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 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

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

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

 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 + 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
- Exact number of hours of classes per week
- 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 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

John DOE
Campus France USA
USXX-XXXXX

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.
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”

You are “NOT a study-abroad/exchange student” if your program in France doesn’t involve credits transferal towards a degree in your home institution in the United States.
12) Go to “I am in another situation” and select your program information from the dropdown.

- I have been accepted to a program previously selected in my Etudes en France program (old IDAP candidates)
- I am in another situation

2) Program search
- I search my program in the catalog
- I found my program in the catalog
- I did not find the program in the catalog
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”.
I am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France for more than 90 days.

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.
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
- 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)
Explain why you want to study in France and why you have chosen this institution.
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 B1 level at the end of the program.

6) Attach the acceptance letter
Complete
- Main study program

Supportive documents (1)

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

Students already accepted

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

17) Complete all the sections

**Personal information**

*Fields with an asterisk (*) must be completed*

Display each part below:

- **Personal information** Incomplete
- **Education and professional experience** Incomplete
- **Language skills** Incomplete

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

**Personal Information / Contact Information**

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

**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.

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

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

**French language proficiency exams**

Please upload a supporting document for each exam you took.

- Add a test: TCF SO • TP with written and verbal component

**This section applies only if you have taken a French proficiency test (DELF, DALF, TCF or TEF)**

**Level of French**

If you passed a French language proficiency exam, please do not fill out this section: add the test 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

**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

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

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.

2 - 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>
<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

- 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!

You did not confirm if you reviewed your file.
I am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France

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

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>Personal information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education and professional experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language skills</td>
<td></td>
<td></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>Français général parcours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cours de civilisation française de la Sorbonne - Cours intensifs - Automne 2017 + Janvier 2018 + Printemps 2018 + Été 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIEP - Label Qualité FLE - Cours de civilisation française de la Sorbonne (Fondation Robert de Sorbon)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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
Your file has been submitted.

Click on “Students already accepted” to go back to the main application page.
I am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France

Main application page for Students already accepted

Go to your Mailbox to send messages to Campus France USA or to check the progress of your file.

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

**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 online\(^1\) and submit your paperwork, please go to 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 expedited\(^2\) (3-day process)

3) Pay the Campus France service fee\(^3\)
4) Upload the required paperwork: Acceptance letter and copy of the receipt of payment\(^4\)
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
\(^3\) 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
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: $360
- Upload the requested paperwork for the expedited service: acceptance letter and proof of payment
  + add a copy of their proof of payment for the regular service

Once Campus France receives the requested paperwork for the expedited service, students will be refunded* for the first payment they made: $205 (regular service fee)

*If you have any questions regarding your refund, please contact: cfaccounting@ambafrance-us.org
1- Your application will be reviewed by a representative

2- You may be requested to complete a phone interview

You may be requested to complete a phone interview to finalize your application. The interview lasts about 10 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.
I am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution in France

3- 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”)