I have been accepted

USER GUIDE

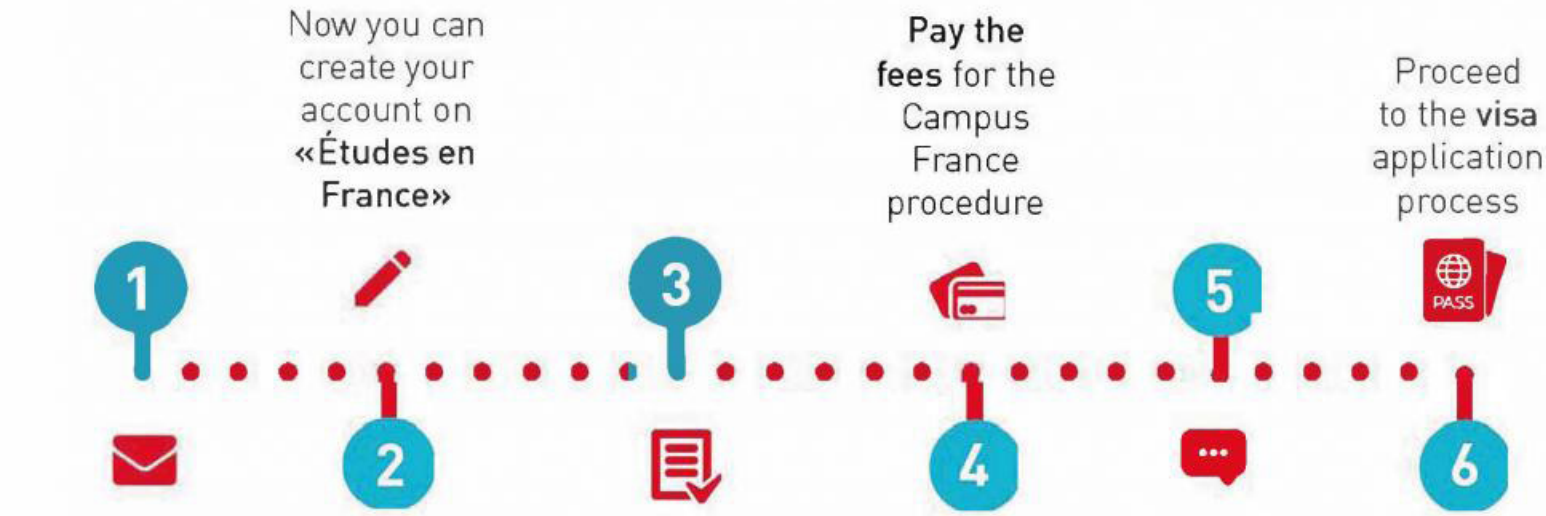
HOW TO CREATE MY "ÉTUDES EN FRANCE" **ACCOUNT** AND SUBMIT MY **APPLICATION ONLINE**

"Études en France" Application
Campus France process

CAMPUS FRANCE
campusfrance.org

Follow the steps of the **Campus France Process**

I AM ALREADY ACCEPTED



Bon voyage **en France !**

ÉTUDES EN FRANCE

1. "Études en France" Application - Campus France process

CAMPUS FRANCE campusfrance.org SINGAPOUR

FIRST... WHAT **DOCUMENTS** DO I NEED?

I have been accepted to an institution in France and I am not an exchange student

- or -

I have been accepted to an institution in France and I am an exchange student

Documents needed:

- A full face photo (format: JPEG, size: 50ko max)
- A copy of your passport (format: JPG, size: 300Ko max),
- A resume (format: JPG, size: 300Ko max),
- Your most recent academic transcripts and/or last obtained diploma (format: JPG, size: 300Ko max),
- An official acceptance letter (format: JPG, size: 300Ko max)
- French and English Language tests (if you have sat for)

The official acceptance letter must include the following:

- Your full name as stated on your passport
- Institutional letterhead
- Exact start and end dates (day, month, and year) of the academic program you are participating in
- Full contact information of the person issuing the acceptance letter
- Signature or official stamp

Important note on official documents:
We do not accept submissions of emails confirming your acceptance into the institution. Only the official acceptance letter will be accepted.

