This Guide serves as a reference for all US students as they complete the online candidacy or pre-consular student application, *Etudes en France*. *Etudes en France* is a global international student application platform managed by the French Ministry of Europe and Foreign Affairs. International students from around the world complete this application prior to studying in France. It is each student’s responsibility to read this Guide carefully and watch the video tutorials before submitting an *Etudes en France* application. Students should keep a digital copy of this Guide accessible as a reference while completing the application. This Guide contains tips, FAQs, and important information about timelines, in addition to links to video tutorials. Students may use the bookmarks at the bottom of the pages to navigate within this Guide to find information for their particular student type. Campus France USA looks forward to working with students as they prepare to study in France.

Campus France USA
# Overview

## Student Types

### Candidates

- **DAP Application**
  - First year of undergraduate programs (Licence 1)
  - including medical and architecture studies

- **HDAP Application Guide**
  - L2, L3, Masters

### Pre-Consular Applicants

- **Study Abroad and Dual Degree**
  - Student Application Guide

- **Independent, HDAP Allégé, and Doctoral Student Application Guide**

### Student Visa Application Overview

### Contact
OVERVIEW
**OVERVIEW**

**WHAT IS THE ROLE OF CAMPUS FRANCE USA?**

Campus France USA is a French governmental agency that promotes French higher education around the world and guides international students preparing to study in France, either in degree programs or in study abroad programs. All students planning to study in France for 90 days or more will work with Campus France USA before applying for a student visa.

**WHAT IS THE ETUDES EN FRANCE APPLICATION?**

Etudes en France (EEF) is a global international student application platform for the French higher education system. Students coming to France from many countries around the world, including the United States, are required to complete this application. A confirmation email following the academic review of student EEF applications is a required step of the student visa application.

**WHO NEEDS TO COMPLETE AN ETUDES EN FRANCE APPLICATION?**

US students (and international students residing in the U.S.) who plan to study in France for a period of 90 days or more are required to submit an EEF application. While EEF also serves as a common application for international students applying to degree programs in France, for study abroad students EEF is a mandatory pre-consular academic application. All students submit an EEF application before applying for a student visa.
OVERVIEW OF THE ETUDES EN FRANCE AND STUDENT VISA APPLICATION PROCESS

Video Tutorial
Overview of the Application Process for Pre-Consular Applicants

Video Tutorial
Overview of the Application Process for DAP and HDAP Candidates

More Information
usa.campusfrance.org
STUDENT TYPES
Knowing your student type is essential to understanding the *Etudes en France* application process. Students may work with Campus France USA in two general ways: to apply to a degree program in a French institution through *Etudes en France* (as a Candidate), and to submit a Pre-Consular application as part of the student visa application process (as a Pre-Consular Applicant).

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>STUDENT TYPE</th>
<th>Etudes en France Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates</td>
<td>DAP</td>
<td>Students should complete the <em>Etudes en France</em> application indicating that they have not yet been accepted to a program in France.</td>
</tr>
<tr>
<td></td>
<td>HDAP</td>
<td></td>
</tr>
<tr>
<td>Pre-Consular Applicants</td>
<td>Study Abroad/Exchange/Dual-Degree <em>(SA/DD)</em></td>
<td>Students should complete the <em>Etudes en France</em> application indicating that they have already been accepted to a program in France.</td>
</tr>
<tr>
<td></td>
<td>Independent <em>(IND)</em></td>
<td>They should indicate that they are study abroad/Exchange/dual-degree students.</td>
</tr>
<tr>
<td></td>
<td>HDAP Allége <em>(ALL)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Doctoral Students <em>(D)</em></td>
<td>Students should complete the <em>Etudes en France</em> application indicating that they have already been accepted to a program in France. They should indicate that they are NOT study abroad/Exchange/dual-degree students.</td>
</tr>
</tbody>
</table>
# Detailed Student Types

<table>
<thead>
<tr>
<th>Category</th>
<th>Student Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Candidates</strong></td>
<td>Students using <em>Etudes en France</em> as a common application to apply for one or more degree programs in French universities. Candidates will work with a Campus France USA advisor to apply to multiple programs in France for which they are qualified. The benefit of applying through <em>Etudes en France</em> as a candidate is that students use one common application to apply to multiple programs in France. Applicants to L1 programs must apply as a DAP Candidate through <em>Etudes en France</em>. Candidates fall into two student types: DAP and HDAP. These students have not yet been accepted to a program in France.</td>
</tr>
<tr>
<td><strong>DAP Candidates</strong></td>
<td>Students using <em>Etudes en France</em> to apply to enter a French university at the Licence 1 level. These candidates may apply to up to three L1 programs using one application. Students applying to an Architecture program in France are also considered DAP candidates; they may apply to up to two programs using <em>Etudes en France</em> as a common application. Note: Licence 1 students must apply through <em>Etudes en France</em>, they may not apply directly to French institutions.</td>
</tr>
<tr>
<td><strong>HDAP Candidates</strong></td>
<td>Students using <em>Etudes en France</em> to apply to enter a French university at the Licence 2, Licence 3, or Masters level. These candidates may apply to up to seven programs using one application. Some programs require candidates to apply as a HDAP Candidate and apply directly to the school (called parallel procedures). Note: L2, L3, and Masters students also have the option to apply directly to French institutions for these programs, and the submit a pre-consular HDAP Allégé application.</td>
</tr>
<tr>
<td><strong>Pre-Consular Applicants</strong></td>
<td>All other students who have already secured their position within a French university, school, or study abroad program complete a Pre-Consular application. These students have already been accepted to a program in France. The Pre-Consular application is very simple and is a mandatory step before students apply for a student visa. All US students who are planning to study in France for a period of over 90 days will complete a Pre-Consular <em>Etudes en France</em> application before they apply for a student visa. Campus France verifies the nature of the program, maintains a database for France’s Ministry of Europe and Foreign Affairs, and is tasked with verifying that each applicant meets the criteria to apply for a student visa.</td>
</tr>
<tr>
<td><strong>DAP Candidates</strong></td>
<td>Study Abroad/Dual-Degree (SA/DD) Students enrolled in a US college or university who will study abroad in France, in any type of institution, for a period of over 90 days, and who will earn credits transferable to their home university in the US. Students pursuing dual or joint degrees also fall into this category. Doctoral students who will remain enrolled in a US institution but will pursue research in a French institution as a student (without a convention d’accueil) also fall into this category.</td>
</tr>
<tr>
<td><strong>Independent (IND)</strong></td>
<td>Students who have been admitted independently to a non-degree-granting program in France. This may be a certificate program, a FLE (French as a foreign language) program, an art or gastronomy program, etc. If you are not earning a Licence, Masters, or Doctoral degree during your program in France, you are an independent student.</td>
</tr>
<tr>
<td><strong>HDAP Allégé (ALL)</strong></td>
<td>Students who have applied directly to a French institution of higher education and already gained admission to a L2, L3, or Masters program. Essentially, if you’ve been admitted to a degree program in France by applying directly through the institution, you will still need to complete a Pre-Consular <em>Etudes en France</em> application to apply for a visa, and you are considered HDAP Allégé (which is a simplified HDAP application).</td>
</tr>
<tr>
<td><strong>Doctoral Students (D)</strong></td>
<td>Students who have been admitted to a doctoral program in France by applying directly through the French institution. These students may be required to complete a Pre-Consular <em>Etudes en France</em> application if they plan to apply for a student visa.</td>
</tr>
</tbody>
</table>

**Note**: Pre-Consular students who will be under 18 on the start date of their program in France will not apply through Campus France/Etudes en France. These students will apply for a School-going minor visa.
DAP CANDIDATE GUIDE
DAP CANDIDATE
APPLICATION GUIDE

- 1. GATHER DOCUMENTS
- 2. SELECT PROGRAMS AND COMPLETE EEF APPLICATION
- 3. SUBMIT APPLICATION FEE ON DOCBOX
- 4. SUBMIT APPLICATION ON EEF
- 5. PHONE INTERVIEW AND SUBMISSION TO FRENCH INSTITUTIONS
- 6. REVIEW BY ADMISSIONS OFFICERS IN FRANCE
- 7. SELECTION AND DECISION
- 8. PRE-CONSULAR DOSSIER
Opening of admission applications on the *Etudes en France* platform

**NOV. 1, 2020**

Deadline for application submissions

**JAN. 17, 2021**

6PM EST.

