



I have been selected for a study-abroad/exchange/dual-degree program in France for more than 90 days


I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

## Campus France USA 101

All students who wish to study in France **more than 90 days** must follow the Campus France procedure **before applying for a visa**. Every year, we get many questions regarding the Campus France procedure. We are hoping this message cuts down on confusion and processing time for you and our office. Campus France's process and the visa application process are distinct from each other. Please keep this in mind as it may be in your best interest to submit your Campus France application as soon as possible.

## The 3 STEP Campus France USA process

**STEP 1** I create my *Etudes en France* account and I submit my online application



**STEP 2** I mail the processing fee and the required paperwork to Campus France USA



**STEP 3** I receive the confirmation message from Campus France USA and contact SU Abroad to start my visa application process.

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### What documents do I need to submit online?

Applicants are required to scan and upload a **headshot**, an **official photo ID (passport, state ID, driver's license)**, and an **official acceptance letter (provided by SU Abroad)**.

- Make sure your scans meet the upload requirements.
- You need to use the acceptance letter send by SU Abroad, and this letter only.



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## STEP 1 I create my *Etudes en France* account and I submit my online application

### 1) Go to [usa.campusfrance.org](http://usa.campusfrance.org) and register to *Etudes en France*

The screenshot displays the Campus France USA website interface. At the top, the logo for Campus France USA is visible, along with the text "A service of the French Embassy to promote study in France to students and institutions in the United States". Navigation tabs include "STUDY IN FRANCE", "LIFE IN FRANCE", "LANGUAGE", "APPLICATION", "VISAS", "ABOUT US", and "ADVISORS". The main content area features several sections: "Need help filling out ETUDES EN FRANCE?" with a cartoon character, "Finance your program" with a search bar, "Find your program" with a search bar, and "Fill out your Campus France application" with a "Sign in" button. Below these, there is a "Mon CampusFrance" section with a "Your login" field and a "Your password" field, and a "Create new account" button. The bottom of the page shows a "Student voices" section with quotes from students.

A circular graphic with a green background and a white border. It contains the following elements: a "Sign in" button with a right arrow icon, a "Login" input field, a "Password" input field, a "CONNECTION" button, a "Forgot your password?" link, and a "Register" button with a pencil icon.

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## 2) Create an account

Select **FRENCH** or **ENGLISH**

FR | EN

Etudes en France

Welcome I create my account

I create an account

Fields with an asterisk (\*) must be completed

Campus France

First, I select my Campus France:

My Campus France \*: Campus France USA

E-mail address

This e-mail address will be used as login to log in my account, and, if I accept, to receive information messages from my Campus France and institutions to which I want to apply.

E-mail address \*:

Confirmation of the e-mail address \*:

Identity

Last name \*:

Other last names:

First name \*:

Gender \*:

(ex : 31/12/1980)

Date of birth (dd/mm/yyyy) \*:

Country of birth \*:

City of birth \*:

Country of nationality \*:

ID

To finalize my account, I fill out carefully the informations below as they appear on my ID.

Type of ID \*:

(ex : 31/12/1980)

Expiration date (dd/mm/yyyy):

Number of ID document \*:

Country of issue of the ID \*:

Miscellaneous

☐ I accept to receive on my personal mailbox informations related to my files

☐ I accept to receive in my personal mailbox information about studies in France

French Embassy

Create an account

**WARNING**

In order to receive the documents required for your visa application, it is mandatory that you accept to receive information related to your file in your personal inbox

- ☒ I accept to receive on my personal mailbox informations related to my files
- ☒ I accept to receive in my personal mailbox information about studies in France
- ☒ I accept to be registered at the Alumni network of the French Embassy