STEP 1 - HOW DO I CREATE MY ETUDES EN FRANCE ACCOUNT

1. • Go to singapore.campusfrance.org and register with "Etudes en France"
   • Select English from the top right corner and then press register

2. • Select Espace Campus France Singapour

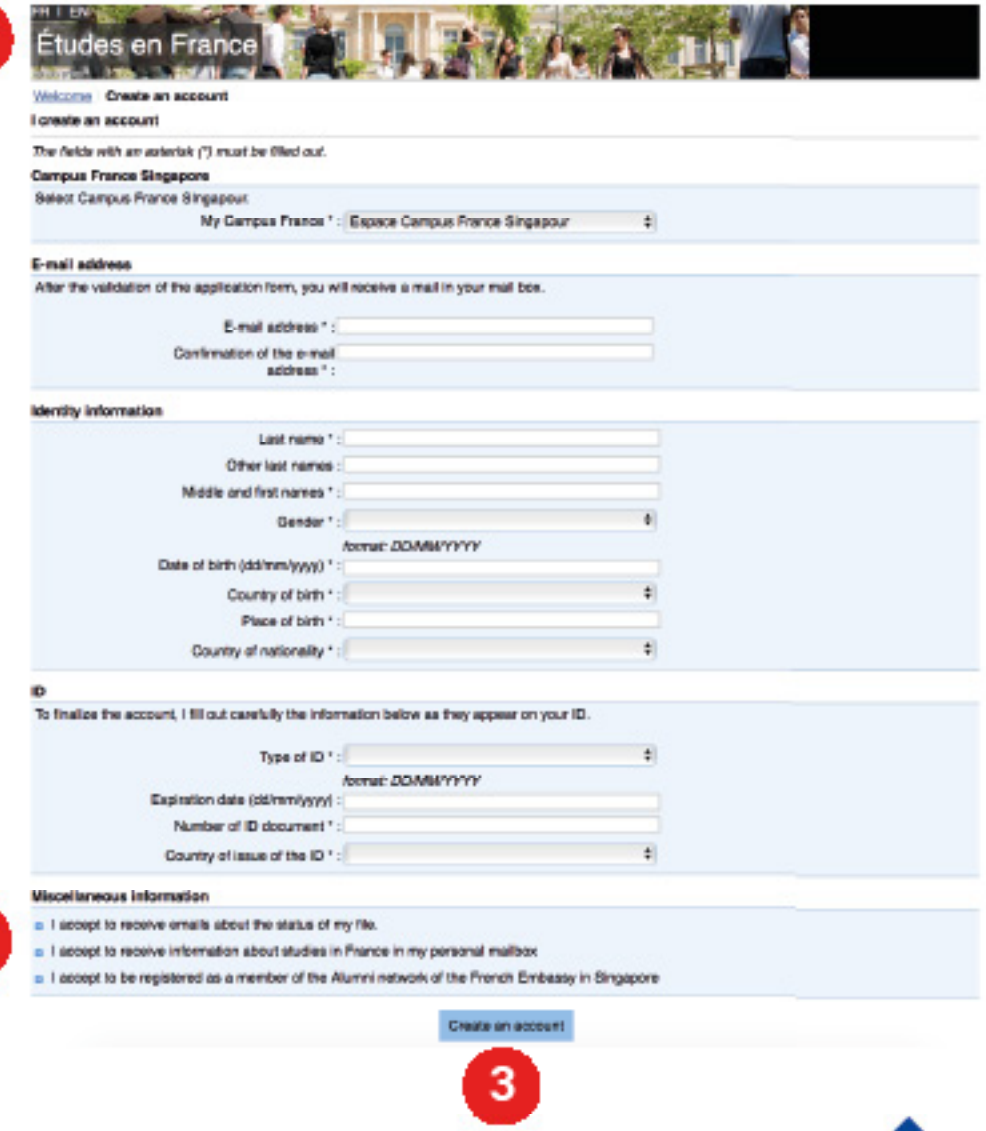
STEP 1 - HOW DO I CREATE MY ETUDES EN FRANCE ACCOUNT

3

- 1 : Select EN (to switch into English) from the top left corner of the screen
- Fill out the form carefully

2 : In order to receive documents and other pertinent information regarding your visa application, please click here to accept receiving such emails.

- 3 : Click Create an account



CAMPUS FRANCE campusfrance.org SINGAPOUR

STEP 1 - HOW DO I CREATE MY ETUDES EN FRANCE ACCOUNT

4

- Go to your inbox and click on the link to activate your account & create a password. If you don't see the email, check your spam folder, it may be there!