Deadline for French universities and institutions to accept or refuse candidates

**APRIL 30, 2021**

Deadline for candidates to accept one admission proposal

**MAY 7, 2021**

1. **GATHER DOCUMENTS**
2. **SELECT PROGRAMS AND COMPLETE EEF APPLICATION**
3. **SUBMIT APPLICATION FEE ON DOCBOX**
4. **SUBMIT APPLICATION ON *ETUDES EN FRANCE***
5. **PHONE INTERVIEW AND SUBMISSION TO FRENCH INSTITUTIONS**
6. **REVIEW BY ADMISSIONS OFFICERS IN FRANCE**
7. **SELECTION AND DECISION**
8. **PRE-CONSULAR DOSSIER**
CALENDAR FOR DAP CANDIDATES
IN ARCHITECTURE PROGRAMS

ACADEMIC YEAR 2021-2022

NOV. 1, 2020
Opening of admission applications on the Etudes en France platform

JAN. 17, 2021
6PM EST.
Deadline for application submissions

MAY 15, 2021
Deadline for ENSA (Écoles nationales supérieures d’architecture) to accept or refuse candidates

MAY 30, 2021
Deadline for candidates to accept one admission proposal

1. GATHER DOCUMENTS
2. SELECT PROGRAMS AND COMPLETE EEF APPLICATION
3. SUBMIT APPLICATION FEE ON DOCBOX
4. SUBMIT APPLICATION ON ETUDES EN FRANCE
5. PHONE INTERVIEW AND SUBMISSION TO FRENCH INSTITUTIONS
6. REVIEW BY ADMISSIONS OFFICERS IN FRANCE
7. SELECTION AND DECISION
8. PRE-CONSULAR DOSSIER
DAP APPLICATION OVERVIEW

1. GATHER DOCUMENTS
   - Scan of passport or other official photo ID + a headshot
   - Scores from an official French language proficiency test (TCF DAP Preferred)
   - Official academic transcripts and most recent diplomas
   - A resume
   - Letter/s of recommendation
   - Be prepared to submit a statement of motivation for each program.
   - French translations

2. SELECT PROGRAMS AND COMPLETE EEF APPLICATION
   You will complete the DAP application following the instructions in the videos in this Guide and may select and apply to up to three programs via the Etudes en France common application platform. (Architecture applicants may select up to two programs)

3. SUBMIT APPLICATION FEE ON DOCBOX
   You will pay the $205 application fee on DocBox.

4. SUBMIT APPLICATION ON EEF
   This is an initial submission that will be reviewed by a Campus France USA advisor. The advisor will review your documents to ensure that they are ready for the French institutions and will help you make any necessary modifications.
Once you have completed your application and made your program selections, you will have a 20-minute phone interview with a Campus France USA advisor based in DC to speak in more detail about your academic and professional pathway and aspirations.

PHONE INTERVIEW AND SUBMISSION TO FRENCH INSTITUTIONS

REVIEW BY ADMISSIONS OFFICERS IN FRANCE

When your EEF application and phone interview are complete, and your application is submitted, it will be reviewed by admissions officers within the French programs you have applied to.

SELECTION AND DECISION

You will then be notified via the Etudes en France platform of the admissions decisions.

You will then confirm your final selection of the program you intend to enroll in.

PRE-CONSULAR DOSSIER

Once your Etudes en France candidacy is complete and you have made your final choice, your application will then be transformed into a pre-consular application necessary for your student visa request.

You will need to submit this pre-consular application.
Please note that you will need a valid passport to apply for a visa. If you are a citizen of a country other than the US, please provide a proof of legal status in the US (permanent residence card, etc.) as well as your passport.

Find or take a headshot, the file should be 50kb max. It can be a passport-style photo or simply a cropped photo of your face.

The statement of motivation should be written by the applicant in French. It should be a maximum of 1,500 characters.

An updated resume that includes your most recent academic and professional achievements.

While not always obligatory, we suggest obtaining 1-2 letters of recommendation from academic references when applying to programs in France.
You will be required to scan and upload your most recent official transcripts. Unofficial transcripts are not accepted. A PDF version of your official transcripts is fine, if there is a watermark that appears on official hard copies when you scan them, that is fine for our purposes.

We will require a copy of the most recent degree or diploma you received (high school or college).

Results from an official French language test are required. DAP Candidates must have a min. B2 level. Check your program’s specific pre-requisites, you may need a higher level.

You will need to obtain French translations of all documents (except for your passport and French test results). The diploma and transcripts MUST be translated officially and completed by a professional. Translations of the letter/s of recommendation and resume do not have to be completed by a professional, but they must be in perfect French. We suggest finding a translator through the American Translators Association.
Gather and prepare documents in advance
Have documents ready before you begin the application. Also, ensure all documents are correctly sized before uploading. Your headshot needs to be under 50kb. All other documents you upload need to be under 300kb each. You should upload documents as legible JPGs, do not upload PDFs. To transform a PDF, you can take a screen shot of the document and upload it as a JPG under 300kb.

Contact a translator in advance
You will need to obtain French translations of all documents (except for your passport and French proficiency test results). The diploma and transcripts MUST be translated officially and completed by a professional. Translations of the letter/s of recommendation and resume do not have to be completed by a professional but they must be in perfect French. We suggest finding a translator through the American Translators Association.

Prepare your headshot
It is best to have someone take a clear photo of you against a light background. It can also be a clear cropped photo of your face. The photo does not have to be perfect or meet any strict dimensions, but this is a photo that the visa service and the Campus France USA team sees and so it should present you well. As a reminder, as part of the visa application later you will be required to submit a passport-style photo.

Check your passport
Student visa applicants must have a passport that will be valid for at least 90 days after the end date of your program in France. If you don’t have a passport, or if your passport will expire before then, apply for a new passport right away. Your passport must also have two consecutive blank visa pages that are side by side (like looking at an open book) plus a third blank page for an immigration sticker. If your passport is full, you will need to renew it. If you are a citizen of a country other than the US, upload a copy of your proof of legal status in the US (permanent resident card, etc.) as well as your passport.
Research official French language proficiency tests in advance

Your program may require that you submit results from an official French language proficiency test to show that you meet minimum language requirements. Some of these tests are only offered several times per year. DAP candidates are required to have a minimum B2 French proficiency. Make sure to research language test offerings well in advance of your application, even the year before. DAP candidates should preferably take the TCF DAP exam, however this exam is typically offered only once a year. DAP Candidates can also submit the DELF (B2) or DALF (C1 or C2) exams, as well, which are offered more frequently throughout the year. Find an exam at an Alliance française near you.

Adapt your resume to present you well

Many of you may know that the formats of a French CV and a US Resumé vary. DAP candidates should submit a resume/CV in any format that presents them well. Admissions committees need to have access to your academic and professional background, volunteer experience, any specific coursework or project-based work that would make your application more robust. If you do not have professional experience, you can explain in your resume certain projects you have worked on in school, any volunteer experience you may have, and or any extracurricular activities in which you participate. Make sure to include the months and the years when listing your academic and professional experience. If the experience was only a few weeks, be clear about the dates. Ask a few people you know and trust to review your resume, both to proofread and give you more substantive feedback. Send your resume to the person writing your letter of recommendation and highlight the most relevant information and experiences. The resume does not need to include a photo.
Be thoughtful about your letter/s of recommendation
Find someone familiar with your academic or professional contributions and reach out to them about your application. Contact potential recommenders at least one month in advance of your application submission. Be conscientious about how you reach out and give recommenders adequate time to complete the letter. Provide your recommender with your resume, a clear description of the programs you are applying to, and why you think you’re a strong candidate. You could also draft an annex to your resume that highlights courses you took (with your grades and specific projects) with the recommender. Your recommender should send you the Letter of Recommendation, you will then upload it as a document attached to your EEF application. Make sure your recommender knows that you will see the letter, even if they email it directly to Campus France USA. The letter/s should be general, and not specific to one program to which you are applying, since the admissions officers at all of your programs will see the documents.

Prepare your statement of motivation
Prepare a statement of motivation for each program that you are applying to, it should be 1,500 characters maximum and written in French. This is a chance for you to explain to the French Universities your interest, motivations, and goals. Your statements should explain your interest in and motivations to attend this particular program within the French university. There is not a specific prompt for this statement, but you should cover the following questions generally: Why would you be a strong candidate? How would attending this program align with your future professional or academic goals? How have you prepared for this program? What would you bring to the program and university community? You should also show that you have done significant research about the program and university.

You can prepare this in a word document and have it ready to paste into the application (in a text box). Do not upload the statement of motivation as a PDF or other file type to your application, just paste the text into the program’s text box.
2 COMPLETE ETUDES EN FRANCE APPLICATION as a DAP CANDIDATE

Video Tutorial
Creating an account on Etudes en France

Video Tutorial
Completing a DAP Candidate Application on EEF

Access Application
Etudes en France Application Log-In
APPLICATION TIPS

Be patient with the platform
This platform sometimes has compatibility issues with certain browsers and Macs. If you have trouble, Firefox works best. Etudes en France is a global platform accessible for students all around the world, and for thousands of French institutional representatives.

