I am applying to a full-time undergraduate or graduate program in a French institution

You are a candidate for:

**Licence 2 or Licence 3**
(2nd or 3rd year of an undergraduate degree program at a French university)

**OR**

**Master**
(Graduate degree program at a French institution)

**AND**

You are NOT a national of a member state of the European Union
You are eligible to apply through the Hors-DAP Procedure (Hors Demande d’Admission Préalable)

**Important dates**

**November 1, 2019:** Online application opening for the academic year 2020/2021

**March 6, 2020 (12:00 AM French time/6:00 PM US EST):** Deadline* for submission of complete online applications (including all the requested documents)

*Passed the deadline, the Etudes en France system won’t accept any new applications. Therefore, they won’t be received by the prospective institutions.

The deadline for admission applications, indicated in “Etudes en France”, may not apply to all institutions. Please check with prospective institutions for their deadlines and let us know if they are different from the one posted in “Etudes en France”. 
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What is the Hors-DAP Procedure?

The Hors-DAP Procedure on [Etudes en France](#) is a comprehensive online system that simplifies the admission process for international students, starting November 1, 2019.

With one online application, students can apply for up to 7 programs in France in Licence 2, Licence 3 and Master’s degree and in any other program that is not a first year of education at “Licence” level or architecture.
Following instructions is an important part of the application process. We thought it would be a good idea to cover some of the frequently asked questions surrounding application instructions and requirements. **Language proficiency and academic transcripts and diplomas are an important part of our review process and it is never too early to start compiling your academic information.**

**What are the Hors-DAP procedure steps ?**

1. Collect the required documents
2. Get your documents translated in French *
3. Register to a French proficiency test if you don’t have a valid one yet*.  
4. Fill out your Etudes en France application and select the programs you want to apply to 
5. Pay your Campus France service fee and submit the paperwork to Campus France USA 
6. Verify your application with a Campus France representative 
7. Complete a phone interview 

**Once your application has been processed and you have been accepted to one institution:**

- Confirm your choice on Etudes en France by July 1, 2020 the latest in order to apply for a student visa. 

* If required by the prospective institutions
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What documents must be submitted with your Etudes en France application by the deadline?

1. The French language proficiency exam or registration confirmation attestation*

2. Official academics transcripts and Diplomas

3. A Resume

4. Letters of recommendation

5. Translation in French of all documents

* Exam results must be provided to Campus France in any case before 04/30/2020.

1. The French Language Proficiency Exam

A candidate who is not a national of a member state of the European Union is required to take a French language proficiency exam*. This requirement may vary from institution to institution.

More information about French language tests can be accessed [here](#).

*Important note on French proficiency tests for programs taught in English

A French proficiency test may not be requested for programs taught in English. Please check with the prospective institutions and let us know by email if a language proficiency exam is not a requirement.
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2. Academic Transcripts and Diplomas

What do I need to submit?

Applicants are required to scan and upload OFFICIAL* transcripts, diplomas and/or certificates for all colleges and universities attended / or for all high schools attended. This requirement includes institutions where courses have been taken but no degree was received. Transcripts must include the following:

- all courses attended and grades received
- proof of degree conferral
- date of degree conferral
- grading policy and scale

Domestic transcripts will have this information listed on the transcript 99.9% of the time. This information may vary on international transcripts. Proof of degree conferral is usually a separate document – please make sure to request this information in addition to your transcript. If our office finds we need more information, we will contact you.

If you received a degree from an institution but it is not explicitly stated on your transcript that you received a degree, you will need to request separate documentation from your institution.

* Important note on official documents
We do not allow applicants to submit copies of their unofficial transcripts. Please keep this in mind as you prepare your application.

What if I transferred institutions or participated in a study abroad program?

Separate transcripts are required for study abroad programs in France only and/or transfer classes if the home institution does not report grades, courses, and dates of attendance. Many transcripts only list that credit was received to your home institution. We will need to see the specific courses and grades received for these classes.
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3. Resume

CV or Resume?
When it comes to the format of the resume, some applicants ask if we would rather see a curriculum vitae (CV) and the answer is that it is important to find a sort of cross between a resume and a CV. When comparing a resume to a CV, it can be said that a resume is generally shorter and more limited in scope than a CV. The Committees do like to have access to information on the personal, academic, and professional/volunteer background of each applicant. Thus applicants are encouraged to find a balance, including information that will help the Committees learn about your growth and track your areas of interest.