- Congratulations, you may now login to your Etudes en France account!

Activite your account

Your account creation request is being processed.
An e-mail has been sent to your inbox.
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 Singapore.

Dear
Your request for the creation of your Etudes en France account has been received.
You must click on the link below to activate your account: https://cef2.polymont-iteservices.fr/etudesenfrance/dyn/public/confirmerCompte.html?ticket=57468da2-86ce-44c3-8347-ab98fb1fe6d8
If the link does not appear correctly, **copy the link in your internet browser.**

IMPORTANT: the link expires in 48 hours.

Sincerely,

Campus France Singapore

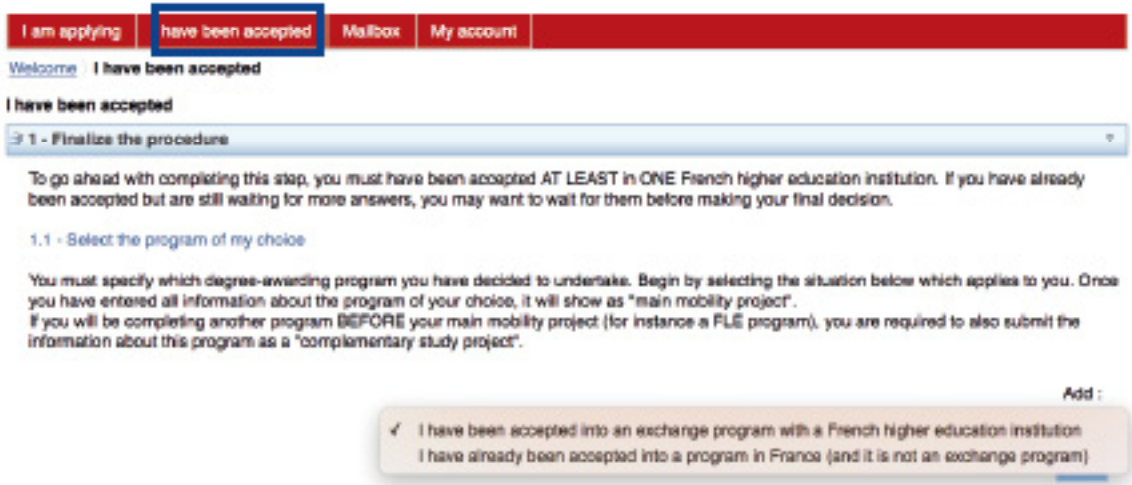
This is an automatically generated email, please do not reply.

CAMPUS FRANCE campusfrance.org SINGAPOUR

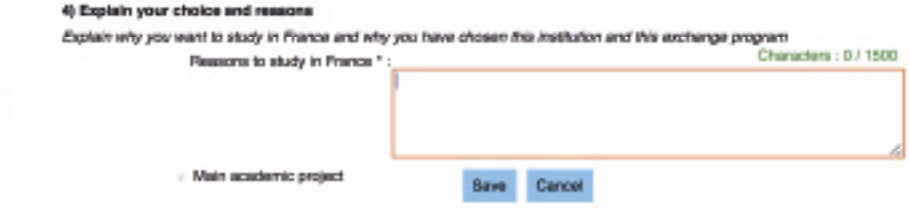
STEP 2 - HOW DO I SUBMIT MY APPLICATION ONLINE

5 IF YOU ALREADY HAVE BEEN ACCEPTED

- Go to « I have been accepted » and choose if you are part of an exchange program or not.
- Provide the information on the program asked for and click register.
- Fill in all the fields accurately



For the «motivations» part, please state down the reasons for which you decided to study in France, this will be taken in account during the assessment of your application.



- Upload your acceptance letter, check the attachment and click Register.

