



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

All students who wish to study in France for **more than 90 days** must follow the Campus France procedure **before applying for a visa**. Campus France's process and the visa application process are distinct from each other. Please keep this in mind as it may be in your best interest to submit your Campus France application as soon as possible.

### The 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 online the Campus France fee

**STEP 3** I email the payment receipt to [jlorecki@syr.edu](mailto:jlorecki@syr.edu)

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

### ❖ Create your *Etudes en France* account

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

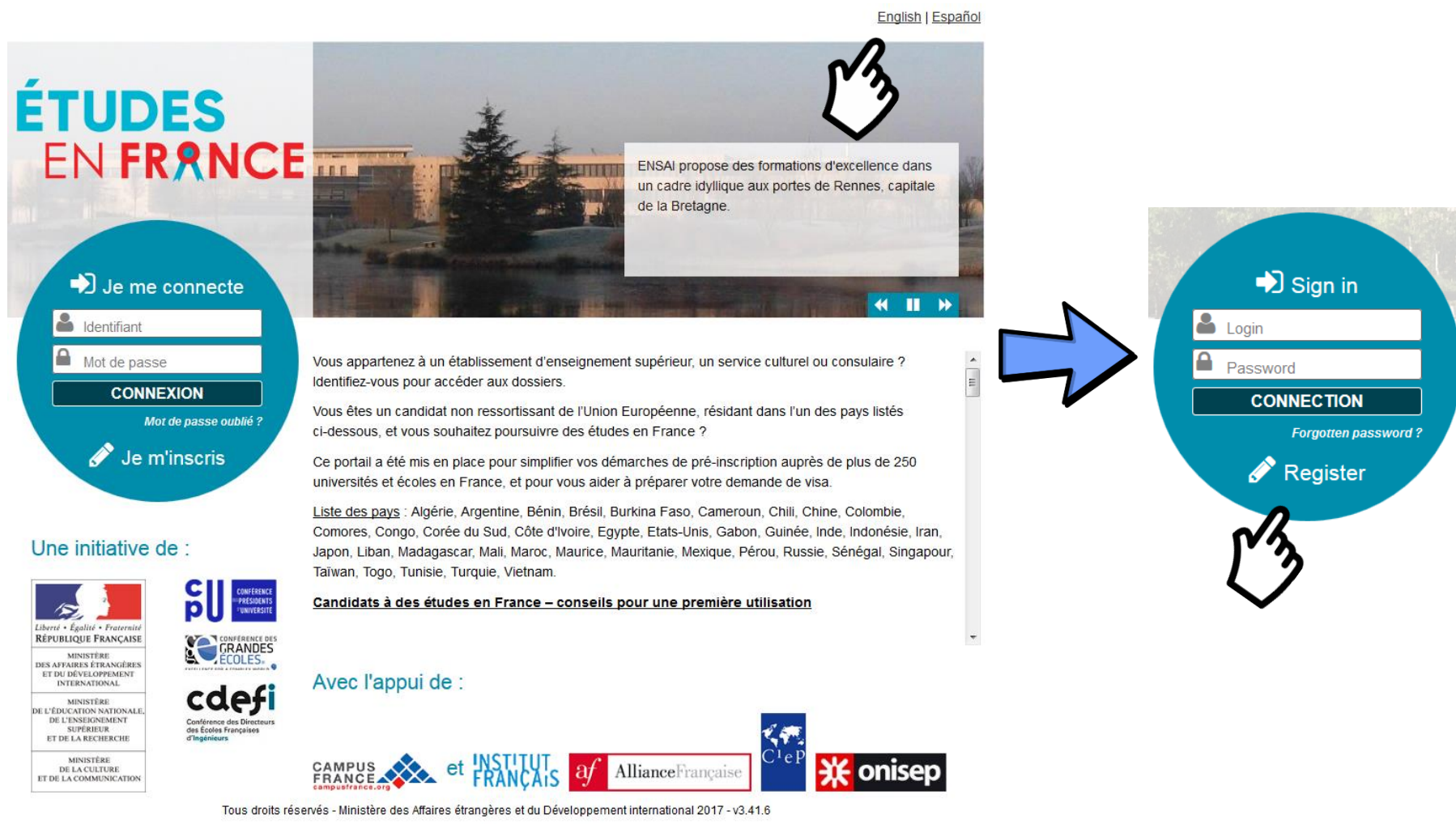
A screenshot of the 'Your ETUDES EN FRANCE account' creation form. It features a large blue circular graphic with the text 'Je me connecte' and a right-pointing arrow. Below the graphic are input fields for 'Identifiant' and 'Mot de passe', a 'CONNEXION' button, and a link for 'Mot de passe oublié ?'. At the bottom, there is a 'Je m'inscris' link and a 'Learn more' button with a right-pointing arrow.

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## 2) Select English at the top right corner of the screen and then Register

English | Español



**ÉTUDES EN FRANCE**

Je me connecte

Identifiant

Mot de passe

CONNEXION

Mot de passe oublié ?

Je m'inscris

Sign in

Login

Password

CONNEXION

Forgotten password ?

Register

ENSAI propose des formations d'excellence dans un cadre idyllique aux portes de Rennes, capitale de la Bretagne.

Vous appartenez à un établissement d'enseignement supérieur, un service culturel ou consulaire ? Identifiez-vous pour accéder aux dossiers.

