



## 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 pay the \$190 Campus France processing fee online and email the online payment receipt to Joelle Orecki at [jlorecki@syr.edu](mailto:jlorecki@syr.edu)

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

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

Applicants are required to scan and upload:

- **A headshot (format: JPG, size: 50Ko max),**
- **An official photo ID: passport, state ID, driver's license (format: JPG, size: 300Ko max),**
- **An official acceptance letter (format: JPG, size: 300Ko max).**

Please note:

- Make sure your scans meet the upload requirements.
- You need to use the acceptance letter sent by Syracuse Abroad, and this letter only.
- Make sure to match the program dates with the ones indicated in the acceptance letter or your application won't be confirmed.



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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*

Click on “Register”, and select “Espace Campus France USA”

The screenshot shows the Campus France USA website homepage. At the top, there is a navigation menu with links for STUDY IN FRANCE, LIFE IN FRANCE, LANGUAGE, APPLICATION, VISA S, ABOUT US, and ADVISORS. The main content area is divided into several sections: 'Need help filling out ETUDES EN FRANCE?' with a cartoon character and a guide link; 'Finance your program' with a search bar for Country (United States) and a Search button; 'Find your program' with a search bar for Keyword and a Search button; and a 'Fill out your Campus France application' section with a 'Sign in' button, a 'Register' button, and a 'Forgotten password?' link. Below these sections, there is an 'Actualités' (News) section with a headline about a new online application system starting on September 1st, 2015. To the right of the news section, there are 'Student voices' quotes from students. At the bottom right, there is a 'Mon CampusFrance' section with a 'Your login' field, a 'Your password' field, and an 'OK' button, along with a 'Create new account' button and a 'Request new password' link.



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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.

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

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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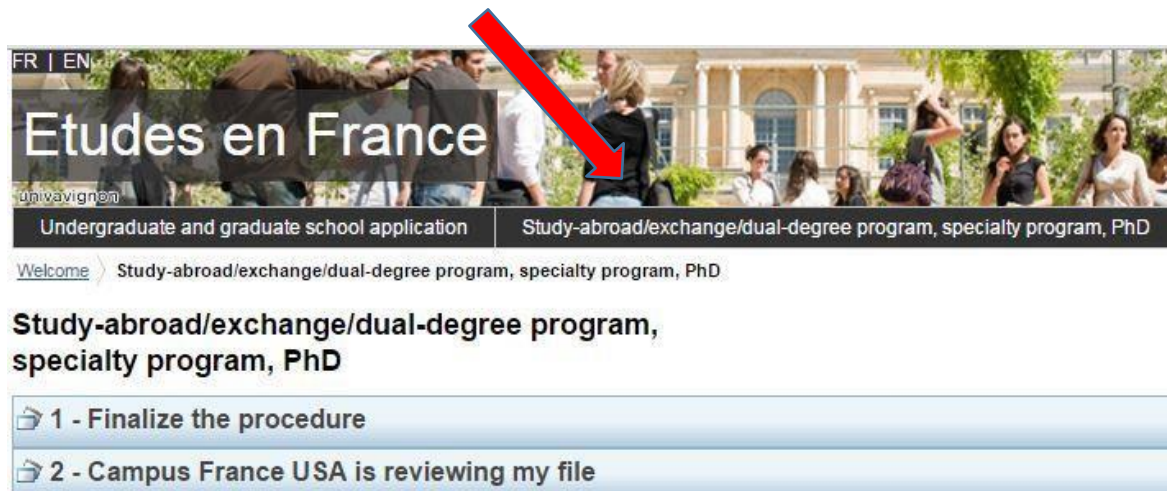
### 3) Activate your account

Note: this is NOT the Campus France confirmation email, you need to activate your account first, login to your *Etudes en France* account, and fill out your application.