CAMPUS FRANCE
campusfrance.org SINGAPOUR

STEP 3 - HOW DO I COMPLETE THE PROCEDURE

6

- Go to Personal information

I - Fill in your personal information

- Upload your ID photo (Format Jpeg, size: 50Ko) = Modify my picture
- Upload a copy of your Passport (Format Jpeg, size: 300Ko max) = Modify Attachments
- Fill in your contact information and the status that applies to you or tick «My situation doesn't apply to any of the above»

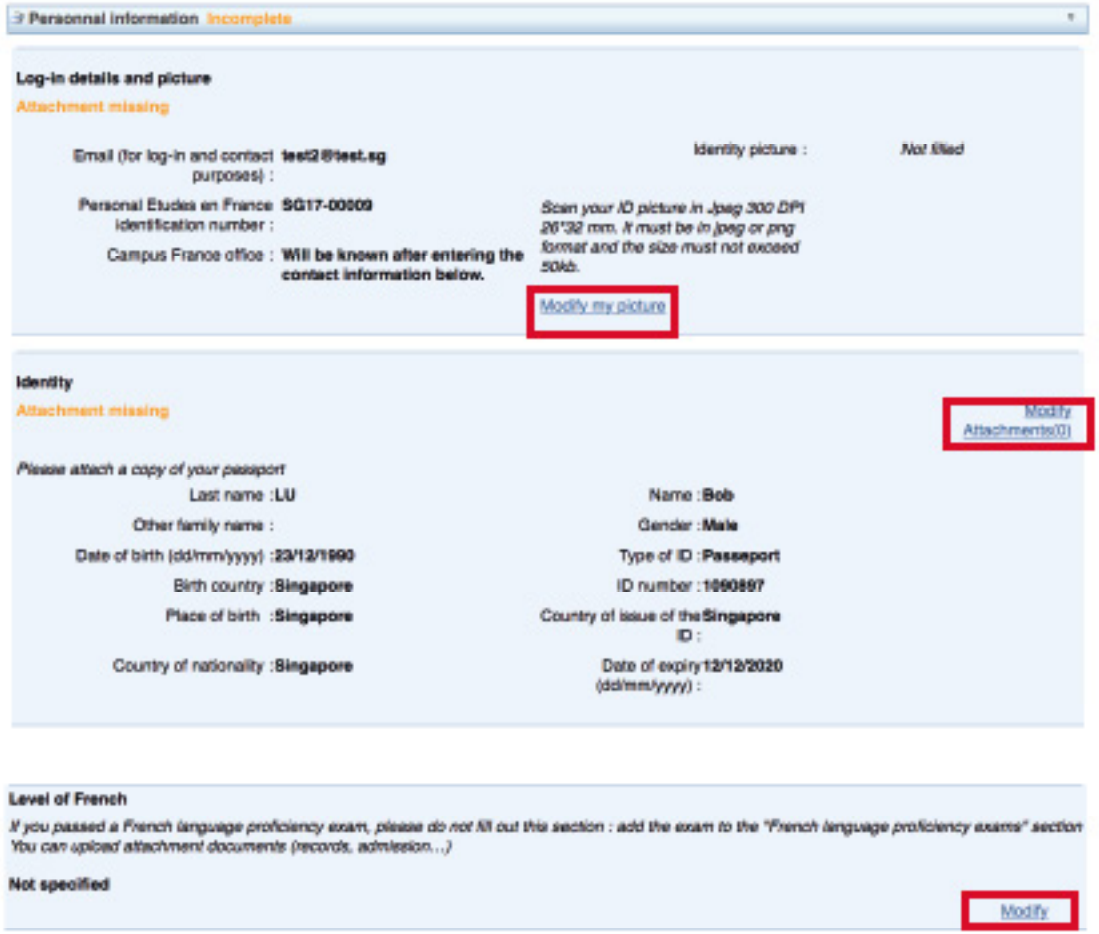
II - Fill in your education and professional experience

- Upload your resume
- Add your academic background or other experiences you want to share. Your education must contain at least 2 activities and each activity must be justified by an attachment. = Modify Attachments

III - Fill in your language skills

- Add a test if you have sat for
- Indicate your level of French and English in the specific sections. = Modify

- Check if all the sections are complete and click Back



CAMPUS FRANCE campusfrance.org SINGAPOUR

AFTER THE VALIDATION OF YOUR DOSSIER ...

