshot
Format: JPG; size: 50KB

Upload your ID document and, for international students, your legal status (visa, green card,...)
Format: JPG; size: 300KB max

Enter your US address and at least one valid US phone

Unless you have received a Grant/Scholarship listed in the dropdown, select “My situation doesn’t apply to any of the above.”
I am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France

Education and professional experience

An up-to-date resume is required for Independent students.

Select the information that applies to your situation and click Add to enter your education information (supportive documents include your most recent official transcripts or/and last obtained diploma) and professional experience.
### Language skills

**French language proficiency exams**

Please upload a supporting document for each exam you took.

- **Not 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 (recordings, admissions...)

  **Not specified**

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

- **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**

- **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**
18) Check that all the sections are complete and click on “Back”
I am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France

Submit your application

19) Click on “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)

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

Add

Study program not study-abroad/exchange/dual-degree program (Française Langue Etrangère)

Modify

Supportive documents (1)

Personal information Complete

Confirm the information and submit the application

Campus France USA is reviewing my file
20) 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.

<table>
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<tr>
<th>Personal information</th>
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<tr>
<td>Language skills</td>
<td>Complete</td>
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</tbody>
</table>

Main study-program

- Français général parcours Cours de civilisation française de la Sorbonne - Cours Intensifs - Automne 2017 + Janvier 2018+ Printemps 2018 + Été 2018
- CEP - Label Qualité FLE - Cours de civilisation française de la Sorbonne (Fondation Robert de Sorbon)
- 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.
Step 2 – Click on “I confirm my final choice to Campus France USA”
I am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France

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.

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<td>Complete</td>
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</tr>
</tbody>
</table>

Main study-program

- Français général parcours Cours de civilisation française de la Sorbonne - Cours intensifs - Automne 2017 + Janvier 2018 + Printemps 2018 + Été 2018
- GIEP - Label Qualité FLE - Cours de civilisation française de la Sorbonne (Fondation Robert de Sorbon)
- Paris

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

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.
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
STEP 2  I pay the Campus France fee online

❖ 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 the 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
STEP 3

I 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 all of 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 their 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 am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France

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-XXXXX-XXX / Your Campus France file has been processed”)

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