**ACTIVE YOUR ACCOUNT  
WITHIN 24 HOURS**  
Check your spam folder



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



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

Your USXX-XXXXX number is your personal reference number

John DOE  
Campus France USA  
USXX-XXXXX

FR | EN

## Etudes en France

univavigon

Undergraduate and graduate school application | Study-abroad/exchange/dual-degree program, specialty program, PhD | Mailbox | My account

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 (please provide the information of your own home university, this is an example)

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

### 2) Host institution in France (follow exactly the instructions below)

Institution	Autre
Campus	Leave blank
Institution	Syracuse University Center
City	Strasbourg

### 3) Program information

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

### 4) Write a personal statement

Write a short essay about your motivations to study in France.

### 5) Upload your acceptance letter (format: JPG, size: 300Ko max)

Check and click on “Register” to submit the program information

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Now click on “personal information”. Please follow the Instructions below.

FR | EN

Études en France

John DOE  
Campus France USA  
USXX-XXXX

Undergraduate and graduate school application | Study-abroad/exchange/dual-degree program, specialty program, PhD | Mailbox | My account

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

**Personal information**

Fields with an asterisk (\*) must be completed  
Display each part below

→ Personal information **incomplete**

→ Education and professional experience **incomplete**

→ Language skills **incomplete**

**Option 2**  
Your program has not been previously registered by your study-abroad advisor, all sections appear incomplete. Go to Personal information.

### 1) Personal information

Logins and photograph  
Identity  
Contact information  
Special status

Follow the screen’s instructions, upload your headshot (format: JPG, size 50Ko)  
Follow the screen’s instructions, upload your passport ID (format: JPD, size 300Ko)  
Follow the screen’s instructions  
Select “I have no particular case”

### 2) Education and personal experience

Resume  
Mon cursus

Upload a resume of if you don’t have one, a transcript  
Select “A year of higher education” and click on “Add” to enter your college info  
Select the current school year and the option “Current program, I will fill out scores and supportive documents later” in order to be exempt from providing a transcript here.

### 3) Language skills

French language proficiency test  
Level of French  
Stays in France  
Level of English

Optional  
Mandatory. Click on “Modify” to specify your level of French.  
Optional  
Mandatory. Click on “Modify” to specify your level of English.

**Check if all the sections are complete and click on “Back”**



Please click on the “confirm the information and submit the application” link. It will bring you to this screen.

Make sure all the steps are written as **Complete**, check the box “I hereby certify that the above statements are true and correct to the best of my knowledge” and confirm your *Etudes en France / Campus France* application.

FR | EN

# Études en France

Log Out

Olivier LAMY  
Espace Campus France USA  
US16-01437

Undergraduate and graduate school application | Study-abroad/exchange/dual-degree program, speciality program, PhD | Mailbox | My account

Welcome | Study-abroad/exchange/dual-degree program, speciality program, PhD | Finalize the procedure | I verify that my file is complete and I confirm my choice

## Confirm the information and submit the application

Make sure you have entered the information requested or complete your file.

**Personal information**

Personal information	Complete	<a href="#">Access the section</a>
Education and professional experience	Complete	<a href="#">Access the section</a>
Language skills	Complete	<a href="#">Access the section</a>

**Final choice**

Study-abroad/exchange/dual-degree program	Georgetown University - Université Lumière - Lyon 2 / Institut d'études politiques (Sciences Po Lyon)	
	Université Lumière - Lyon 2 - Institut d'études politiques (Sciences Po Lyon)	
	Site de Lyon	
	Complete	<a href="#">Access the section</a>

### Review and submit the file to Campus France USA

I hereby certify that the above statements are true and correct to the best of my knowledge.

Warning: once you submit your file, you cannot make any changes !

[I confirm my final choice to Campus France USA](#)

The information we collect are subject to computer processing to help students willing to apply for higher education in France. If you accept, the information that Campus France collects will be retained and maintained during the length of your studies in France and after your studies are completed.

## STEP 2 Pay the Campus France Application Fee

Applicants are required to submit a \$190 fee for Campus France.

- Pay online here: <http://tapif.org/campus/>
- After you pay the fee, email a copy of the online payment receipt to Joelle Orecki at [jlorecki@syr.edu](mailto:jlorecki@syr.edu)