Once you pass the interview with Campus France (if needed) and your application is verified, you can then proceed to apply for a visa at the French Embassy:

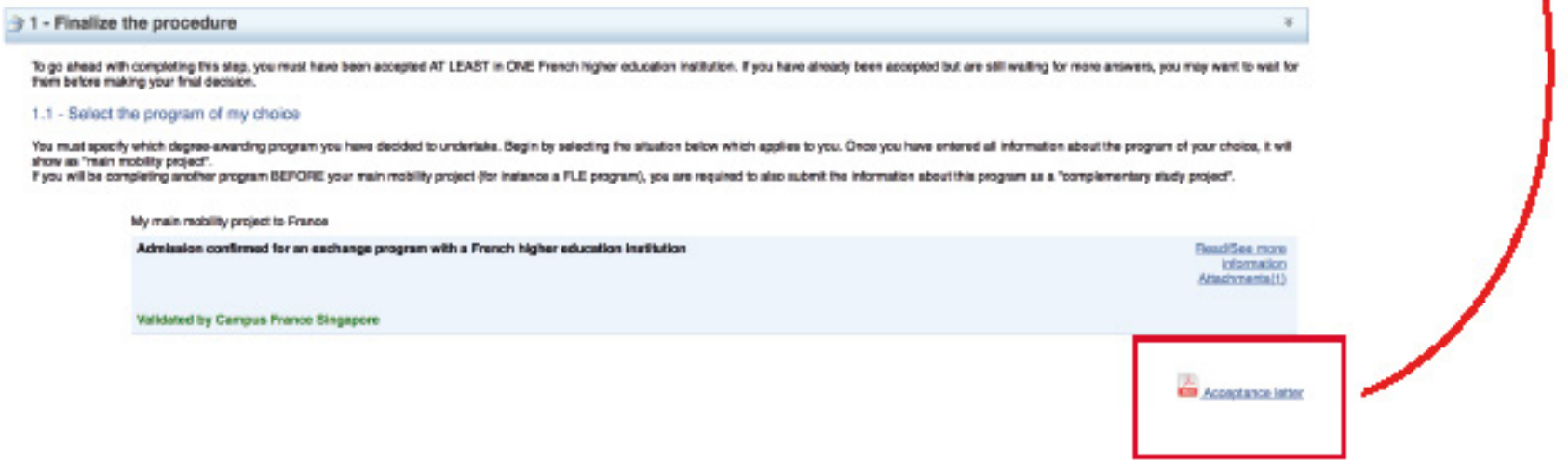
- **Print your Acceptance letter / Confirmation of acceptance in your Etudes en France account :**

1 – Finalize the procedure

1.1 select the program of my choice

- **Make an appointment with the visa section of the French Embassy** *https://sg.ambafrance.org/Make-an-appointment-at-the-visa-section*

- **Attend your appointment, taking with you the required documents.**



VISA - HOW TO APPLY FOR A FRENCH VISA IN SINGAPORE

Visa applications to France (long and short stays) and Austria (short stays only) submitted in Singapore are processed by the Embassy of France in Singapore.

For general information and for preparing, submitting and tracking your application, log on to France-visas, the official website for visa application to France.

France-visas is a single portal with all the information you need process and help you every step of the way (preparing the application, entering details, submitting and tracking the application).

IMPORTANT:

Students who wish to study in France for more than 90 days need to follow the Campus France procedure before applying for a visa at the Embassy.
For more information, go on www.singapour.campusfrance.org

CAMPUS FRANCE
campusfrance.org SINGAPOUR

VISA - THE MAIN STEPS IN APPLYING FOR A VISA

1 DO I NEED A VISA?

First, use "Visa wizard" to check, based on your situation, whether you need a visa and if so, what type. The wizard will also tell you what documents must be enclosed with your application, along with the relevant fee.

2 COMPLETE YOUR APPLICATION ONLINE

Once you have confirmed that you need a visa, you can complete your application on our online portal. You will be asked to create a France-Visas account, which you will need for each step of the process.