Here are a few pieces of advice to consider regarding the resume you will submit as part of the application process.

1. Have a few people who know you well review your resume. This is good advice just in terms of proof reading.
2. Make sure to include both month and year information when referencing jobs, internships, and other experiences. If the experience was only a few weeks, do please include the number of weeks.
3. Consider sending your resume to those who will be writing your letters of recommendation.
4. Letters of recommendation

Some prospects have contacted us requesting more detailed information regarding how letters are submitted and what is asked of those completing letters of recommendation.

What do I need to submit?
No recommendation is required but one letter is strongly recommended.

Who to select to write my letters?
Letters of recommendation are recommended and should be submitted by individuals familiar with the applicant and his/her work. Recommendations provide the admissions committees with additional information relating to an applicant’s ability to perform in an academic and/or work setting.

- For applicants who are still in high school, in college, in graduate school or have less than one year of work experience, recommendations from academic members are encouraged.
- For applicants with one or more years of work experience, recommendations should be from present or previous work colleagues and/or supervisors. One academic reference is desirable.

Recommendations must be submitted online and must be translated into French.
5. Translation in French of all documents in languages other than French*

Unless, otherwise specified by prospective institutions:

Certified translation is mandatory for official academic transcripts and Diplomas. Both the untranslated and translated version of these documents must be uploaded into your application. Our office does not have a preferred translation service, but we often recommend the American Translators Association.

All other documents (recommendation letters, resume,...) in languages other than French may also need to be translated.

Please check with your prospective institutions their translation requirements.

*Important note on translations for programs taught in English:
Translations may not be requested. Please check with prospective institutions and let us know by email if certified French translations of documents are not required.
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What are the Campus France USA 2-step 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 and I Submit my paperwork to Campus France USA

*Click here for more information about the 2-step process*
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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*
2) Scroll down the home page to reach the “Apply to Etudes en France” button and click on it
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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.
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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”
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5) Select **EN** (to switch into English) at the top left corner of the screen

6) Fill out the form carefully

**TIPS:**
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.

You don’t receive the activation email? It may be in your spam folder!!

9) Now you can login to your *Etudes en France* account
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10) Go to “Students not yet accepted”, fill out and submit your application

- USXX-XXXXX is your personal reference number

Please keep your reference number handy as it will be requested to you every time you contact Campus France.

As soon as you have an account, mail the required documents to Campus France in order to receive assistance and guidance from a Campus France officer.
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STEP 2: I Pay the Campus France fee online and I Submit the paperwork to Campus France USA

Reminder: the Campus France USA fee for admission applications is $190

To Pay online* and submit your paperwork, please go to: https://www.docboxcfusa.org:

1) Provide your personal information
2) Select the regular service
3) Pay the service fee: $190**
4) Upload the required paperwork: Admission Cover Page (also available on our website) and copy of your receipt of payment
5) Submit your paperwork by clicking on “I submit”

* No other type of payment is accepted
** 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
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What happens after you submitted your application to Campus France USA?

1- Verify your application with a representative

To maximize the quality of your application and make sure that it is complete, your representative will verify the content and quality of your application. It is important that you make note of any recommendations he/she suggests, as they will enhance your application.

2- Complete a phone interview

You have to complete a phone interview to finalize your application. Please do not schedule an interview until you’ve received the green light from your Campus France representative.

The interview lasts about 20 minutes. It’s an opportunity for you to describe your academic project, professional plans and goals in France. The purpose of it is to have an open conversation regarding your motivations and expectations for studying in France. If the programs selected are taught in English the interview can be in English.
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What’s next, once your application has been submitted?

1- Institutions will review your application and will notify their decision

French institutions will make a decision regarding your admission status. When a decision has been made, you will be notified in your Campus France account (in your “list of received messages” inbox).

2- Confirm the program you have been accepted to

Once a French institution has accepted your application, you must confirm your choice in your Etudes en France account in order for your admission application to switch to a pre-consular one. You will then receive a confirmation email from Campus France allowing you to schedule an appointment for your visa application.