Use the Etudes en France messaging tool
The Etudes en France application platform includes a messaging tool. This is the easiest way to reach us if you have a question about your application that you’ve already submitted.

Pay the application fee in order to be connected to a Campus France USA agent as you complete your application
You may have some questions regarding the application process and your program cart. In order to have a designated Campus France USA agent review your application, you should pay the application fee even if you haven’t fully submitted your Etudes en France application. Paying the application fee to allow a Campus France USA agent to review your file and answer your questions as you apply.

Ensure that you meet program prerequisites
In your research before you apply to programs in France, you need to ensure that you meet all program prerequisites before applying. Your Campus France USA advisor will also assist you in this, but it is ultimately your responsibility to understand the prerequisites for each program before you apply.
3
SUBMIT APPLICATION FEE ON DOCBOX

Video Tutorial
Paying the Campus France Application fee on DocBox

Access Payment Platform
Access DocBox to pay Application Fee
PAYMENT TIPS

Why is the payment on a separate platform?
*Etudes en France* is a global platform used all over the world, and the application fee is not integrated into the platform since fees vary by country. Each Campus France office around the world (there are around 250) is responsible for collecting the application fee independently. Campus France USA therefore has its own payment platform, we call it DocBox.

Billing addresses outside of the US
If you’re using a card with a billing address outside of the US, you may need to complete the payment but not include your billing address in the payment form. There is sometimes a block with billing addresses outside of the US.

Some students are exempt from the fee
Some students are exempt from the application fee. You are exempt if you hold a French baccalauréat obtained within the last 4 years, if you are a recipient of a French government scholarship, or if you are continuing a study abroad program in the same institution for a second consecutive semester. You still need to submit your exemption on DocBox even if you are exempt.

Keep your EEF Application # (USXX-XXXXX)
You will need to include your EEF Application number when you pay (USXX-XXXXX). Please keep this number on hand during your entire application and payment process. You will also need this EEF number for your visa application.

Expedited Service not available for Candidates
Due to the nature of the admissions process for candidates, expedited service is not available.

Questions about the payment?
Contact cfaccounting@ambafrance-us.org
Once you pay the application fee on Docbox, a Campus France USA agent will be assigned to your application to assist in review and completion.

You may work with that Campus France USA agent to ask questions and complete the application.

Once your Etudes en France application is complete, you may proceed to SUBMIT the application online following the instructions at the end of the video in Step 2.
### 5. Phone Interview

**Phone Interview with Campus France USA Advisor**

You will be contacted to schedule a 20-minute phone interview with your Campus France USA advisor. This is a chance for the advisor to get to know your academic and professional motivations in a deeper way. To prepare, ensure that you have drafted your statements of motivation, prepare any question you want ask your advisor, and be ready to simply share more about your plans and your academic aspirations. Part or all of this interview may be conducted in French.

### 6. Review by Admissions Officers in France

**Your Application Will Be Submitted To and Reviewed By Admissions Officers in the French Universities**

Following the interview, your completed application will now be submitted by your Campus France USA advisor to the admissions departments of the programs to which you are applying.

### 7. Selection and Decision

**You Will Receive Admissions Decisions From French Universities and Make Your Selection**

You will then receive admissions decisions from French universities. You will see the admissions decisions in the *Etudes en France* platform in your account when they are ready. You will then make your decision regarding accepting an admission offer. You may only accept one admissions offer.

Please watch this video tutorial on accepting an admissions offer as a DAP Candidate.

### 8. Pre-Consular Dossier

**Once You Have Confirmed Your Admission, You Will Submit a Pre-Consular Dossier and Apply for a Student Visa**

Congratulations! You have accepted an admissions offer! Your *Etudes en France* application will be transformed into a Pre-Consular application that your advisor will assist you in completing. You will then use the Confirmation Email to apply for a student visa.
FAQs

Where can I begin my research on programs in France?
You may find useful to explore our online catalogs for undergraduate and graduate programs in France. You can narrow your search by regions, institutes, and field of studies. Additional resources can be found on our Campus France USA website, but also on the general Campus France Paris site. For instance, Label Bienvenue en France is a badge system for French institutions to showcase schools that have robust international student services.

Do I need to accept the first university that offers me admission?
No, you can wait until you receive admissions decisions from all of the institutions to which you applied. You will just need to make sure that you make your selection before the deadline.

Can I register to take the TCF, DELF, DALF, or another French language proficiency exam if I do not find a TCF DAP session that is available in my area or is offered during the timeframe I need?
We strongly recommend that DAP candidates plan ahead to register for and take a TCF DAP exam. However, if you are unable to due to your timeline or if the TCF DAP is not offered near you, we can accept results from the TCF, DELF, or DALF exams.

Is it mandatory to send my portfolio to the Architecture programs if I apply for Architecture programs in France through the DAP candidacy?
Yes, this is mandatory. Without sending a portfolio to the institutions, we cannot guarantee that the admissions officers will be able to consider your application.

How many program may I apply for if I apply as a DAP candidate in Architecture programs?
If you are a DAP candidate applying to architecture programs, you may apply to up to two programs in an admission cycle using Etudes en France as a common application.

What should I do if I haven't received notifications from a prospective institution?
You should be notified by the deadline fixed in the DAP calendar. However, if the deadline is approaching and you still haven't received notifications from prospective institutions, you may contact directly the institutions and inquire about your application and the timeline for when a decision will be made.

Am I guaranteed admission into at least one of my selected programs?
The Etudes en France DAP application is a common admission application for international students, allowing you to apply to up to three programs in different institutions using one application. Applying through Etudes en France does not guarantee admission into one of the selected programs.

May I translate my own documents?
Unless otherwise specified by prospective institutions, certified translation is mandatory for the diploma and official academic transcripts. All other documents (recommendation letters, resume, etc.) may be freely translated by you, or someone you know. Please note however these are official supporting documents in your admission application, and they need to be in perfect French. We invite you to check with your prospective institutions their translations requirements. We suggest finding a translator via the American Translators Association.

How will I be notified when I am accepted and rejected for a program I selected?
The notification will depend on the procedure you followed:
• If the program is from an institution connected to our Etudes en France platform, you will receive a notification directly on our Etudes en France platform.
• If you have been notified by email but there is no indication on the EEF platform, you should contact directly the prospective institution and request that they confirm their decision on the Etudes en France platform.
• If the program is from an institution not connected to our Etudes en France platform, you will be notified directly by email and, if accepted, you will receive an official acceptance letter. This document will be required to submit a simplified Etudes en France pre-consular application on our EEF platform that is mandatory before you apply for a student visa.
HDAP
CANDIDATE
GUIDE
HDAP CANDIDATE
APPLICATION GUIDE

- 1. GATHER DOCUMENTS
- 2. SELECT PROGRAMS AND COMPLETE EEF APPLICATION
- 3. SUBMIT APPLICATION FEE ON DOCBOX
- 4. SUBMIT APPLICATION ON EEF
- 5. PHONE INTERVIEW AND SUBMISSION TO FRENCH INSTITUTIONS
- 6. REVIEW BY ADMISSIONS OFFICERS IN FRANCE
- 7. SELECTION AND DECISION
- 8. PRE-CONSULAR DOSSIER
CALENDAR FOR HDAP CANDIDATES
ACADEMIC YEAR 2021-2022

NOV. 1, 2020
Opening of admission applications on the Etudes en France platform

MARCH 5, 2021
6PM EST.
Deadline for application submissions

MAY 28, 2021
Deadline for French universities and institutions to accept or refuse candidates

JULY 1, 2021
Deadline for candidates to accept one admission proposal

1. GATHER DOCUMENTS
2. SELECT PROGRAMS AND COMPLETE EEF APPLICATION
3. SUBMIT APPLICATION FEE ON DOCBOX
4. SUBMIT APPLICATION ON ETUDES EN FRANCE
5. PHONE INTERVIEW AND SUBMISSION TO FRENCH INSTITUTIONS
6. REVIEW BY ADMISSIONS OFFICERS IN FRANCE
7. SELECTION AND DECISION
8. PRE-CONSULAR DOSSIER
HDAP APPLICATION OVERVIEW

1. GATHER DOCUMENTS
   - Scan of passport or other official photo ID + a headshot
   - Scores from an official French language proficiency test
   - Official academic transcripts and most recent diplomas
   - A resume
   - Letter/s of recommendation
   - Be prepared to submit a statement of motivation for each program.
   - French translations

2. SELECT PROGRAMS AND COMPLETE EEF APPLICATION
   You will complete the HDAP application following the instructions in the videos in this Guide, and may select and apply to up to seven programs via the Etudes en France common application platform.