Vous êtes un candidat non ressortissant de l'Union Européenne, résidant dans l'un des pays listés ci-dessous, et vous souhaitez poursuivre des études en France ?

Ce portail a été mis en place pour simplifier vos démarches de pré-inscription auprès de plus de 250 universités et écoles en France, et pour vous aider à préparer votre demande de visa.

Liste des pays : Algérie, Argentine, Bénin, Brésil, Burkina Faso, Cameroun, Chili, Chine, Colombie, Comores, Congo, Corée du Sud, Côte d'Ivoire, Egypte, Etats-Unis, Gabon, Guinée, Inde, Indonésie, Iran, Japon, Liban, Madagascar, Mali, Maroc, Maurice, Mauritanie, Mexique, Pérou, Russie, Sénégal, Singapour, Taiwan, Togo, Tunisie, Turquie, Vietnam.

Candidats à des études en France – conseils pour une première utilisation

Avec l'appui de :

Liberté • Égalité • Fraternité  
RÉPUBLIQUE FRANÇAISE  
MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU DÉVELOPPEMENT INTERNATIONAL  
MINISTÈRE DE L'ÉDUCATION NATIONALE, DE L'ENSEIGNEMENT SUPÉRIEUR ET DE LA RECHERCHE  
MINISTÈRE DE LA CULTURE ET DE LA COMMUNICATION

SU CONFÉRENCE DES PRÉSIDENTS UNIVERSITÉ  
CONFÉRENCE DES GRANDES ÉCOLES  
cdefi  
Conférence des Directeurs des Écoles Françaises d'Ingénieurs

CAMPUS FRANCE  
et INSTITUT FRANÇAIS  
af Alliance Française  
CieP  
onisep

Tous droits réservés - Ministère des Affaires étrangères et du Développement international 2017 - v3.41.6

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### 3) Select Espace Campus France USA



This section is in French. You will be able to change the language once you have selected “Espace Campus France USA”



[Accueil](#) > Je crée mon compte

#### Je crée mon compte

Les champs marqués d'un astérisque (\*) doivent être renseignés.

#### Espace Campus France

Tout d'abord, je sélectionne mon Espace Campus France :

Mon Espace Campus France \* :

- Espace Campus France Guinée
- Espace Campus France Inde
- Espace Campus France Indonésie
- Espace Campus France Iran
- Espace Campus France Japon
- Espace Campus France Liban
- Espace Campus France Madagascar
- Espace Campus France Mali
- Espace Campus France Maroc
- Espace Campus France Maurice
- Espace Campus France Mauritanie
- Espace Campus France Mexique
- Espace Campus France Pérou
- Espace Campus France Russie
- Espace Campus France Sénégal
- Espace Campus France Taiwan
- Espace Campus France Tunisie
- Espace Campus France Turquie
- Espace Campus France USA**
- Espace Campus France Vietnam



ts réservés - Ministère des Affaires étrangères et du Développement international 2016  
v2.31.4



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4) Select EN (to switch into English) at the top left corner of the screen

FR | EN



5) Fill out the form carefully

**WARNING**

In order to receive the requested document for your visa application, **it is mandatory that you keep the first box checked.**



FR | EN

# Études en France

Welcome | Create an account

## I create an account

Fields with an asterisk (\*) must be completed

### Campus France

Select your local 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 \*:

(i.e: 31/12/1980)

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

Country of birth \*:

City of birth:

Country of nationality \*:

### ID

To finalize the account, fill out carefully the information below as they appear on the ID.

Type of ID \*:

(i.e: 31/12/1980)

Expiration date (dd/mm/yyyy):

Number of ID document \*:

Country of issue of the ID \*:

### Miscellaneous

☒ I accept to receive emails about the status of my file.

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

☒ I accept to be registered at the Alumni network of the French Embassy



6) Click Create an account

Welcome > Confirmation of the creation

## Confirmation of the creation

Your account creation request is in process.  
An e-mail has been sent to the e-mail address you indicated  
The e-mail contains a link you must click on to activate your account  
If you do not receive an e-mail after 24 hours, please contact Campus France USA

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7) Check your emails and click on the link to activate your account. Then, create a password.



Didn't receive the  
activation email?  
Check your spam  
folder!!



8) Now you can log into your *Etudes en France* account

**ÉTUDES EN FRANCE**

Sign in

Login

Password

**CONNECTION**

[Forgotten password ?](#)

Register

This portal has been set up to facilitate the pre-registration process for 250 French universities and *grandes écoles* and to help you prepare your visa application.

**List of countries:** Algeria, Argentina, Benin, Brazil, Burkina Faso, Cameroon, Chile, China, Colombia, Comoros, Congo, Côte d'Ivoire, Egypt, Gabon, Guinea, India, Indonesia, Iran, Japan, Lebanon, Madagascar, Mali, Mauritania, Mauritius, Mexico, Morocco, Peru, Russia, Senegal, Singapore, South Korea, Syria, Taiwan, Togo, Tunisia, Turkey, United States, Vietnam.



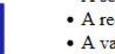
**Candidates to study in France – advice for first-time users**

1. Before your first log-in:

To create an account, you must have:

- A scanned copy of your identity document,
- A recent photo (portrait format – no larger than 50 kB),
- A valid e-mail address which you check regularly.

