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 Campus France USA 2-step process \*

• STEP 1: I Create my Etudes en France account and I Submit my online application



• STEP 2: I <u>Pay</u> the Campus France fee online and I <u>submit</u> my paperwork to Campus France USA



Once your application has been processed, Campus France will send you an email letting you know that you can proceed to the next step of your visa application and book an appointment through the France-Visas platform.

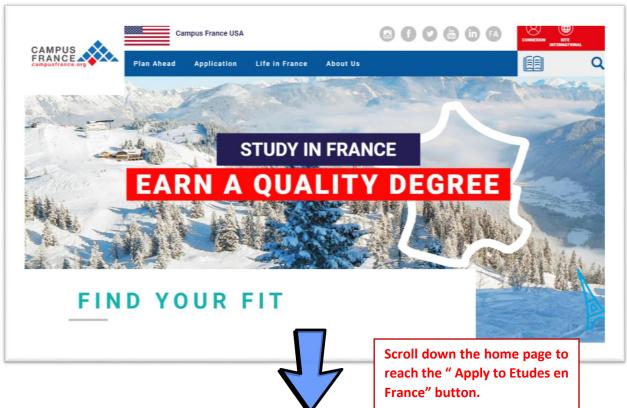
\* Click here for more information about the 2-step process



# **STEP 1** I <u>create</u> my *Etudes en France* account and I <u>submit</u> my online application

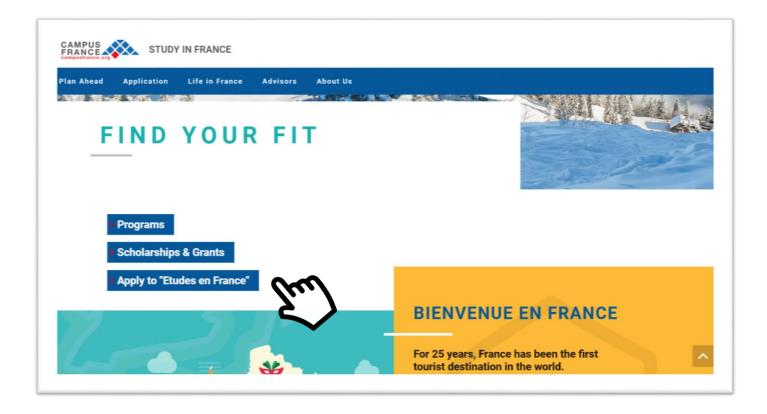
Create your Etudes en France account

1) Go to <u>usa.campusfrance.org</u> and register to <u>Etudes en France</u>





2) Scroll down the home page to reach the "Apply to Etudes en France" button and click on it





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

ENSAl propose des formations d'excellence dans un cadre idyllique aux portes de Rennes, capitale

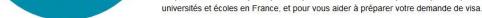
de la Bretagne.

# 3) Select English at the top right corner of the screen and then Register \*



**« II »** 





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, Taïwan, Togo, Tunisie, Turquie, Vietnam.

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

#### Une initiative de :





# Avec l'appui de :









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







\* If you already have studied in France and have an Etudes en France account, don't create a new one. You must login into your existing account and update your application with the new study program information.