3. SUBMIT APPLICATION FEE ON DOCBOX
   You will pay the $205 application fee on DocBox.

4. SUBMIT APPLICATION ON EEF
   This is an initial submission that will be reviewed by a Campus France USA advisor. The advisor will review your documents to ensure that they are ready for the French institutions and will help you make any necessary modifications.
Once you have completed your application and made your program selections, you will have a 20-minute phone interview with a Campus France USA advisor based in DC to speak in more detail about your academic and professional pathway and aspirations.

Once your Etudes en France candidacy is complete and you have made your final choice, your application will then be transformed into a pre-consular application necessary for your student visa request. You will need to submit the Pre-Consular application.

You will then be notified via the Etudes en France platform of the admissions decisions. You will then confirm your final selection of the program you intend to enroll in.
Please note that you will need a valid passport to apply for a visa. If you are a citizen of a country other than the US, please provide a proof of legal status in the US (permanent residence card, etc.) as well as your passport.

Headshot
Find or take a headshot, the file should be 50kb max. It can be a passport-style photo or simply a cropped photo of your face.

Statement of Motivation/Personal Statement
Your statement of motivation should be written in French or English, depending on the language of instruction of the program. It should be a maximum of 1,500 characters.

Resume
An updated resume that includes your most recent academic and professional achievements.

Letter/S of Recommendation
While not always obligatory, we suggest obtaining 1-2 letters of recommendation from academic references when applying to programs in France.
You will be required to scan and upload your most recent official transcripts. Unofficial transcripts are not accepted. A PDF version of your official transcripts is fine, if there is a watermark that appears on official hard copies when you scan them, that is fine for our purposes.

DIPLOMA
We will require a copy of the most recent degree or diploma you received (high school or college).

FRENCH PROFICIENCY TEST RESULTS
Results from an official French language test are required. Check your program’s specific pre-requisites, you may need to obtain at least a B2 level to be eligible.

FRENCH TRANSLATIONS
You will need to obtain French translations of all documents (except for your passport and French test results). We suggest finding a translator through the American Translators Association.
Gather and prepare documents ahead of time
Also have the text of your statement of motivation ready to paste into your application. It is also important that you ensure your documents are correctly sized before uploading. Your headshot needs to be under 50kb. All other documents you upload need to be under 300kb each. You should upload documents as legible JPGs, do not upload PDFs. To transform a PDF, you can take a screen shot of the document and upload it as a JPG under 300kb.

Contact a translator in advance
You will need to obtain French translations of all documents (except for your passport and French test results). The diploma and transcripts MUST be translated officially and completed by a professional. Translations of the letter/s of recommendation and resume do not have to be completed by a professional, but they must be in perfect French. We suggest finding a translator via the American Translators Association.

Prepare your headshot
It is best to have someone take a clear photo of you against a light background. It can also be a clear cropped photo of your face. The photo does not have to be perfect or meet any strict dimensions, but this is a photo that the visa service and the Campus France USA team sees and so it should present you well. As a reminder, as part of the visa application later you will be required to submit a passport-style photo.

Check your passport
You will be required to have a passport that will be valid for at least 90 days after the end date of your program in France. If you don’t have a passport, or if your passport will expire before then, apply for a new passport right away. Your passport must also have two consecutive blank visa pages that are side by side (like looking at an open book) plus a third blank page for an immigration sticker. If your passport is full, you will need to renew it. If you are a citizen of a country other than the US, upload a copy of your proof of legal status in the US (permanent residence card, etc.) as well as your passport.
Research official French language proficiency tests in advance
Your program may require that you submit results from an official French language proficiency test to show that you meet minimum language requirements. Some of these tests are only offered several times per year. The level of French proficiency required will depend on the programs to which you are applying. Many programs have English as the language of instruction, and you may not be required to submit test results. If you are applying to 7 programs, and only one of them requires C2, for example, you still need to submit a C2 test result or diploma. You will not be eligible to apply if you do not meet French proficiency requirements. Find an exam at an Alliance française near you.

Ensure that you meet program pre-requisites
In your research before you apply to programs in France, you need to ensure that you meet all program pre-requisites before applying. Your Campus France USA advisor will also assist you in this, but it is ultimately your responsibility to understand the pre-requisites for each program before you apply.

Adapt your resume to present you well
Many of you may know that the formats of a French CV and a US Resumé vary. HDAP candidates should submit a resume/CV in any format that presents them well. Admission committees need to have access to your academic and professional background, volunteer experience, any specific coursework or project-based work that would make your application more robust. Try to find a balance in terms of a format that will let you shine for admissions committees in France. Make sure to include the months and the years when listing your academic and professional experience. If the experience was only a few weeks, be clear about the dates. Ask a few people you know and trust to review your resume, both to proofread and give you more substantive feedback. Send your resume to the person writing your letter of recommendation and highlight the most relevant information and experiences. You do not need to include a photo on this resume.
Be thoughtful about your letter/s of recommendation

Find someone familiar with your academic or professional contributions and reach out to them about your application.

Contact potential recommenders at least 1 month in advance of your application submission. Be conscientious about how you reach out and give them adequate time to support you. Provide your recommender with your resume, a clear description of the programs you are applying to, and why you think you’re a strong candidate. You could also draft an annex to your resume that highlights courses you took (with your grades and specific projects) with the recommender. You should be intentional about providing the recommender with a robust package of information about you and the context of your application.

The recommendations will be submitted online simply as documents that You will upload as attachments to your Etudes en France application. The letter/s should be general, and not specific to one program to which you are applying, since the admissions officers at all of your programs will see the documents.

Prepare your Statement of Motivation

You should prepare a statement of motivation for each program that you are applying to, it should be 1,500 characters max. and written in French or English (depending on the language of instruction of the program). This is a chance for you to show the Universities your interest, motivations, and goals. It should reflect your interest in and motivations to attend this program within the French university. There is not a specific prompt for this Statement, but you should cover the following questions generally: Why would you be a strong candidate? How would attending this program align with your future professional or academic pathway? How have you prepared for this program, and what would you bring to the program and University community? You should also show that you have done significant research about the program or University.

You can prepare this in a word document and have it ready to paste into the application (in a text box). Do not upload the Statement of Motivation as a PDF or other file type to your application, just paste the text into the Program’s text box.
COMPLETE ETUDES EN FRANCE APPLICATION as an HDAP CANDIDATE

Video Tutorial
Creating an account on Etudes en France

Video Tutorial
Completing an HDAP Candidate Application on EEF

Access Application
Etudes en France Application Log-In
APPLICATION TIPS

Be patient with the platform
This platform sometimes has compatibility issues with certain browsers and Macs. If you have trouble, Firefox works best. *Etudes en France* is a global platform accessible for students all around the world, and for thousands of French institutional representatives.

Use the *Etudes en France* messaging tool
The *Etudes en France* application platform includes a messaging tool. This is the easiest way to reach us if you have a question about your application that you’ve already submitted.

Ensure that you meet program prerequisites
In your research before you apply to programs in France, you need to ensure that you meet all program prerequisites before applying. Your Campus France USA advisor will also assist you in this, but it is ultimately your responsibility to understand the prerequisites for each program before you apply.

Pay the application fee in order to be connected to a Campus France USA agent as you complete your application
You may have some questions regarding the application process and your program cart. In order to have a designated Campus France USA agent review your application, you should pay the application fee even if you haven’t fully submitted your *Etudes en France* application. Paying the application fee to allow a Campus France USA agent to review your file and answer your questions as you apply.
Submit Application Fee on DocBox

Video Tutorial
Paying the Campus France Application fee on DocBox

Access Payment Platform
Access DocBox to pay Application Fee
PAYMENT TIPS

Why is the payment on a separate platform?
*Etudes en France* is a global platform used all over the world, and the application fee is not integrated into the platform since fees vary by country. Each Campus France office around the world (there are around 250) is responsible for collecting the application fee independently. Campus France USA therefore has its own payment platform, we call it DocBox.

Billing addresses outside of the US
If you’re using a card with a billing address outside of the US, you may need to complete the payment but not include your billing address in the payment form. There is sometimes a block with billing addresses outside of the US.

Some students are exempt from the fee
Some students are exempt from the application fee. You are exempt if you hold a French baccalauréat obtained within the last 4 years, if you are a recipient of a French government scholarship, or if you are continuing a study abroad program in the same institution for a second semester. You still need to submit your exemption on DocBox even if you are exempt.

Keep your EEF Application # (USXX-XXXXX)
You will need to include your EEF Application number when you pay (USXX-XXXXX) Please keep this number on hand during your entire application and payment process. You will also need this EEF number for your visa application.

Expedited Service not available for Candidates
Due to the nature of the admissions process for candidates, expedited service is not available.