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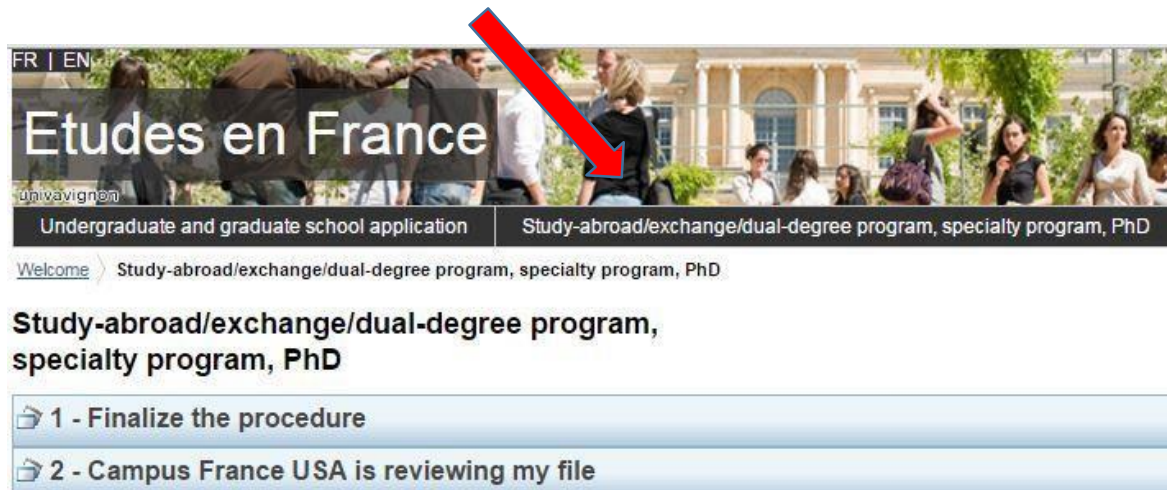
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### 3) Activate your account

**ACTIVE YOUR ACCOUNT  
WITHIN 24 HOURS**



### 4) Select “Study-abroad/exchange/dual-degree program, specialty program, PhD”





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Your USXX-XXXXX number is  
your personal reference number



Welcome > Study-abroad/exchange/dual-degree program, specialty program, PhD

## Study-abroad/exchange/dual-degree program, specialty program, PhD

### 1 - Finalize the procedure

Select your study program in France and upload your official acceptance letter. Select the category that applies to your situation.

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

I am an undergraduate or graduate student in the U.S who has been selected to study

In this section please select your study-abroad/exchange/dual-degree program information

I have been accepted to an institution in France following my Etudes en France application

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
- I have been accepted into a full-time
- I received a certificate proving I am a

In this section the phone number is not required but is strongly recommended

Personal information

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 F

**SUBMIT YOUR APPLICATION!!!**

### 2 - Campus France USA is reviewing my file

Please skip the "I am NOT a study-abroad/exchange/dual-degree student AND have been accepted to an institution on France" section.



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Please follow the Instructions on how to fill out the “I am a study-abroad/exchange/dual-degree student” section.

### 1) Home institution in the US


Province / State / Region	New York
City	Syracuse
Institution	Syracuse University

### 2) Host institution in France

Institution	Autre
Campus	Leave blank
Institution	Syracuse University Center
City	Strasbourg

### 3) Program information

Study-abroad/exchange/dual-degree program If this is not on the list, enter the name	Autre Syracuse University – Syracuse University Center
Description of the program	Study Abroad. Add some information about your field of study and your level.
Field of study	MULTIPLE FIELDS
Level	MULTIPLE FIELDS
Start date of the program	End date of the program



Dates indicated in your acceptance letter  
SU Abroad provided you

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## STEP 2 I mail the processing fee and the required paperwork to SU Abroad

Applicants are required **to send via postal mail or to bring directly to the SU Abroad office** processing fee in the form of a **money order** of \$180 made out to **MCUFEU**. Please make sure you write your name and Campus France identification number (US16-XXXXX) on your money order.

You can purchase one at your local U.S. post office, in a bank, or at the offices of Money Gram, Western Union or Currency Exchange. Any alteration to the money order (i.e. Whiteout) will render it unacceptable.

Don't forget to make a **photocopy of the money order for your records!**

Send the money order to the following address:

SU Abroad  
ATTN: Caitlin Jarvis  
106 Walnut Place  
Syracuse, NY 13210







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## STEP 3

I receive the confirmation message from Campus France USA and I contact SU Abroad to start my visa application process.

**Within 2 weeks** after Campus France has received your money order, and if your Etudes en France file is complete, a notification will be sent to the email you provided enabling you to book an appointment online with your assigned French consulate.

There is no need to act on this as you are submitting your visa through the SU Abroad group submission. Please contact your SU Abroad contact as soon as possible to start your visa application process.