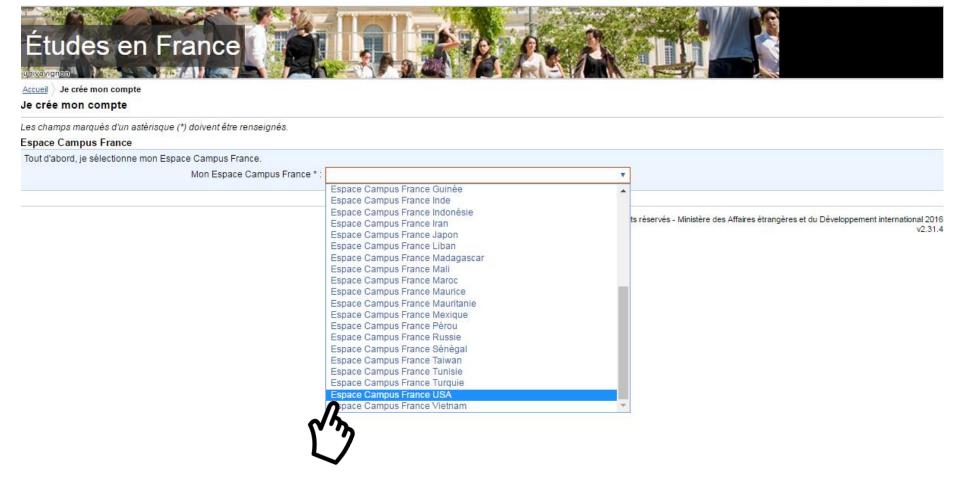


I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

# 4) Select Espace Campus France USA



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

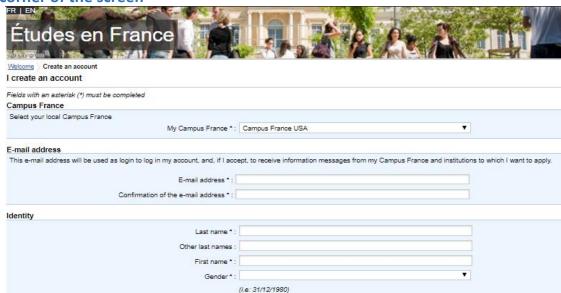


I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

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







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



and the account, in our carefully the information action as they appe	50 501 FTE 12-	
Type of ID *:		•
	(i.e: 31/12/1980)	

Expiration date (dd/mm/yyyy):

Number of ID document \*:

Country of issue of the ID \*:

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

Country of birth \*

Country of nationality \*:

City of birth \*

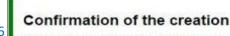
#### Miscellaneous

- ✓ 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

7) Click Create an account

6) Fill out the form carefully

WARNIN



Welcome Confirmation of the creation

Your account creation request is in process.

An e-mail has been sent to the e-mail adress 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





Page | 6

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

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



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



# 9) Now you can log into your Etudes en France account

CONNECTION

Register

Forgotten password?



Page | 7 (MAJ le 070319)



1. Before your first log-in:

- To create an account, you must have:
  - · A scanned copy of your identity document,

Korea, Syria, Taiwan, Togo, Tunisia, Turkey, United States, Vietnam. Candidates to study in France - advice for first-time users

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

- A recent photo (portrait format no larger than 50 kB),
- · A valid e-mail address which you check regularly.



# 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 (preferred), 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
- o 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.







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

# 10) Go to "Students already accepted"



Welcome

#### Reception

Welcome Etudes en France!



**USXX-XXXXX** 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 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.



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



#### Students already accepted

→ 1 - Finalize the procedure

3

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 informa

Confirm the information and sub-

-0-

You are a "study abroad/exchange student" if your program in France involves credits transferal towards a degree in your home institution in the United States.

----



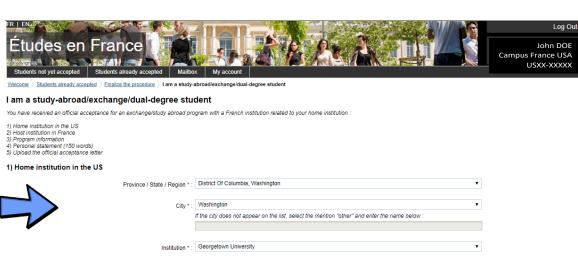
# 2 - Campus France USA is reviewing my file



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) Provide the program information

**Complete parts 1 and 2: Home and Host Institutions** 



Where do you study in the United States?



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

Where will you study in France?

tution in France

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

# **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 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: 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



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



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

Name of the host institution *: american business school  Search  American Business School of Paris - groupe IGS  Site de Paris	Find the host institution in France that appears on your acceptance letter		
American Business School of Paris - groupe IGS  —Site de Paris —IPAG Business School —IPAG Business School —Site de Nice	Find the host institution that appears on your acceptance letter		
American Business School of Paris - groupe IGS  - Site de Paris - IPAG Business School - Site de Nice	Name of the host institution *: american business school		
—Site de Paris  —IPAG Business School  —IPAG Business School  —Site de Nice	Search Cancel		
☐ IPAG Business School ☐ IPAG Business School ☐ Site de Nice	American Business School of Paris - groupe IGS		
☐ IPAG Business School ☐ Site de Nice	□ Site de Paris		
Site de Nice	⊟PAG Business School		
	□ IPAG Business School		
∟-Site de Paris			
	└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 *:	Institution *:		
City*:	City*:		
Page   11	Page   11		