Questions about the payment?
Contact cfaccounting@ambafrance-us.org
• Once you pay the application fee on Docbox, a Campus France USA agent will be assigned to your application to assist in review and completion.

• You may work with that Campus France USA agent to ask questions and complete the application.

• Once your *Etudes en France* application is complete, you may proceed to SUBMIT the application online following the instructions at the end of the video in Step 2.
REVIEW BY ADMISSIONS OFFICERS IN FRANCE

YOUR APPLICATION WILL BE SUBMITTED TO AND REVIEWED BY ADMISSIONS OFFICERS IN THE FRENCH UNIVERSITIES

Following the interview, your completed application will now be submitted by your Campus France USA advisor to the admissions departments of the programs to which you are applying.

SELECTION AND DECISION

YOU WILL RECEIVE ADMISSIONS DECISIONS FROM FRENCH UNIVERSITIES AND MAKE YOUR SELECTION

You will then receive admissions decisions from French universities. You will see the admissions decisions in the Etudes en France platform in your account when they are ready. You will then make your decision regarding accepting an admission offer. You may only accept one admissions offer.

ONCE YOU HAVE CONFIRMED YOUR ADMISSION, YOU WILL SUBMIT A PRE-CONSULAR DOSSIER AND APPLY FOR A STUDENT VISA

Congratulations! You have accepted an admissions offer! Your Etudes en France application will be transformed into a Pre-Consular application that your advisor will assist you in completing. You will then use the Confirmation Email to apply for a student visa.

Please watch this video tutorial on accepting an admissions offer as a HDAP Candidate.
Where can I begin my research on programs in France?

In order to find information about programs in France, you may find useful to explore our online catalogs for undergraduate and graduate programs in France. You can narrow your search by regions, institutes, and field of studies.

Additional resources can be found on our Campus France USA website, but also on the general Campus France Paris site. For instance, Label Bienvenue en France is a new initiative of Campus France which creates a badge system for French institutions to showcase schools that have robust international student services. The 'Label' does not rank the quality of the academic program but ranks the quality of the international student services provided, and the extent to which the school has developed the infrastructure to welcome international students across a variety of criteria. It is useful to look for this Label as you search in the Catalogs to have a better sense of how the transition would be into that program.

How can I apply to a program from an institution not connected to the Etudes en France platform?

If the program you are interested in is from an institution not connected to our Etudes en France platform, you must submit an admission application directly on the institution admission platform.

Please make sure to first check the program requirements, the deadline and the admission procedure on the institution website.

If the program I am interested in is in your EEF catalog, but the institution is not connected to your EEF platform, should I still submit an application on the EEF platform?

If the program you are interested in is available in our EEF catalog, but the institution is not connected to our Etudes en France platform, you must submit your admission application directly to the prospective institution on their admission platform. Then when admitted, you will work with Campus France USA to submit a simplified Etudes en France preconsular application that is mandatory before you apply for a student visa.

What should I do if I can't find a program in the catalog?

We invite you to contact directly the prospective institution and check:
- if the program is still open to applications for the upcoming academic year;
- if the program is included in the Campus France catalog;
- if the name of the program has been changed.

If the prospective institution confirms that the program is in the Etudes en France catalog and you still can't find it, please ask the Campus France representative in charge of your application to assist you.

What does procédure parallèle mean?

This means that in addition to the Etudes en France candidacy procedure, you must submit another admission application directly to the prospective institution on their own admission system. It may mean that they have additional requirements that they are not able to gather through Etudes en France, or that they have their own system for admissions review.

What should I do if a prospective institution has a different deadline than the EEF candidacy deadlines?

The HDAP admission calendar, included in the EEF platform, is informative and followed by most institutions connected to the Etudes en France platform. However, some institutions may decide to have an earlier or a later deadline. It is therefore recommended that before starting the application, you check the deadline for each program you are interested in to ensure your application is submitted on time. If the deadline is earlier than the one on EEF, you must submit and get your Etudes en France application processed before that deadline. If the deadline is later than the one on EEF, we encourage you to submit your application by the EEF deadline. After the EEF deadline, you will have to submit your admission application directly to the institutions and will not be able to use the Etudes en France common application as a candidate.
How should I submit specific documents requested by prospective institutions (research project, written motivation letter, specific recommendation letter...)?

Some programs may request that with admission applications, specific documents be provided in addition to the regular supporting documents: ex: research projects, written motivation letters, etc.

Since all supporting documents uploaded in the EEF platform are accessible by the institutions you selected in the common application, we recommend that additional requested documents be sent directly to the institution. You should therefore contact prospective institutions directly to learn the best way to send them the requested supporting documents to complete your application.

May I translate my own documents?

Unless otherwise specified by prospective institutions, certified translation is mandatory for the diploma and official academic transcripts. All other documents (recommendation letters, resume, etc.) may be freely translated by you, or someone you know. Please note however these are official supporting documents in your admission application, and they need to be in perfect French. We invite you to check with your prospective institutions their translations requirements. We suggest finding a translator via the American Translators Association.

All of the programs I selected are taught in English. Should I still submit translations of my documents and a French proficiency test?

In this particular case, translations and French proficiency test may not be requested. We invite you to check with your prospective institutions to learn more about their translations and language requirements.

How will I be notified when I am accepted and rejected for a program I selected?

The notification will depend on the procedure you followed:

- If the program is from an institution connected to our Etudes en France platform, you will receive a notification directly on our Etudes en France platform.
- If you have been notified by email but there is no indication on the EEF platform, you should contact directly the prospective institution and request that they confirm their decision on the Etudes en France platform.
- If the program is from an institution not connected to our Etudes en France platform, you will be notified directly by email and, if accepted, you will receive an official acceptance letter. This document will be required to submit a simplified Etudes en France pre-consular application on our EEF platform that is mandatory before you apply for a student visa.

What should I do if I haven’t received notifications from a prospective institution?

You should be notified by the deadline fixed in the HDAP calendar. However, if the deadline is approaching and you still haven’t received notifications from prospective institutions, you may contact directly the institutions and inquire about your application and the timeline for when a decision will be made.

Am I guaranteed admission into at least one of my selected programs?

The Etudes en France HDAP program is a common admission application for international students, allowing you to apply to up to seven programs in different institutions using one application. Applying through Etudes en France does not guarantee admission into one of the selected programs.
STUDY ABROAD & DUAL DEGREE PRE-CONSULAR GUIDE
STUDY ABROAD + DUAL-DEGREE STUDENT

PRE-CONSULAR APPLICATION GUIDE

- 1. GATHER DOCUMENTS
- 2. COMPLETE ETUDES EN FRANCE APPLICATION
- 3. PAY CAMPUS FRANCE FEE
- 4. REVIEW AND CONFIRMATION
GENERAL TIMELINE FOR
STUDY ABROAD AND DUAL DEGREE
PRE-CONSULAR APPLICANTS

Your EEF application will be reviewed by a Campus France USA advisor in either 3 days (Expedited Service) or 3 weeks (Regular Service).

Your Visa application will be reviewed by the Visa Service of the French Consulate in Washington DC. Review takes around 3 weeks.

Pack, research your region, brush up on your French!

10-12 WEEKS BEFORE DEPARTURE

Complete an Etudes en France Pre-Consular application and pay the application fee by following the instructions in this Guide. The earlier the better.

7 WEEKS BEFORE DEPARTURE

Receive your Campus France Confirmation Email, complete a visa application on France-Visas, and go to your in-person visa appointment at a VFS Center.

4 WEEKS BEFORE DEPARTURE

Typically you will receive your visa around 3 weeks after your VFS appointment date. The processing may take longer if your application is incomplete, so leave plenty of time for this. Do not leave your visa application to the last minute, we suggest planning to receive your visa at least several weeks before your program start date, if possible.

DEPARTURE DATE

Travel to France to begin your studies!

OVERVIEW

STUDENT TYPES

DAP CANDIDATE

HDAP CANDIDATE

SA/DD PRE-CONSULAR

IND/ALL/D PRE-CONSULAR

VISA

CONTACT
STUDY ABROAD + DUAL-DEGREE STUDENT APPLICATION OVERVIEW

1. GATHER DOCUMENTS
   - Scan of passport or other official photo ID (ensure file size is under 300kb)
   - Official acceptance letter for your study abroad program (ensure file size is under 300kb)
   - A headshot of 50kb max. (this can be a passport-style photo or simply a cropped photo of your face)
   - A statement of motivation (English or French)

2. COMPLETE ETUDES EN FRANCE APPLICATION
   This guide will help you complete the simple, pre-consular application required for all international students going to France.