An initiative of :

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## ❖ Fill out your application

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

Applicants are required to upload the following documents:

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



### What is an official acceptance letter ?

The official acceptance letter must include the following:

- Your full name
- Institutional letterhead
- Exact start and end dates (day, month, and year) of the academic program you are participating in
- Full contact information for the individual issuing the offer or acknowledgment
- Signature or stamp
- Full address of the institution which will host the program in France

**We do not allow applicants to submit an unofficial email of their acceptance.**

### Tips to upload documents:

**If the document you are trying to upload is too big, please try the following:**

- 1- Use the snipping tool
- 2- Take a picture with your phone or camera on a low quality/pixel setting
- 3- For Macs:
  - Open the PDF, then choose File >Export. Click the "Quartz Filter" pop-up menu, then choose Reduce File Size.




**Please keep in mind that an incomplete file delays the entire process.**

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## 9) Go to “Students already accepted”



FR | EN Log Out

# Études en France

Students not yet accepted Students already accepted Mailbox My account

Welcome

## Reception

Welcome Etudes en France!

**USXX-XXXX is your Personal Etudes en France Identification number**

If you are a **study-abroad/exchange/dual-degree student**, please fill out your application by clicking *Students already accepted* at the top of this page and then selecting **I am a study-abroad/exchange/dual-degree student**.

If you are **NOT a study-abroad/exchange/dual-degree student AND you have been accepted to an institution in France** (ex: language class, professional training, etc.), please fill out your application by clicking *Students already accepted* at the top of this page and then selecting **I am NOT a study-abroad/exchange/dual-degree student (...)**

If you are an **undergraduate or graduate school candidate** in France and therefore you haven't been accepted yet, please fill out your application by clicking *Students not yet accepted* at the top of this page.

If you don't know the available programs in France, please visit [Campus France USA](#) or [ONISEP](#) to help you find the program that suits you!

Sincerely,  
Campus France USA



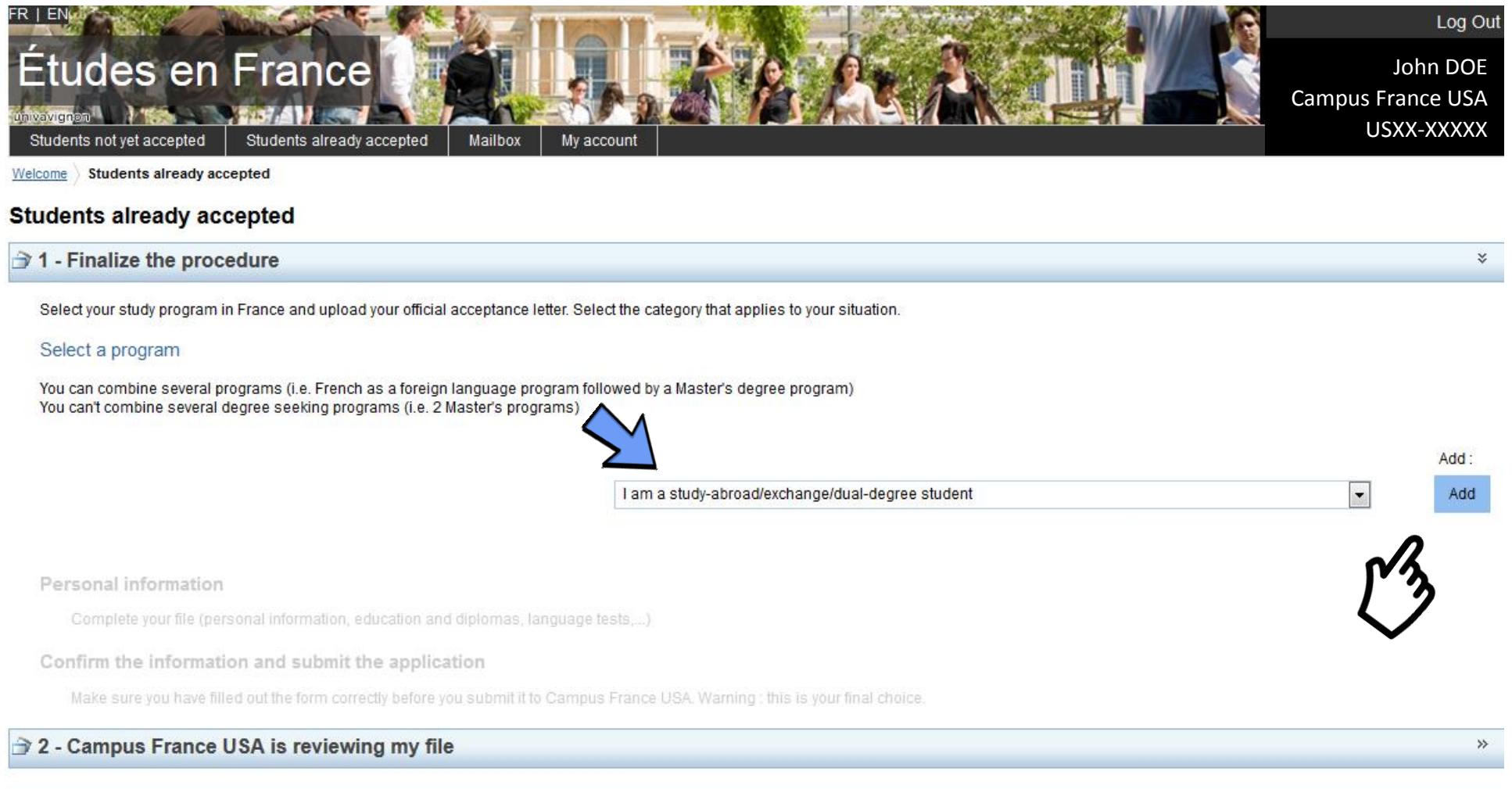
**Please keep your ID number handy as it will be requested of you every time you contact Campus France.**