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	Find the host institution in France that appears on your acceptance letter		
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	Find the host institution that appears on your acceptance letter		
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	Name of the host institution *: sarah lawrence college		
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			
your acceptance letter: :  Institution *: Sarah Lawrence College in Paris at Reid Hall  City *: Paris	Aucun établissement ne correspond à la recherche		
your acceptance letter: :  Institution *: Sarah Lawrence College in Paris at Reid Hall  City *: Paris	•		
your acceptance letter: :  Institution *: Sarah Lawrence College in Paris at Reid Hall  City *: Paris			
your acceptance letter: :  Institution *: Sarah Lawrence College in Paris at Reid Hall  City *: Paris			
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your acceptance letter: :  Institution *: Sarah Lawrence College in Paris at Reid Hall  City *: Paris			
City *: Paris			
Register Cancel			
1	Register Cancel		
	(3		

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

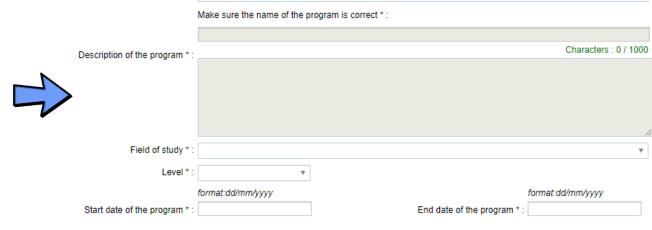
# 11) Provide the program information (Continued)

Complete parts 3 and 4: Program Information and Personal Statement

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

#### 3) Program information

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



Register

Cancel

#### 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 \*

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



Main study-program







Characters: 0 / 1500

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) 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	¥		
	Make sure the name of the program is correct *:			
	Description of the progra	m : Field(s) of studies: Political Science Name of the program: Sciences Po Paris		
	5) Upload the offi	cial acceptance letter for the study-abroad/exchange/du	al-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 ar	re arranged by comment in alphabetical order.	
	Make sure your documents are readable. For more ins	structions go to usa.campusfrance.org/en/rubrique/application		
	How get a readable scanned document?	Add a new attachment :	Choose File No file chosen	
	No document	Close	(jul)	
4) Write		Close	•	
Explain wh				
l		$\triangle$		
5) Upload the official acceptance letter for the stud  Acceptance letters uploaded on Etudes en				
			Supportive documents (0)	
	Main study-program	with visa applications.		
		No discrepancies will be accepted by the General Consulate.		

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) Check the legibility of the attachment (supportive document) and click on "Register" to save the program information

Page | 15

(MAJ le 070319)

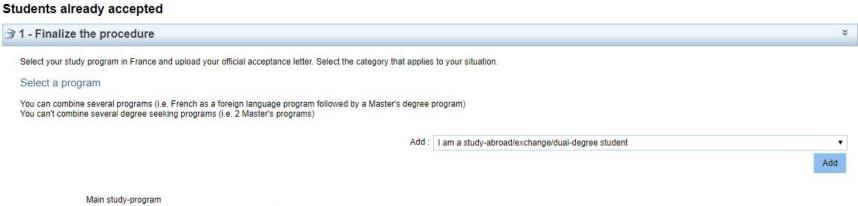
Main study-program

Institution *:	Sciences Po (Site de Paris)	•		
Campus *:	Site de Paris	•		
	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 * :	Georgetown University - / Sciences Po	•		
	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 format:d	ld/mm/yyyy		
Start date of the program * :	01/09/2017 End date of the program * : 31/12/2	<b>A</b>		
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 *:	Char			
	Actuellement étudiant en économie et science politique, je me spécialise dans l'inte macroéconomie, la politique internationale et interne, avec une orientation particulière	Make sure the letter is uploaded		
	du pétrole et l'économie de la santé publique. Afin d'avancer ma connaissance scola un environnement tel cosmopolite que Paris, j'ai envie d'étudier à Sciences Po Paris.	correctly and is legible!		
5) Upload the official acceptance letter for the study-abroad/exchange/dual-degree program				
Complete	Supporti	ve documents (1)		

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) Click on Personal information







Complete

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

Study-abroad/exchange/dual-degree program Georgetown University - / Sciences Po

Sciences Po - Site de Paris From 01/01/2018 to 30/06/2018

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.