3. PAY CAMPUS FRANCE FEE
   To begin the review period of your application, you will pay the application fee of $205 for regular 3-week processing, or $360 for expedited 3-day processing. Submitting your payment on the DocBox payment platform is required. Paying the fee allows the Campus France USA team to begin to review your application.

4. REVIEW + CONFIRMATION
   Once your Etudes en France pre-consular application is reviewed (either in 3 days for the expedited service, or 3 weeks for the regular service) you will receive a confirmation email from our team. Print this confirmation email and bring it to your visa appointment. Also, you will print an electronic acceptance letter PDF generated by the application.
PASSPORT
Please note that You will need a valid passport to apply for a visa. If you are a citizen of a country other than the US, please provide a proof of legal status in the US (permanent residence card, etc.) as well as your passport.

ACCEPTANCE LETTER
Needs to be on institutional letterhead, include a signature and/or stamp of an administrator, and include the exact dates of your program in France.

HEADSHOT
Find or take a headshot, the file should be 50kb max. It can be a passport-style photo or simply a cropped photo of your face.

STATEMENT OF MOTIVATION
This is a very brief statement of your motivation for your program in France, written in English or French. It should be a maximum of 1,500 characters.

- Why did you choose this program in France?
- How have you prepared for this program?
- What connections do you see between this program and your academic and professional future?
- This should be around 1-2 short paragraphs. Minimum of 150 words, maximum of 1,500 characters.
Gather and prepare documents ahead of time
Have your documents ready to go before beginning the online application. Also have the text of your statement of motivation ready to copy and paste into your application. It is also important that you ensure your documents are correctly sized before uploading. Your headshot needs to be under 50kb. All other documents you upload need to be under 300kb each. You should upload documents as legible JPGs, do not upload PDFs. To transform a PDF, you can take a screen shot of the document and upload it as a JPG under 300kb.

Check your passport
You will be required to have a passport that will be valid for at least 90 days after the end date of your program in France. If you don’t have a passport, or if your passport will expire before then, apply for a new passport right away. Your passport must also have two consecutive blank visa pages that are side by side (like looking at an open book) plus a third blank page for an immigration sticker. If your passport is full, you will need to renew it. If you are a citizen of a country other than the US, upload a copy of your proof of legal status in the US (permanent residence card, etc.) as well as your passport.

Prepare your headshot
It is best to have someone take a clear photo of you against a light background. It can also be a clear cropped photo of your face. The photo does not have to be perfect or meet any strict dimensions, but this is a photo that the visa service and the Campus France USA team sees and so it should present you well. As a reminder, as part of the visa application later You will be required to submit a passport-style photo.

Follow instructions
The EEF platform is designed for all types of students, many of whom apply to degree programs through the platform. You may see the opportunity to upload a CV, transcripts, test scores, and more. These are NOT required for study abroad and exchange students, so please skip those steps and only include the documents listed in this Guide.
Ensure your Acceptance Letter meets requirements

The acceptance letter is the most important requirement of your application, it is essential that all details are correct. Your university or study abroad program will issue you an acceptance letter for your program. If your letter doesn’t meet Campus France USA requirements, it may delay the processing of your application and you will likely be required to obtain a new letter from your program.

The Acceptance Letter format may vary from program to program, there is no template, but your letter must include the following:

- Your full name
- Exact start and end dates (day, month, and year) of the academic program in France. Approximate dates are not accepted.
- Full contact information for the individual administrator, faculty member, or program director issuing the letter
- Signature or stamp of the institution
- Full address of the institution that will host or manage the program in France
- If you are enrolled in a US college or university, but your study abroad program is managed by another organization or school, your letter MUST include the name of your home institution in the US, the host school or program in France, and the name of the organization facilitating the program.
- The letter needs to be on institutional letterhead
COMPLETE ETUDES EN FRANCE APPLICATION as a STUDY ABROAD OR DUAL DEGREE STUDENT

Video Tutorial
Creating an account on Etudes en France

Video Tutorial
Completing a Pre-Consular Application on EEF (SA/DD)

Access Application
Etudes en France Application Log-In
APPLICATION TIPS

Be patient
This platform sometimes has compatibility issues with certain browsers and Macs. If you have trouble, Firefox works best. *Etudes en France* is a global platform accessible for students all around the world, and for thousands of French institutional representatives.

Use the *Etudes en France* messaging tool
The *Etudes en France* application platform includes a messaging tool. This is the easiest way to reach us if you have a question about your application that you've already submitted.

Be as independent as possible
Please try your best to address technical issues yourself before reaching out. We are always here to assist students and our university partners, however, please note that Campus France USA works with around 10,000 students per year and we have a small team. If you have technical issues with the EEF platform, we ask that you please ensure you have read this guide, watched the video tutorials, and followed our tips before contacting us for assistance. This allows us to better support students in other ways. Merci!
3 PAY CAMPUS FRANCE FEE

Video Tutorial
Paying the Campus France Application fee on DocBox

Access Payment Platform
Access DocBox to pay Application Fee
PAYMENT TIPS

Why is the payment on a separate platform?

*Etudes en France* is a global platform used all over the world, and the application fee is not integrated into the platform since fees vary by country. Each Campus France office around the world (there are around 250) is responsible for collecting the application fee independently. Campus France USA therefore has its own payment platform, we call it DocBox.

Billing addresses outside of the US

If you are using a card with a billing address outside of the US, you may need to complete the payment but not include your billing address in the payment form. There is sometimes a block with billing addresses outside of the US.

Some students are exempt from the fee

Some students are exempt from the application fee. You are exempt if you hold a French baccalauréat obtained within the last 4 years, if you are a recipient of a French government scholarship, or if you are continuing a study abroad program in the same institution for a second semester. You still need to submit your exemption on DocBox even if you are exempt.

Payment is required for Campus France USA to begin to process Pre-Consular student application

Please ensure that you have both submitted your *Etudes en France* application and paid the *Etudes en France* application fee. Once we receive the application fee linked to your US#, the we can begin to process your dossier.

Keep your EEF Application # (USXX-XXXX) on hand

You will need to include your EEF Application number when you pay (USXX-XXXX) Please keep this number on hand during your entire application and payment process. You will also need this EEF number for your visa application.

Questions about the payment?

Contact cfaccounting@ambafrance-us.org
After you have submitted your Etudes en France application and submitted your payment on the DocBox payment platform, your Etudes en France application will then be reviewed and processed by Campus France USA. We ensure that each applicant is eligible to be a student in France and to apply for a student visa. We also register the student and their program in France within the French higher education database for international students.

From the date on which we receive your payment (after your EEF application has been submitted) we will review your application in either 3 weeks or 3 days, depending on the service you select. If your application is incomplete, it may delay the review.

When your application has been reviewed and validated, you will receive a confirmation email (in French or in English, depending on the language in which you completed the application). You will need to print this email and bring it with you to your visa appointment, it is required in order to apply for a student visa.

This confirmation email will be sent to the email address used to create your Etudes en France account, and will have the subject line: USXXXX-XXXX / Your Campus France file has been processed OR USXX-XXXXX / Etudes en France: l’instruction de votre dossier est terminée.
In addition to the Confirmation Email, you will also need an *Etudes en France* Electronic Acceptance letter to complete your student visa application.

Once you receive your Confirmation email, you may log back into your *Etudes en France* account. From the Welcome page, click on your application tab: Already Accepted’ (Pre-Consular Applicants).

Click on *Step 1 – Finalize the procedure*. The PDF icon for the Acceptance Letter will be under the *Main Study Program* section.

This PDF is generated when Campus France USA has completed the review of the *Etudes en France* application.

Depending on your application type, the document will be entitled ‘Confirmation d’acceptation’ or ‘Accord préalable d’inscription’.
FAQs

How do I know if my application is being processed?
When we receive the application fee payment via Docbox, we will validate that payment within 1-2 business days. When we validate the payment, you will receive an Email message via the Etudes en France (EEF) platform that reads: “Your Payment of $205/$360 has been processed.” This message will also include a PDF of your payment receipt. If you receive this message, this means that your application is in the pipeline and will be processed within the 3-day or 3-week review timeline.

How can I check the status of my application?
Due to the volume of students with whom we work and the capacities of the Etudes en France platform, real time updates on application processing are not possible. If you have another question about your application, please contact us via the Etudes en France messaging tool.

I’m having trouble creating my EEF Account. What should I do?
We suggest using an email address NOT ending in .edu, as university email servers sometimes have security issues with the Etudes en France platform. An email with a link to create a password and activate your account is automatically sent to your email address. Note that the email may be in your spam folder/s and that the activation link expires within 24 hours. If you believe that you have not received the activation email, you will need to wait 24 hours before registering again with the same email address.