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10) Select in the scroll down menu "I am a study-abroad/exchange/dual-degree student" and click on "Add"



The screenshot shows the 'Études en France' application portal. The header includes a navigation bar with 'Students not yet accepted', 'Students already accepted' (selected), 'Mailbox', and 'My account'. A user profile for 'John DOE' is visible in the top right. The main section is titled 'Students already accepted' and contains a step indicator '1 - Finalize the procedure'. Below this, instructions state: 'Select your study program in France and upload your official acceptance letter. Select the category that applies to your situation.' A 'Select a program' section follows, with notes on combining programs. A dropdown menu is shown with the selection 'I am a study-abroad/exchange/dual-degree student', highlighted by a blue arrow. An 'Add' button is next to the dropdown. Below this, sections for 'Personal information' and 'Confirm the information and submit the application' are visible. A hand cursor icon points towards the 'Add' button. The bottom of the page shows a step indicator '2 - Campus France USA is reviewing my file'.

FR | EN

# Études en France

univavignon

Students not yet accepted | Students already accepted | Mailbox | My account

Welcome > Students already accepted

## Students already accepted

### 1 - Finalize the procedure

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

Select a program

You can combine several programs (i.e. French as a foreign language program followed by a Master's degree program)  
You can't combine several degree seeking programs (i.e. 2 Master's programs)

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

Add :

Add

### 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 France USA. Warning : this is your final choice.

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

## 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

### 11) Provide the program information

- ❖ Complete parts 1 and 2:  
Home and Host Institutions



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

You have received an official acceptance for an exchange/study abroad program with a French institution related to your home institution :

- 1) Home institution in the US
- 2) Host institution in France
- 3) Program information
- 4) Personal statement (150 words)
- 5) Upload the official acceptance letter

#### 1) Home institution in the US

Province / State / Region \* :

City \* :

*If the city does not appear on the list, select the mention "other" and enter the name below :*

Institution \* :

*If the institution does not appear on the list, select "other" and enter the name below :*

Institution :

Campus :

*If you have not found your host institution on the lists above, please click on the following button: "Find your French Institution"*

[Find your French Institution](#)

Host Institution :

Where do you study in the United States?



Where will you study in France?



#### Option 1: Your French institution is listed in the dropdown menu

- Select the Institution + the Campus
- Continue to part 3 (skip to page 12)

#### Option 2: Your French institution is NOT listed in the dropdown menu

- See page 11 for instructions

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

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### Option 2: Your French institution is NOT listed in the dropdown menu

- Click on the blue button “Find your French institution”

- Search for your institution in the search window

2) Host institution in France

Institution :

Campus :

*If you have not found your host institution on the lists above, please click on the following button: “Find your French Institution”*

**Find your French Institution**

**Find the host institution in France that appears on your acceptance letter**

*Find the host institution that appears on your acceptance letter*

Name of the host institution \* :

**Search** **Cancel**

- If your institution appears in the search results, select the campus/site and click “Register” to add the program

**OR**

- If your search yields no results, retype in the name of the French institution/program as it appears on your Acceptance Letter and the location and click “Register” to add the program

**Find the host institution in France that appears on your acceptance letter**

*Find the host institution that appears on your acceptance letter*

Name of the host institution \* : american business school

**Search** **Cancel**

☒ American Business School of Paris - groupe IGS

- ☒ Site de Paris
- ☐ IPAG Business School
  - ☐ IPAG Business School
    - ☐ Site de Nice
    - ☐ Site de Paris

*If it is not on the list, enter the name and the location (city) below as it appears on your acceptance letter :*

Institution \* :

City \* :

**Register** **Cancel**

**Find the host institution in France that appears on your acceptance letter**

*Find the host institution that appears on your acceptance letter*

Name of the host institution \* : sarah lawrence college

**Search** **Cancel**

Aucun établissement ne correspond à la recherche

*If it is not on the list, enter the name and the location (city) below as it appears on your acceptance letter :*

Institution \* : Sarah Lawrence College in Paris at Reid Hall

City \* : Paris

**Register** **Cancel**

## 11) Provide the program information (Continued)

### ❖ Complete parts 3 and 4: Program Information and Personal Statement

#### 3) Program information

Study-abroad/exchange/dual-degree program \* :

Make sure the name of the program is correct \* :

Description of the program \* :  Characters : 0 / 1000

Field of study \* :

Level \* :

Start date of the program \* :  format:dd/mm/yyyy

End date of the program \* :  format:dd/mm/yyyy



If the “Program information” section doesn’t populate automatically after filling in your Home and Host Institution, please provide all the requested information.