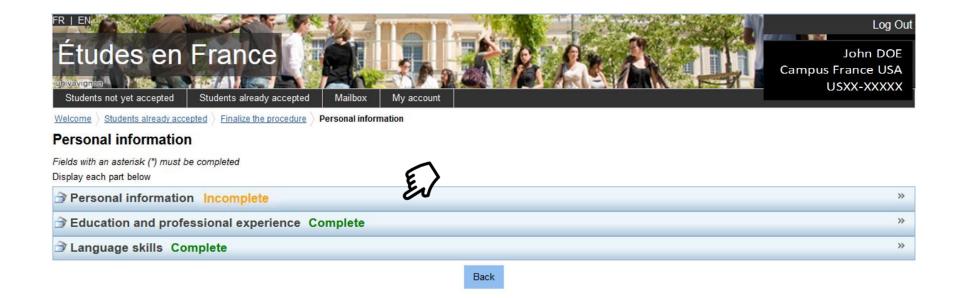


Supportive

# 16) Personal Information

<u>Option 1: You found your program in our system</u> and its description appeared automatically when you filled out the "Program Information" section:

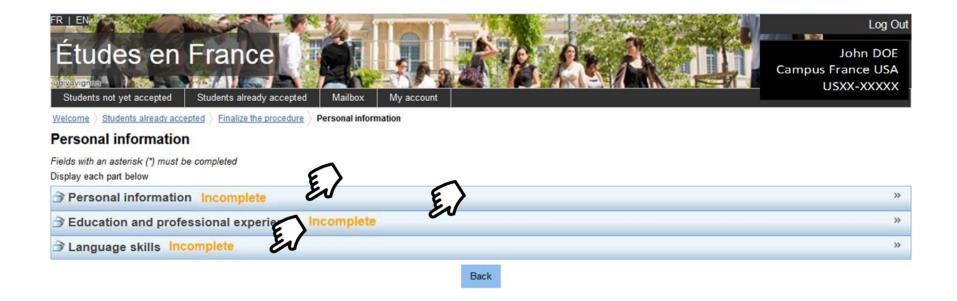
You are exempt from filling out The "Education and professional experience" and "Language skills" sections. These sections will automatically appear as "Complete". Click on Personal Information. Proceed to Page 18.



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

<u>Option 2: You did not find your program in our system</u> 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".



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

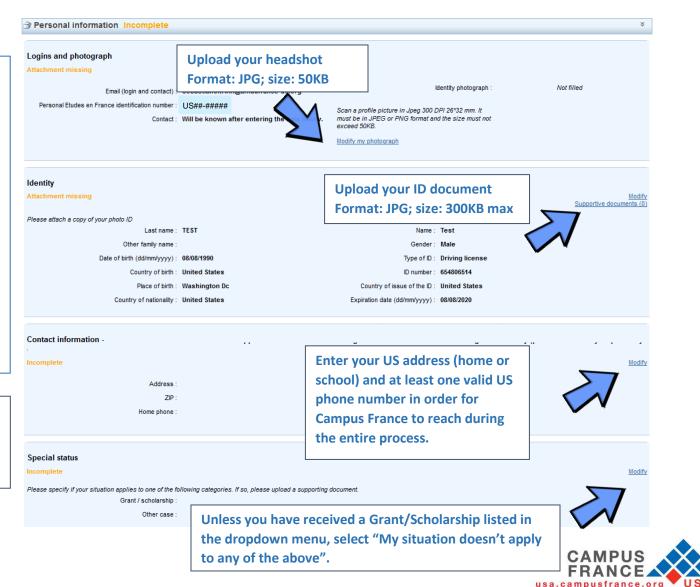


#### Tips to upload documents:

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.