If I already have an existing EEF account from a previous program in France, how should I proceed?
You do not need to create another EEF account. Login to your existing account, and create a new application, depending on your project: either a pre-consular application by choosing “student already accepted” or a candidature application by choosing “Students not yet accepted”. In case the system does not allow you to create a new application because your previous application is still active, please reach us at washington@campusfrance.org and we will archive it, you will then be able to create a new application for your current program and to fill it out accordingly.

What does the application review process entail and how long does it take?
It is the responsibility of Campus France USA to ensure that each student visa applicant meets the eligibility criteria to be a student in France. The Etudes en France application is the pre-consular academic application that is mandatory for applying for a student visa. Campus France USA advisors examine each student application to review program dates, instructional hours, credentials and degrees conferred, the credibility and standing of the academic program in France. Review of each applicant will take 3 days (Expedited Service) or 3 weeks (Regular Service). If applications are incomplete, if applications contain errors, or if we have questions about the standing of the academic institution to which you are applying, this process could take longer. It is very important that we receive complete applications from students in order to review them efficiently.

What if my visa appointment is coming up but my EEF dossier is still being processed and I don’t yet have my Confirmation email?
We encourage students to plan ahead and complete the Etudes en France application well in advance of their visa appointment. If your visa appointment is coming up and you do not have your Campus France Confirmation email, you may contact us at cfaccounting@ambafrance-us.org to request to change to the expedited processing for the higher fee. You will be reimbursed the regular processing fee if you change to the expedited service.

How can I learn more about dual degree programs?
More information in dual and joint degree program collaborations between French and US universities may be found on our website at: https://www.usa.campusfrance.org/dual-and-joint-degree-programs

Where can I find more resources for study abroad students?
More information for study abroad students may be found on our website at: https://www.usa.campusfrance.org/study-abroad-in-france
INDEPENDENT, HDAP ALLÉGÉ, DOCTORAL PRE-CONSULAR GUIDE
INDEPENDENT, HDAP ALLÉGÉ + DOCTORAL STUDENT

PRE-CONSULAR APPLICATION GUIDE

- 1. GATHER DOCUMENTS
- 2. COMPLETE ETUDES EN FRANCE APPLICATION
- 3. PAY CAMPUS FRANCE FEE
- 4. REVIEW AND CONFIRMATION
GENERAL TIMELINE FOR INDEPENDENT, HDAP ALLÉGÉ, DOCTORAL PRE-CONSULAR APPLICANTS

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Typically you will receive your visa around 3 weeks after your VFS appointment date. The processing may take longer if your application is incomplete, so leave plenty of time for this. Do not leave your visa application to the last minute; we suggest planning to receive your visa at least several weeks before your program start date, if possible.

DEPARTURE DATE
Travel to France to begin your studies!

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Your Visa application will be reviewed by the Visa Service of the French Consulate in Washington DC. Review takes around 3 weeks.

Pack, research your region, brush up on your French!
INDEPENDENT, HDAP ALLÉGÉ + DOCTORAL

APPLICATION OVERVIEW

1. GATHER DOCUMENTS
   - Scan of passport or other official photo ID (ensure file size is under 300kb)
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   - A headshot of 50kb max. (this can be a passport-style photo or simply a cropped photo of your face)
   - A brief statement of motivation (English or French)

2. COMPLETE ETUDES EN FRANCE APPLICATION
   This guide will help you complete the simple, pre-consular application required for all international students going to France.

3. PAY CAMPUS FRANCE FEE
   For your application to be processed, you will need to pay the application fee of $205 for regular 3-week processing, or $360 for expedited 3-day processing. Submitting your payment on the DocBox payment platform is required. Paying the fee allows the Campus France USA team to begin to process your application.

4. REVIEW + CONFIRMATION
   Once your Etudes en France pre-consular application is processed (either in 3 days for the expedited service, or 3 weeks for the regular service) you will receive a confirmation email from our team. Print this email and bring it to your visa appointment. It is required for all student visa applicants.
GATHER DOCUMENTS

1

PASSPORT
Please note that you will need a valid passport to apply for a visa. If you are a citizen of a country other than the US, please provide a proof of legal status in the US (permanent residence card, etc.) as well as your passport.

ACCEPTANCE LETTER
Needs to be on institutional letterhead, include a signature and/or stamp of an administrator, and include the exact dates of your program in France.

HEADSHOT
Find or take a headshot, the file should be 50kb max. It can be a passport-style photo or simply a cropped photo of your face.

RESUME
An updated resume that includes your most recent academic and professional achievements.

TRANSCRIPTS AND/OR DIPLOMA
You will be required to scan and upload your most recent official transcripts and/or a copy of the most recent degree or diploma you have earned. Only one is required, but you may submit both if you wish.

STATEMENT OF MOTIVATION
This is a statement of your motivation for your program in France, written in English or French. It should be a maximum of 1,500 characters.

1. Gather Documents
2. Acceptance Letter
3. Headshot
4. Resume
5. Transcripts and/or Diploma
6. Statement of Motivation
Gather and prepare documents ahead of time
Also have the text of your statement of motivation ready to paste into your application. It is also important that you ensure your documents are correctly sized before uploading. Your headshot needs to be under 50kb. All other documents you upload need to be under 300kb each. You should upload documents as legible JPGs, do not upload PDFs. To transform a PDF, you can take a screenshot of the document and upload it as a JPG under 300kb.

Prepare your headshot
It is best to have someone take a clear photo of you against a light background. It can also be a clear cropped photo of your face. The photo does not have to be perfect or meet any strict dimensions, but this is a photo that the visa service and the Campus France USA team sees and so it should present you well. As a reminder, as part of the visa application later You will be required to submit a passport-style photo.

Check your passport
You will be required to have a passport that will be valid for at least 90 days after the end date of your program in France. If you don’t have a passport, or if your passport will expire before then, apply for a new passport right away. Your passport must also have two consecutive blank visa pages that are side by side (like looking at an open book) plus a third blank page for an immigration sticker. If your passport is full, you will need to renew it. If you are a citizen of a country other than the US, upload a copy of your proof of legal status in the US (permanent residence card, etc.) as well as your passport.

Follow instructions
The EEF platform is built for all types of students, many of whom apply to degree programs through the platform. You may see the opportunity to upload documents not mentioned in this Guide. Please follow this Guide, since the EEF platform is designed for all types of students.
Ensure your Acceptance Letter meets requirements

The acceptance letter is the most important requirement of your application, it is essential that all details are correct. Your university or program will issue you an acceptance letter for your program. If your letter doesn’t meet Campus France requirements, it may delay processing your application and you will likely be required to obtain a new letter from your program.

The letter may vary from program to program, there is no template, but your letter must include the following:

- Your full name
- Exact start and end dates (day, month, and year) of the academic program in France. Approximate dates are not accepted.
- Full contact information for the individual administrator, faculty member, or program director issuing the letter
- Signature or stamp of the institution
- Full address of the institution that will host or manage the program in France
- If there are multiple institutions involved in facilitating your study program in France, every institution and its role needs to be clearly indicated on your Acceptance letter.
- The letter needs to be on institutional letterhead
COMPLETE ETUDES EN FRANCE APPLICATION as a INDEPENDENT, HDAP ALLÉGÉ, OR DOCTORAL STUDENT

Video Tutorial
Creating an account on Etudes en France

Video Tutorial
Completing a Pre-Consular Application on EEF (IND/All/D)

Access Application
Etudes en France Application Log-In
APPLICATION TIPS

Be patient
This platform sometimes has compatibility issues with certain browsers and Macs. If you have trouble, Firefox works best. *Etudes en France* is a global platform accessible for students all around the world, and for thousands of French institutional representatives.

Use the *Etudes en France* messaging tool
The *Etudes en France* application platform includes a messaging tool. This is the easiest way to reach us if you have a question about your application that you’ve already submitted.

Be as independent as possible
Please try your best to address technical issues yourself before reaching out. We are always here to assist students and our university partners, however, please note that Campus France USA works with around 10,000 students per year and we have a small team. If you have technical issues with the EEF platform, we ask that you please ensure you have read this guide, watched the video tutorials, and followed our tips before contacting us for assistance. This allows us to better support students in other ways. *Merci!*

You may be contacted for a phone interview
Campus France USA may contact you to complete a 10-15 minute phone interview. For all doctoral students and students entering Independent non-degree programs in France, the phone interview is required. In some cases, we will also request to interview HDAP Allégé applicants, which is an opportunity for us to better understand your academic and professional motivations and to ensure you are eligible to apply for a student visa.
Video Tutorial
Paying the Campus France Application fee on DocBox

Access Payment Platform
Access DocBox to pay Application Fee
PAYMENT TIPS

Why is the payment on a separate platform?
*Etudes en France* is a global platform used all over the world, and the application fee is not integrated into the platform since fees vary by country. Each Campus France office around the world (there are around 250) is responsible for collecting the application fee independently. Campus France USA therefore has its own payment platform, we call it DocBox.