#### 4) Write a personal statement

Explain why you want to study in France and why you have chosen this institution

Motivations to study in France \* :  Characters : 0 / 1500

Write a short paragraph (min. 150 words) about your motivations to study in France, then click “Register”.



☒ Main study-program

Register

Cancel





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

## 12) You will then be prompted to complete Step 5) "Upload your official acceptance letter" (format: JPG, size: 300KB max)

### 3) Program information

Study-abroad/exchange/dual-degree program \* : Georgetown University - / Sciences Po ▼

Make sure the name of the program is correct \* :

Description of the program : Field(s) of studies: Political Science  
Name of the program: Sciences Po Paris

### 5) Upload the official acceptance letter for the study-abroad/exchange/dual-degree program

You can add attachments PDF, JPG or PNG formats. The size of each document must not exceed 300 ko.

In order to describe the attachments, you can add a quick description of each document (for example : report of the first quarter). The documents are arranged by comment in alphabetical order.

**Make sure your documents are readable. For more instructions go to [usa.campusfrance.org/en/rubrique/application](http://usa.campusfrance.org/en/rubrique/application)**

[How get a readable scanned document ?](#)

Add a new attachment : Choose File No file chosen

No document

Close

### 4) Write

Explain wh

### 5) Upload the official acceptance letter for the study-abroad/exchange/dual-degree program

Attachment missing

[Supportive documents \(0\)](#)

☒ Main study-program

Register

Cancel

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

### 13) Check that the attachment (supportive document) is legible and click on “Register” to save the program information

Institution \* :

Campus \* :

If it is not on the list, Select "Other" and enter the name and the location (city) below. \* :

Institution \* :

City \* :

### 3) Program information

Study-abroad/exchange/dual-degree program \* :

If it is not on the list, select the option "Other" and I enter the name below. \* :

Description of the program : Field(s) of studies: Political Science  
Name of the program: Sciences Po Paris

Description of the program (up to 500 characters): An undergraduate exchange program whereby Georgetown students directly enroll to take courses in French (and other regionally appropriate languages for the 'campus délocalisés'.

Field of study \* : Political Science and Economics

Level \* : MULTIPLE LEVELS

format:dd/mm/yyyy

Start date of the program \* :

format:dd/mm/yyyy

End date of the program \* :

### 4) Write a personal statement

Explain why you want to study in France and why you have chosen this institution

Motivations to study in France \* :

Actuellement étudiant en économie et science politique, je me spécialise dans l'intégration du pétrole et l'économie de la santé publique. Afin d'avancer ma connaissance scolaire dans un environnement tel cosmopolite que Paris, j'ai envie d'étudier à Sciences Po Paris.

**Make sure the letter is uploaded correctly and is legible!**

### 5) Upload the official acceptance letter for the study-abroad/exchange/dual-degree program

Complete

[Supportive documents \(1\)](#)



## 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

### 14) Click on Personal information

[FR](#) | [EN](#)

 **Études en France**

[univavignon](#)

[Log Out](#)

John DOE  
Campus France USA  
USXX-XXXXX

[Students not yet accepted](#) | [Students already accepted](#) | [Mailbox](#) | [My account](#)

[Welcome](#) > [Students already accepted](#)

### Students already accepted

#### 1 - Finalize the procedure

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

Select a program

You can combine several programs (i.e. French as a foreign language program followed by a Master's degree program)

You can't combine several degree seeking programs (i.e. 2 Master's programs)

Add :

[Add](#)

Main study-program

**Study-abroad/exchange/dual-degree program**

Georgetown University - / Sciences Po

Sciences Po - Site de Paris

From 01/01/2018 to 30/06/2018

**Complete**

[Modify](#)  
[Delete](#)  
[Supportive documents \(1\)](#)



[Personal information](#) **Incomplete**

Complete your file (personal information, education and diplomas, language tests,...)

[Confirm the information and submit the application](#)

Make sure you have filled out the form correctly before you submit it to Campus France USA. Warning : this is your final choice.

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

## 15) Personal Information

**Option 1:** You found your program in our system and its description appeared automatically when you filled out the “Program Information” section:

➡ You are exempt from filling out The “*Education and professional experience*” and “*Language skills*” sections. These sections will automatically appear as “Complete”. **Click on Personal Information.** Proceed to Page 18.

FR | EN

Études en France

univavignon

Students not yet accepted

Students already accepted

Mailbox

My account

Log Out

John DOE




Campus France USA

USXX-XXXXX

[Welcome](#) > [Students already accepted](#) > [Finalize the procedure](#) > **Personal information**

### Personal information

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

 <b>Personal information</b> <b>Incomplete</b>	»
 <b>Education and professional experience</b> <b>Complete</b>	»
 <b>Language skills</b> <b>Complete</b>	»

Back



## 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

**Option 2: You did not find your program in our system** and its description didn't appear automatically when you filled out the "Program Information" section. You entered the information yourself:

➔ You must fill out all 3 sections – Personal Information, Education and Professional Experience, and Language Skills. They will appear "Incomplete".