Passport must be valid minimum 3 months after your return to the USA

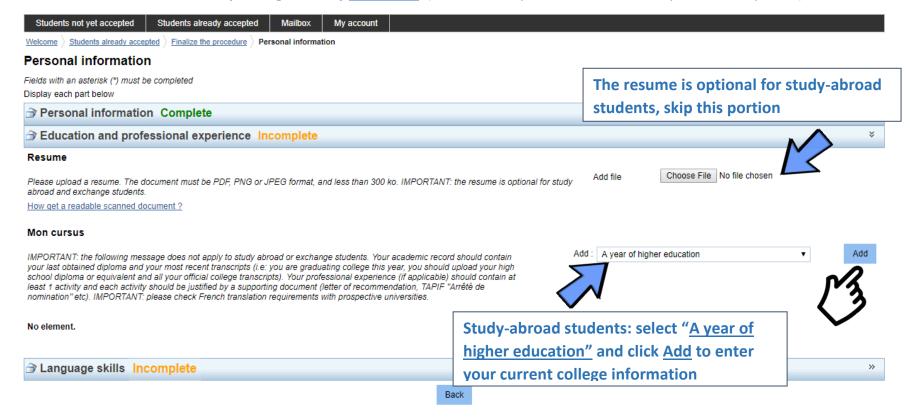


I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

# 17) Education and professional experience

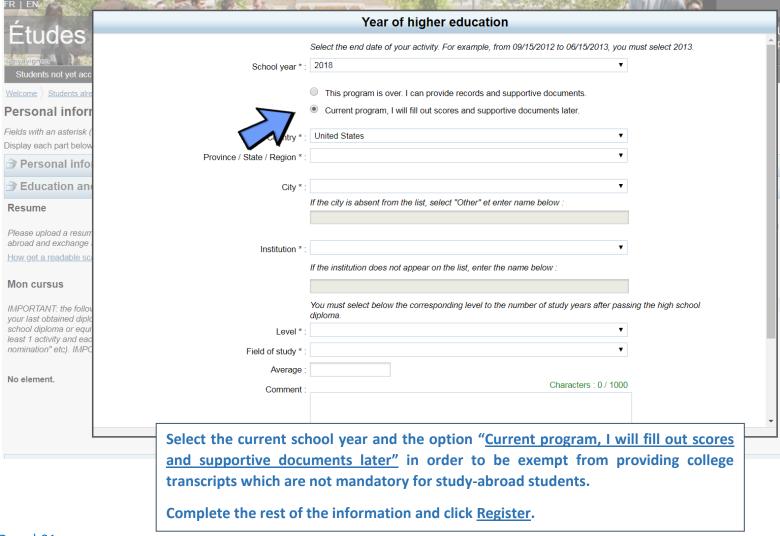


<u>If you are exempt from filling out the "Education and professional experience"</u> and "<u>Language skills"</u> sections, please go directly to page 22. (You are exempt if these fields already show "Complete".)





# Education and professional experience



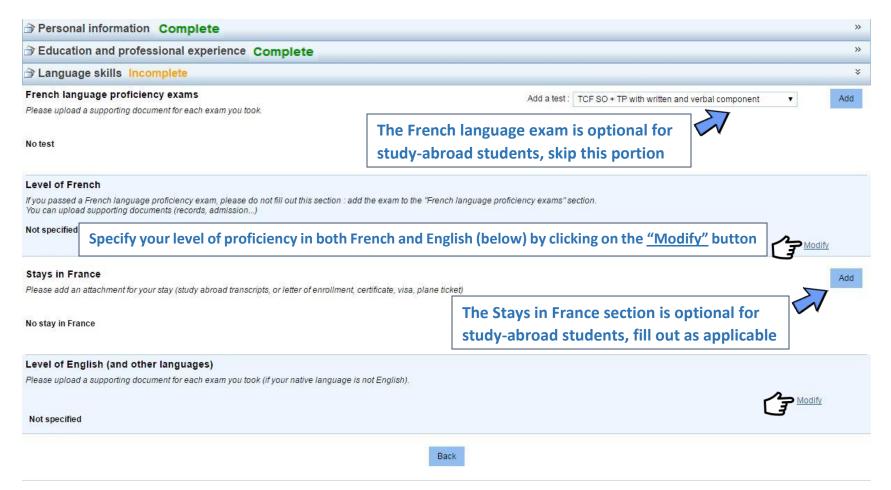


I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

# 18) 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".)





# 19) Check that all the sections are complete and click on "Back"



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	»



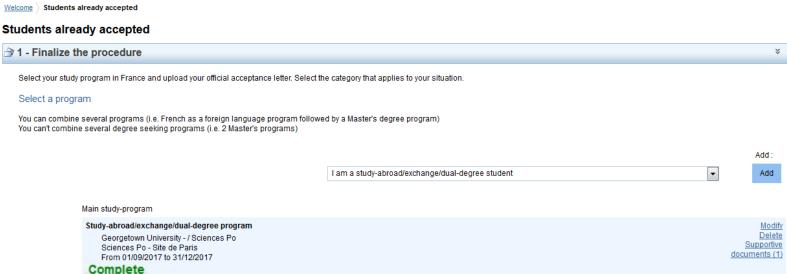


I am an undergraduate or graduate student in the U.S who has been selected to study for one or two semesters in a partner university in France and I received an official acceptance letter

# Submit your application

# 20) Go to "Confirm the information and submit the application"





#### 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.

Campus France USA is reviewing my file



# 21) Submit your application

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



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	Access the section
	Education and professional experience	Complete	Access the section
	Language skills	Complete	Access the section
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

You did not confirm if you reviewed your file.



