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 Campus France USA 2-step process**

1. **STEP 1:** I Create my [Etudes en France](#) account and I Submit my online application

2. **STEP 2:** I Pay the Campus France fee online and I submit my 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](#).

*Click here for more information about the 2-step 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

**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
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”
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.

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**.
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

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
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 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 (preferred), 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”

If you are a study-abroad/exchange/dual-degree student, please fill out your application by clicking “Students already accepted” at the top of this page and then selecting “I am a study-abroad/exchange/dual-degree student.”

If you are NOT a study-abroad/exchange/dual-degree student AND you have been accepted to an institution in France (e.g., language classes, 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.

If you don’t know the available programs in France, please visit Campus France USA or ONISEP to help you find the program that suits you.

Sincerely,
Campus France USA

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.
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

OR

- 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 *: format:dd/mm/yyyy

   End date of the program *: format:dd/mm/yyyy

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 *:

   Characters: 0 / 1500

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

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 (Séte de Paris)
Campus*: Site de Paris

If it is not on the list, select “Other” and enter the name and the location (city) below.*:

Institution:
City:

Description of the program:
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

Explain why you want to study in France and why you have chosen this institution.

Motivations to study in France*:

Make sure the letter is uploaded correctly and is legible!

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

Complete

Supportive documents (1)
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

Students already accepted

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 (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.
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”.

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.

- **Personal Information / Contact Information**

  **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 in order for Campus France to reach during the entire process.**

  **Unless you have received a Grant/Scholarship listed in the dropdown menu, select “My situation doesn’t apply to any of the above”**.

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.
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**.
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”.)

The French language exam is optional for study-abroad students, skip this portion

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

Personal information

Fields with an asterisk (*) must be completed.

Display each part below.

- Personal information Complete
- Education and professional experience Complete
- Language skills Complete

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

Submit your application

Page 24
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.

<table>
<thead>
<tr>
<th>Personal information</th>
<th>Complete</th>
<th>Access the section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and professional experience</td>
<td>Complete</td>
<td>Access the section</td>
</tr>
<tr>
<td>Language skills</td>
<td>Complete</td>
<td>Access the section</td>
</tr>
</tbody>
</table>

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

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.

<table>
<thead>
<tr>
<th>Personal information</th>
<th>Complete</th>
<th>Access the section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and professional experience</td>
<td>Complete</td>
<td>Access the section</td>
</tr>
<tr>
<td>Language skills</td>
<td>Complete</td>
<td>Access the section</td>
</tr>
</tbody>
</table>

Main study-program

Georgetown University / Sciences Po
Sciences Po
Site de Po

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
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

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.

Personal information

<table>
<thead>
<tr>
<th>Personal information</th>
<th>Complete</th>
<th>Access the section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and professional experience</td>
<td>Complete</td>
<td>Access the section</td>
</tr>
<tr>
<td>Language skills</td>
<td>Complete</td>
<td>Access the section</td>
</tr>
</tbody>
</table>

Main study-program

| Georgetown University - / Sciences Po | Complete | Access the section |
| Sciences Po Site de 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.
Main application page for Students already accepted

YOU HAVE NOT FINISHED THE PROCESS!!!

Use the following link to continue to the last step of the Campus France process: pay the Campus France fee online and submit the paperwork to Campus France USA

https://www.docboxcfusa.org:
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 Campus France fee online and I **Submit** the paperwork to Campus France USA.

**Reminder:** Campus France USA offers 2 services: the regular service and the expedited service.

To Pay online¹ and submit your paperwork, please go to [https://www.docboxcfusa.org](https://www.docboxcfusa.org):

1) Provide your personal information
2) Select the Campus France service you would like to receive: regular (3-week process) or expedited² (3-day process)
3) Pay the Campus France service fee³
4) Upload the required paperwork: Acceptance letter and copy of the receipt of payment⁴
5) Submit your paperwork by clicking on the button “I submit”.

---

¹ No other type of payment will be accepted
² 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](https://www.usa.campusfrance.org/expedited-service-how-to-apply-for-a-student-visa)
³ Once the payment is made and you obtain the payment receipt, please go back to the “Docbox” page and finish the last 2 steps in order to submit your paperwork to Campus France USA.
⁴ If you are exempt from paying the Campus France processing fee, please provide your proof of exemption in the “receipt of payment” section.
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

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 go back to the “docbox”: [https://www.docboxcfusa.org](https://www.docboxcfusa.org)

- Pay in full the expedited service fee: $340
- Upload the requested paperwork for the expedited service: acceptance letter and proof of payment

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).

*If you have any questions regarding your refund, please contact: cfaccounting@ambafrance-us.org
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 happens after you submitted your application to Campus France USA?

1- Your application will be reviewed by a representative

2- You will receive a confirmation email allowing you to schedule an appointment for your visa application through the France-Visas platform

If your application was correctly completed, you will receive, within 3 weeks (for Regular Service – option 1) or within 3 business days (for Expedited Service – option 2) after reception of your documents on the “Docbox” page (https://www.docboxcfusa.org), an email 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 confirmation 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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(MAJ le 07/03/19)