Billing addresses outside of the US
If you’re using a card with a billing address outside of the US, you may need to complete the payment but not include your billing address in the payment form. There is sometimes a block with billing addresses outside of the US.

Some students are exempt from the fee
Some students are exempt from the application fee. You are exempt if you hold a French baccalauréat obtained within the last 4 years, if you are a recipient of a French government scholarship, or if you are continuing a study abroad program in the same institution for a second semester. You still need to submit your exemption on DocBox even if you are exempt.

Payment is required for Campus France USA to begin to process Pre-Consular student application
Please ensure that you have both submitted your *Etudes en France* application and paid the *Etudes en France* application fee. Once we receive the application fee linked to your US#, the we can begin to process your dossier. We do *not* offer an expedited processing service for Doctoral students.

Keep your EEF Application # (USXX-XXXXX) on hand
You will need to include your EEF Application number when you pay (USXX-XXXXX). Please keep this number on hand during your entire application and payment process. You will also need this EEF number for your visa application.

Questions about the payment?
Contact cfaccounting@ambafrance-us.org
After you have submitted your Etudes en France application and submitted your payment on the DocBox payment platform, your Etudes en France application will then be reviewed and processed by Campus France USA. We ensure that each applicant is eligible to be a student in France and to apply for a student visa. We also register the student and their program in France within the French higher education database for international students.

From the date on which we receive your payment (after your EEF application has been submitted) we will review your application in either 3 weeks or 3 days, depending on the service you select. If your application is incomplete, it may delay the review.

When your application has been reviewed and validated, you will receive a confirmation email (in French or in English, depending on the language in which you completed the application). You will need to print this email and bring it with you to your visa appointment, it is required in order to apply for a student visa.

This confirmation email will be sent to the email address used to create your Etudes en France account, and will have the subject line: USXXX-XXXX / Your Campus France file has been processed OR USXXX-XXXXX / Etudes en France: l'instruction de votre dossier est terminée.
In addition to the Confirmation Email, you will also need an *Etudes en France* Electronic Acceptance letter to complete your student visa application.

Once you receive your Confirmation email, you may log back into your *Etudes en France* account. From the Welcome page, click on your application tab: ‘Already Accepted’ (Pre-Consular Applicants).

Click on *Step 1 – Finalize the procedure*. The PDF icon for the Acceptance Letter will be under the *Main Study Program* section.

This PDF is generated when Campus France USA has completed the review of the *Etudes en France* application.

Depending on your application type, the document will be entitled ‘Confirmation d’acceptation’ or ‘Accord préalable d’inscription’.
FAQs

INDEPENDENT, HDAP Allégé + DOCTORAL PRE-CONSULAR

How do I know if my application is being processed?
When we receive the application fee, we will validate that payment within 1-2 business days. When we validate the payment, you will receive an Email message via the Etudes en France (EEF) platform that reads: “Your Payment of $205/$360 has been processed.” This message will also include a PDF of your payment receipt. If you receive this message, this means that your application is in the pipeline and will be processed within the 3-day or 3-week review timeline.

How can I check the status of my application?
Due to the volume of students with whom we work and the capacities of the Etudes en France platform, real time updates on application processing are not possible. If your application was not reviewed within the 3-day or 3-week processing timeline, or if you have another question about your application, please contact us via the Etudes en France messaging tool.

I’m having trouble creating my EEF Account. What should I do?
We suggest using an email address NOT ending in .edu, as university email servers sometimes have security issues with the Etudes en France platform. An email with a link to create a password and activate your account is automatically sent to your email address. Note that the email may be in your spam folder/s and that the activation link expires within 24 hours. If you believe that you have not received the activation email, you will need to wait 24 hours before registering again with the same email address.

What does the application review process entail and how long does it take?
It is the responsibility of Campus France USA to ensure that each student visa applicant meets the eligibility criteria to be a student in France. The Etudes en France application is the pre-consular academic application that is mandatory for applying for a student visa. Campus France USA advisors examine each student application to review program dates, instructional hours, credentials and degrees conferred, the credibility and standing of the academic program in France. Review of each applicant will take 3 days (Expedited Service) or 3 weeks (Regular Service). If applications are incomplete, if applications contain errors, or if we have questions about the standing of the academic institution to which you are applying, this process could take longer. It is very important that we receive complete applications from students in order to review them efficiently.

What if my visa appointment is coming up but my EEF dossier is still being processed and I don’t yet have my Confirmation email?
We encourage students to plan ahead and complete the Etudes en France application well in advance of their visa appointment. If your visa appointment is coming up and you do not have your Campus France Confirmation email, you may contact us at cfaccounting@ambafrance-us.org to request to change to the expedited processing for the higher fee. You will be reimbursed the regular processing fee if you change to the expedited service.
STUDENT VISAS
GENERAL TIMELINE
STUDENT VISA APPLICATIONS

You may create a student visa application on France-Visas and schedule your VFS appointment at the same time as you complete Etudes en France, but remember, you must have the Campus France Confirmation Email in hand at your visa appointment, so you will need to ensure your EEF application will be reviewed before you attend your visa appointment.

Your visa application will be reviewed by the Visa Service of the French Consulate. Review takes around 3-4 weeks.

Pack, research your region, brush up on your French!

10-12 WEEKS PRIOR TO DEPARTURE DATE
Complete the Campus France Etudes en France application following your Guide in this document.

8-9 WEEKS PRIOR TO DEPARTURE DATE
Complete an online student visa application on France-Visas and proceed to book a visa appointment at a VFS Center. Your appointment needs to be within 90 days of the state date of your program.

6-7 WEEKS PRIOR TO DEPARTURE DATE
Attend the VFS Center appointment in-person to submit student visa application.

4 WEEKS PRIOR TO DEPARTURE DATE
Typically you will receive your visa around 3-4 weeks after your VFS appointment date. The processing may take longer if your application is incomplete, so planning ahead is important.

DEPARTURE DATE
Travel to France to begin your studies!
WHO IS INVOLVED IN THE STUDENT VISA APPLICATION PROCESS

CAMPUS FRANCE USA

VFS GLOBAL

VISA SERVICE OF THE FRENCH CONSULATE IN WASHINGTON, DC

Campus France USA is the French government agency that works with students in the US going to France for an academic program of 90 days or more. The Campus France procedure is the mandatory first step for all student visa applicants. Campus France USA ensures all academic criteria are met before the applicant submits a student visa application. Students who are US citizens or permanent residents participating in a program in France of under 90 days do not need a visa and will not need to complete the Campus France procedure. Students who are minors (under 18) do not need to work with Campus France USA.

VFS Global is an external agency responsible for managing all visa appointments and visa application submissions across the US in 9 consular jurisdictions. After completing an online student visa application on the France-Visas platform, you will visit in-person a VFS Global Center to submit your visa application.

Once you have submitted your visa application at VFS Global, the application is sent to the Visa Service of the French Consulate in Washington D.C. for processing. The Visa Service reserves the right to contact students if they require further documents not listed on the France-Visas checklist.
OVERVIEW OF STUDENT VISA APPLICATION STEPS

1. Complete an Etudes en France (EEF) application
   pastel.diplomatie.gouv.fr/etudesenfrance

2. Submit your Campus France payment on DocBox
   docboxcfusa.org

3. The Campus France team will review your EEF application after you submit the DocBox.

4. Receive your confirmation email when your EEF application is processed by Campus France USA.

5. Complete a student visa application on the France-Visas platform
   france--visas.gouv.fr

6. Schedule a visa appointment at a VFS Global Center

7. Attend in-person appointment at a VFS Global Center

8. Receive your visa in the mail or pick it up at a VFS Global Center after processing time of approximately 3 weeks.

9. Travel to France to begin your program!

10. BIENVENUE EN FRANCE

   Travel to France to begin your program!
**ETUDES EN FRANCE QUESTIONS**

Use the *Etudes en France* messaging system on the application platform if you have an EEF account and have already started an application.

Contact Campus France USA at washington@campusfrance.org only if you do not already have an EEF account.

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**GENERAL QUESTIONS ABOUT STUDYING IN FRANCE**

Visit [usa.campusfrance.org](http://usa.campusfrance.org)

Contact Campus France USA at washington@campusfrance.org

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**APPLICATION FEE AND PAYMENT QUESTIONS**

Contact Campus France USA’s accounting service at cfaccounting@ambafrance-us.org

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**VISA QUESTIONS**

[visas@consulfrance-washington.org](mailto:visas@consulfrance-washington.org)

[VFS application tracking here](mailto:VFS application tracking here)