FR | EN

# Études en France

Log Out

John DOE  
Campus France USA  
USXX-XXXXX

Students not yet accepted | Students already accepted | Mailbox | My account

[Welcome](#) > [Students already accepted](#) > [Finalize the procedure](#) > **Personal information**

## Personal information

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

Personal information	Incomplete	»
Education and professional experience	Incomplete	»
Language skills	Incomplete	»

Back

## I 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

### ❖ Personal Information / Contact Information



#### Tips to upload documents:

If the document you are trying to upload is too big, please try the following:

- 1- Use the snipping tool
- 2- Take a picture with your phone or camera on a low quality/pixel setting
- 3- For Macs: Open the PDF, then choose File >Export. Click the "Quartz Filter" pop-up menu, then choose Reduce File Size.

**Personal information** Incomplete

---

**Logins and photograph**  
Attachment missing

Email (login and contact) :  Identity photograph :  Not filled

Personal Etudes en France identification number : US##-####

Contact : Will be known after entering the country.

Scan a profile picture in Jpeg 300 DPI 26\*32 mm. It must be in JPEG or PNG format and the size must not exceed 50KB.

[Modify my photograph](#)

---

**Identity**  
Attachment missing

Please attach a copy of your photo ID

Last name : TEST

Other family name :

Date of birth (dd/mm/yyyy) : 08/08/1990

Country of birth : United States

Place of birth : Washington Dc

Country of nationality : United States

Name : Test

Gender : Male

Type of ID : Driving license

ID number : 654806514

Country of issue of the ID : United States

Expiration date (dd/mm/yyyy) : 08/08/2020

[Supportive documents \(0\)](#) [Modify](#)

---

**Contact information - Address determines location of visa appointment and can't be changed. Permanent or school housing address only (proof of residency required by consulates)**  
Incomplete

Address :

Province / State / Region :

City :

ZIP :

Home phone :

Mobile phone :

Enter your US address (home or school). It will determine your assigned Consulate.

Enter at least one valid US phone number.

[Modify](#)

---

**Special status**  
Incomplete

Please specify if your situation applies to one of the following categories. If so, please upload a supporting document.

Grant / scholarship :

Other case :

Unless you have received a Grant/Scholarship listed in the dropdown, select "My situation doesn't apply to any of the above".

[Modify](#)

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

## 16) Education and professional experience



**If you are exempt from filling out the “Education and professional experience” and “Language skills” sections, please go directly to page 22.** (You are exempt if these fields already show “Complete”.)

Students not yet accepted

Students already accepted

Mailbox

My account

[Welcome](#) > [Students already accepted](#) > [Finalize the procedure](#) > **Personal information**

### Personal information

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

Personal information **Complete**

Education and professional experience **Incomplete**

#### Resume

Please upload a resume. The document must be PDF, PNG or JPEG format, and less than 300 ko. IMPORTANT: the resume is optional for study abroad and exchange students.  
[How get a readable scanned document ?](#)

Add file

Choose File

No file chosen

#### Mon cursus

IMPORTANT: the following message does not apply to study abroad or exchange students. Your academic record should contain your last obtained diploma and your most recent transcripts (i.e: you are graduating college this year, you should upload your high school diploma or equivalent and all your official college transcripts). Your professional experience (if applicable) should contain at least 1 activity and each activity should be justified by a supporting document (letter of recommendation, TAPIF "Arrêté de nomination" etc). IMPORTANT: please check French translation requirements with prospective universities.

No element.

Add :

A year of higher education

Add

Language skills **Incomplete**

Back

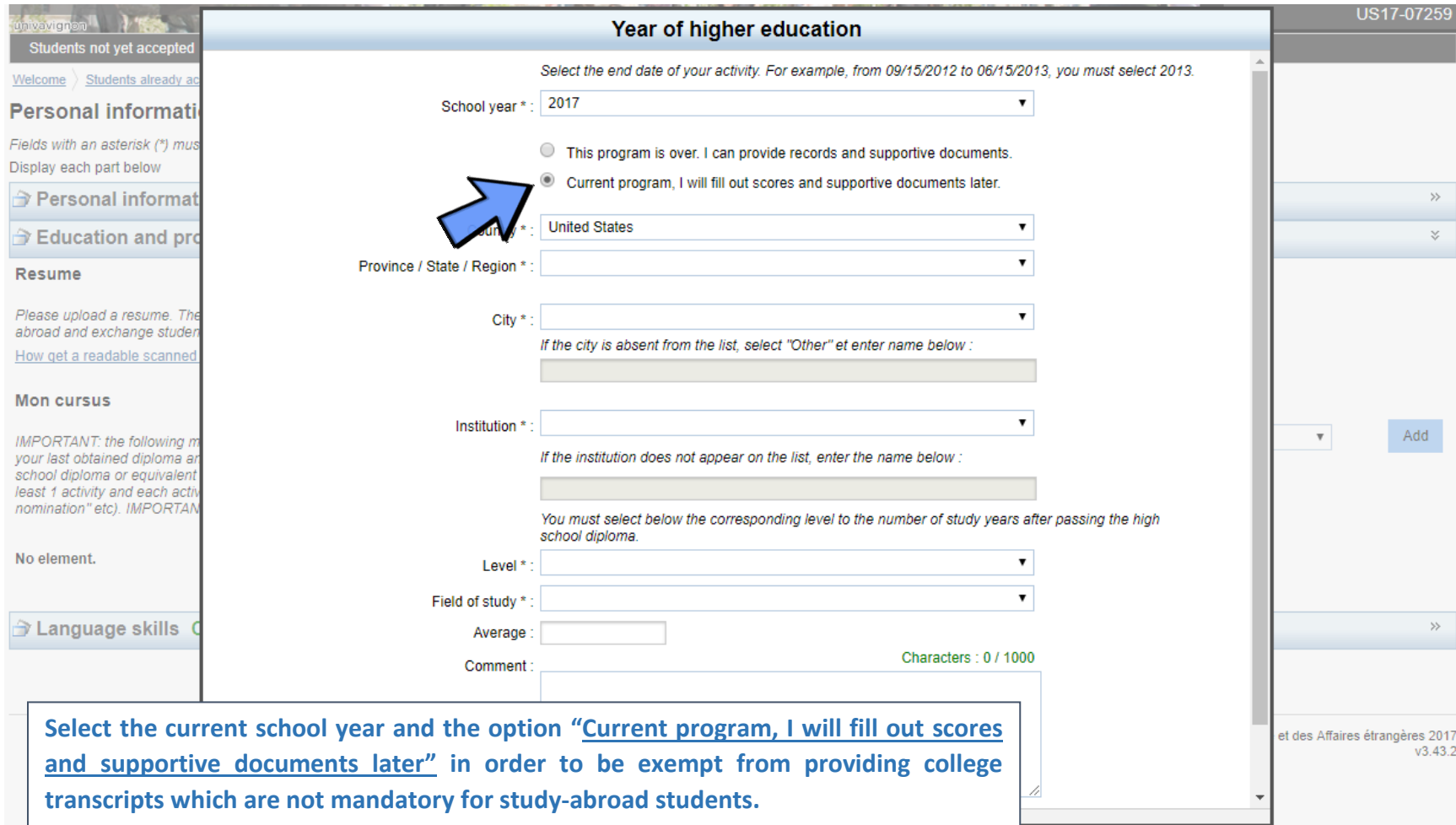
The resume is optional for study-abroad students, skip this portion