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"



# Confirm the information and submit the application

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

Personal information			
	Personal information	Complete	Access the section
	Education and professional experience	Complete	Access the section
	Language skills	Complete	Access the section
	Georgetown University - / Sciences Po		
Main study-program	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





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.



#### 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

Main study-program

Personal information Complete Access the section

Education and professional experience Complete Access the section

Language skills Complete Access the section

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!

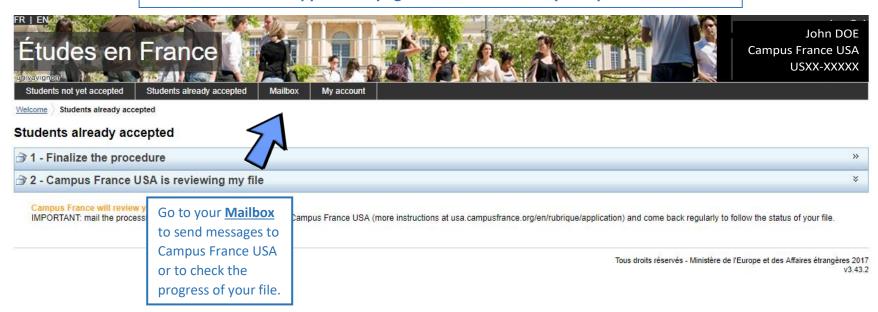
The information we collect are subject to computer processing to help students willing to apply for higher education in France. If you accept, the information that Campus France collects will be retained and maintained during the length of your studies in France and after your studies are completed.

Click on "Students already accepted" to go back to the main application page.



I 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





# YOU HAVE NOT FINISHED THE PROCESS!!!

Use the following link to continue to the last step of the Campus France process: pay the Campus France fee online and submit the paperwork to Campus France USA

https://www.docboxcfusa.org:



# **STEP 2:** | Pay the Campus France fee online and | Submit the paperwork to Campus France USA

Reminder: Campus France USA offers 2 services: the regular service and the expedited service

To Pay online<sup>1</sup> and submit your paperwork, please go to <a href="https://www.docboxcfusa.org">https://www.docboxcfusa.org</a>:

- 1) Provide your personal information
- 2) Select the Campus France service you would like to receive: regular ( 3-week process) or expedited<sup>2</sup> (3-day process)
- 3) Pay the Campus France service fee<sup>3</sup>
- 4) Upload the required paperwork: Acceptance letter and copy of the receipt of payment<sup>4</sup>
- 5) Submit your paperwork by clicking on the button "I submit".



CAMPUS DOCBOX





<sup>&</sup>lt;sup>1</sup> No other type of payment will be accepted

<sup>&</sup>lt;sup>2</sup> Applicants must be eligible for the Expedited Service. For more information, please check: <a href="https://www.usa.campusfrance.org/expedited-service-how-to-apply-for-a-student-visa">https://www.usa.campusfrance.org/expedited-service-how-to-apply-for-a-student-visa</a>

Once the payment is made and you obtain the payment receipt, please go back to the "Docbox" page and finish the last 2 steps in order to submit your paperwork to Campus France USA

<sup>&</sup>lt;sup>4</sup> If you are exempt from paying the Campus France processing fee, please provide your proof of exemption in the "receipt of payment" section.



It is possible for students <u>to switch from the regular service to the expedited service</u> in the middle of the Campus France process.

In order to do so, students must go back to the "docbox": <a href="https://www.docboxcfusa.org">https://www.docboxcfusa.org</a>

- Pay in full the expedited service fee: \$360
- Upload the <u>requested paperwork for the expedited service</u> : acceptance letter and proof of payment

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

\*If you have any questions regarding your refund, please contact: cfaccounting@ambafrance-us.org



# What happens after you submitted your application to Campus France USA?

- 1- Your application will be reviewed by a representative
- 2- You will receive a confirmation email allowing you to schedule an appointment for your visa application through the <a href="France-Visas platform">France-Visas platform</a>

<u>If your application was correctly completed</u>, **you will receive, within 3 weeks** (for Regular Service – option 1) or **within 3 business days** (for Expedited Service – option 2) after reception of your documents on the "Docbox" page (<a href="https://www.docboxcfusa.org">https://www.docboxcfusa.org</a>), an email letting you know that you can now proceed to the next step of your visa application (cf France-Visas).



<u>Only one document</u> from Campus France USA is requested for your visa appointment:

The confirmation <u>email</u> stating that your Campus France application has been processed (The subject line should read "USXX-XXXXX-XXXX / Your Campus France file has been processed")