Study-abroad students: select “A year of higher education” and click Add to enter your current college information

## 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

### ❖ Education and professional experience



The screenshot shows a web form titled "Year of higher education" with a sidebar on the left containing navigation links like "Personal information", "Education and professional experience", "Resume", "Mon cursus", and "Language skills". The main form area contains the following fields and instructions:

- School year \* :** A dropdown menu with "2017" selected.
- Instructions:** "Select the end date of your activity. For example, from 09/15/2012 to 06/15/2013, you must select 2013."
- Radio buttons:** Two options are present: "This program is over. I can provide records and supportive documents." (unselected) and "Current program, I will fill out scores and supportive documents later." (selected, indicated by a blue arrow).
- Country \* :** A dropdown menu with "United States" selected.
- Province / State / Region \* :** An empty dropdown menu.
- City \* :** An empty dropdown menu. Below it, a note says: "If the city is absent from the list, select 'Other' et enter name below :".
- Institution \* :** An empty dropdown menu. Below it, a note says: "If the institution does not appear on the list, enter the name below :".
- Level \* :** An empty dropdown menu. Below it, a note says: "You must select below the corresponding level to the number of study years after passing the high school diploma."
- Field of study \* :** An empty dropdown menu.
- Average :** An empty text input field.
- Comment :** A large text area for additional comments.
- Character count:** "Characters : 0 / 1000"
- Buttons:** "Add" and "Register" (partially visible).

At the bottom right of the form, the text "et des Affaires étrangères 2017 v3.43.2" is visible.

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 college transcripts which are not mandatory for study-abroad students.

Complete the rest of the information and click Register.



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

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## 17) Language skills



If you are exempt from filling out the “Education and professional experience” and “Language Skills” sections, please go directly to page 22. (You are exempt if these fields already show “Complete”.)

Personal information	Complete	>>
Education and professional experience	Complete	>>
Language skills	Incomplete	>>

**French language proficiency exams**

Please upload a supporting document for each exam you took.

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

No test

**The French language exam is optional for study-abroad students, skip this portion** →

**Level of French**

If you passed a French language proficiency exam, please do not fill out this section : add the exam to the "French language proficiency exams" section. You can upload supporting documents (records, admission...)

Not specified Specify your level of proficiency in both French and English (below) by clicking on the “Modify” button Modify

**Stays in France**

Please add an attachment for your stay (study abroad transcripts, or letter of enrollment, certificate, visa, plane ticket)

No stay in France

**The Stays in France section is optional for study-abroad students, fill out as applicable** → Add

**Level of English (and other languages)**

Please upload a supporting document for each exam you took (if your native language is not English).

Not specified Modify

Back

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

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## 18) Check that all the sections are complete and click on “Back”

FR | EN

Études en France

univavignon

Students not yet accepted

Students already accepted

Mailbox

My account

Log Out

John DOE

Campus France USA

USXX-XXXXX

[Welcome](#) [Students already accepted](#) [Finalize the procedure](#) **Personal information**

### Personal information

Fields with an asterisk (\*) must be completed

Display each part below

Personal information	Complete	»
Education and professional experience	Complete	»
Language skills	Complete	»

Back



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

❖ Submit your application

### 19) Go to “[Confirm the information and submit the application](#)”

FR | EN

Études en France

univavigno

Students not yet accepted

Students already accepted

Mailbox

My account

Log Out

John DOE

Campus France USA

USXX-XXXX

Welcome > Students already accepted

**Students already accepted**

1 - Finalize the procedure

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

Select a program

You can combine several programs (i.e. French as a foreign language program followed by a Master's degree program)  
You can't combine several degree seeking programs (i.e. 2 Master's programs)

Add :

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

Add

Main study-program

Study-abroad/exchange/dual-degree program

Georgetown University - / Sciences Po

Sciences Po - Site de Paris

From 01/09/2017 to 31/12/2017

Complete

Modify

Delete

Supportive documents (1)

Personal information Complete

Complete your file (personal information, education and diplomas, language tests,...)

Confirm the information and submit the application

Make sure you have filled out the form correctly before you submit it to Campus France USA. Warning : this is your final choice.

2 - Campus France USA is reviewing my file

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

## 20) Submit your application

### ❖ Step 1 - Check the box “I hereby certify that the above statements are true ...”

FR | EN

univavignon

Études en France

Students not yet accepted

Students already accepted

Mailbox

My account

Log Out

John DOE

Campus France USA

USXX-XXXX

Welcome > Students already accepted > 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>

Main study-program	Georgetown University - / Sciences Po Sciences Po Site de Paris	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

You did not confirm if you reviewed your file.



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

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

FR | EN

Études en France

univavignon

Students not yet accepted

Students already accepted

Mailbox

My account

Log Out

John DOE

Campus France USA

USXX-XXXX

[Welcome](#) > [Students already accepted](#) > [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>

Main study-program	Georgetown University - / Sciences Po Sciences Po Site de Paris	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



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

❖ Your file has been submitted.

FR | EN

Études en France

univavignon

Students not yet accepted

Students already accepted

Mailbox

My account

Log Out

John DOE

Campus France USA

USXX-XXXX

Welcome > Students already accepted > Finalize the procedure > I verify that my file is complete and I confirm my choice

### Confirm the information and submit the application

- Your file has been submitted to Campus France USA
- Please login regularly to follow the status of your file
- You will receive tracking information in your personal mailbox



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>

#### Main study-program

Georgetown University - / Sciences Po  
Sciences Po  
Site de Paris

Complete [Access the section](#)

### 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.

❖ Click on “Students already accepted” to go back to the main application page.

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

### Main application page for Students already accepted



The screenshot shows the 'Études en France' portal. At the top, there's a navigation bar with 'FR | EN', 'Log Out', and a user profile for 'John DOE' with ID 'USXX-XXXXX'. Below this is a menu with 'Students not yet accepted', 'Students already accepted' (highlighted with a blue arrow), 'Mailbox', and 'My account'. The main content area is titled 'Students already accepted' and shows two steps: '1 - Finalize the procedure' and '2 - Campus France USA is reviewing my file'. A blue arrow points to the 'Mailbox' link in the navigation bar.

Campus France will review your file.

IMPORTANT: mail the processing fee and the required documents to Campus France USA (more instructions at [usa.campusfrance.org/en/rubrique/application](http://usa.campusfrance.org/en/rubrique/application)) and come back regularly to follow the status of your file.

Tous droits réservés - Ministère de l'Europe et des Affaires étrangères 2017  
v3.43.2

Go to your [Mailbox](#)  
to send messages to  
Campus France USA  
or to check the  
progress of your file.



**YOU HAVE NOT FINISHED THE PROCESS!!!**

In order for the process to be complete you must:

- Pay the Campus France Fee
- Email your receipt to [jlorecki@syr.edu](mailto:jlorecki@syr.edu)



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

## STEP 2 I pay the Campus France fee online

### ❖ Option 1: Regular Service - \$190



Processing time: Up to 3 weeks upon reception of the complete application (**most students will use this option**)

### ❖ Option 2: Expedited Service\* - \$340



Processing time: Up to 3 business days upon reception of the complete application (**only use this option if instructed by your Admissions Counselor**)

To pay online\*\*, please go to our website ([usa.campusfrance.org>Application>Students already accepted](http://usa.campusfrance.org>Application>Students already accepted))

\* Applicants must be eligible for Expedited Service. For more information, please check:

<http://www.usa.campusfrance.org/en/temoignage/students-already-accepted-expedited-service-3-business-days>

\*\* No other type of payment will be accepted



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

## STEP 3 I Email my payment receipt to [jlorecki@syr.edu](mailto:jlorecki@syr.edu)

### ❖ Regular Service (Option 1):

Applicants are required to send their payment receipt via email to [jlorecki@syr.edu](mailto:jlorecki@syr.edu). This receipt will come from 'noreply@mail.authorize.net' and have the subject line 'Transaction Receipt from USA.CAMPUSFRANCE.ORG for \$190.00 (USD)'

**Syracuse Abroad cannot submit your Campus France application until you have emailed your receipt to [jlorecki@syr.edu](mailto:jlorecki@syr.edu)**





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

## WHAT'S NEXT?

- **Save the confirmation message** you receive from Campus France USA. You will need this for your visa appointment (both group and independent).

If your application was correctly completed, **within 3 weeks** after Campus France **receives** your application from Syracuse Abroad a notification will be sent to the email you provided. Please save this email for your visa application.

**Only one document** from Campus France USA is requested for your visa appointment:

- The email stating your Campus France application has been approved  
(The subject line should read "USXX-XXXXX-XXX / Your Campus France file has been processed")