3 SUBMIT YOUR APPLICATION TO THE VISA CENTRE

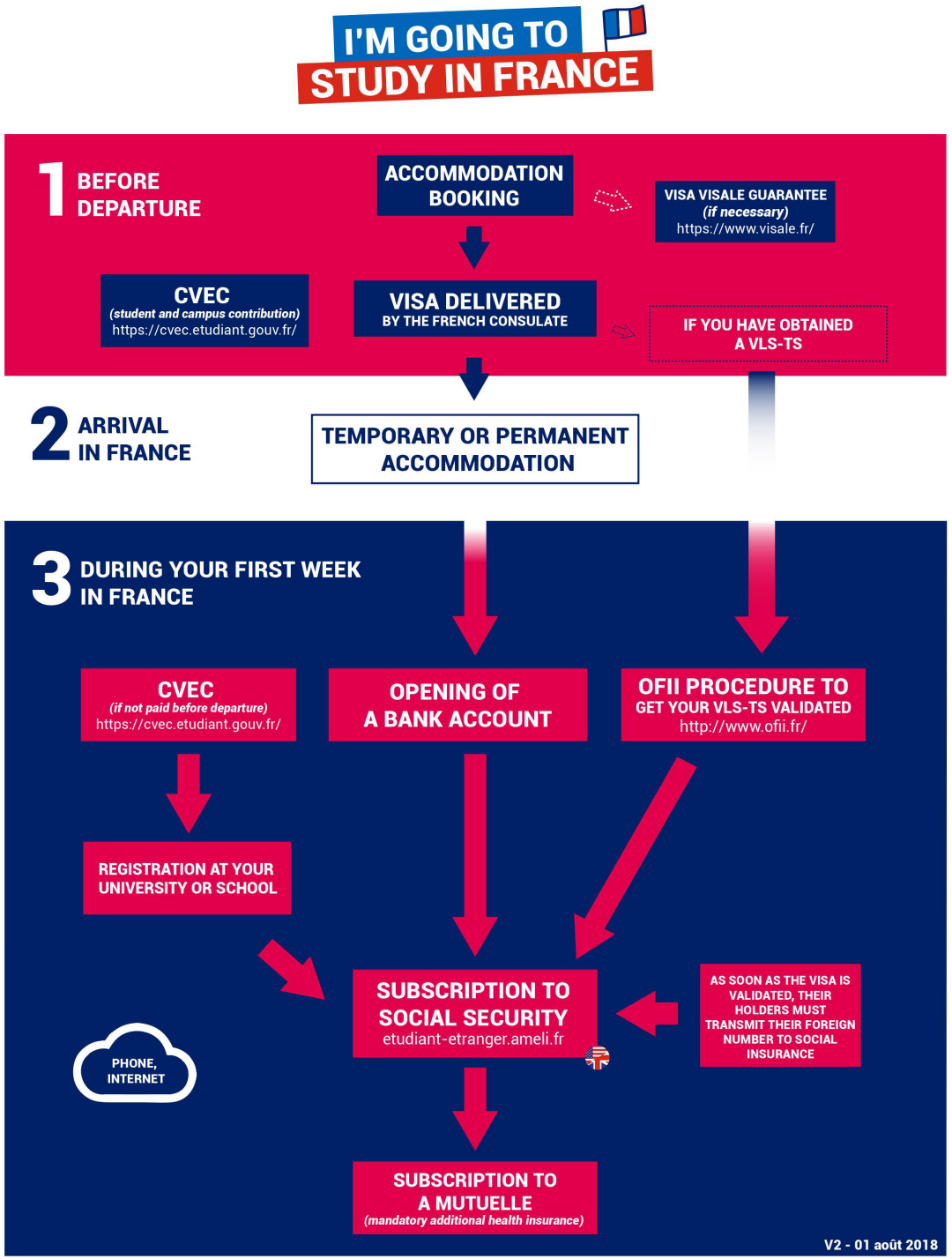
Once you have completed your online application, all you have to do is submit it to your local visa centre. France-Visas will provide you with all necessary information on how and where to submit your application.

4 TRACK YOUR VISA APPLICATION

Once your application has been submitted, track its progress and see how and when you can collect your passport and how to prepare for your trip to France.

N.B. Waiting times for appointments and for processing applications will vary depending on your nationality and the time of year.
Users are therefore asked to **submit their visa applications well in advance** of their departure date.

CAMPUS FRANCE
campusfrance.org SINGAPOUR



11. "Études en France" Application - Campus France process

CAMPUS FRANCE
campusfrance.org SINGAPOUR

CVEC - WHAT IS THE «STUDENT AND CAMPUS LIFE CONTRIBUTION»

Students admitted to a French institution of higher education for the 2019 academic year are subject to a new fee known as the CVEC*, which helps to finance on-campus programs that enhance the student experience. Here is everything you need to know about this new annual fee (€90).

The CVEC was adopted in March 2018 under a new law on "**Student Orientation and Success**." Its purpose is to **improve student services**, specifically in the areas of social life, health, culture, and athletics.
The funds raised through the CVEC program will finance activities (like health care, cultural events…) whose primary beneficiaries are students. The CVEC applies to **French and foreign students** enrolling for a degree program in a public or private institution of higher education in France.

Not subject to the CVEC are the following categories of students:

- Students enrolling in **technical certificate programs** (brevet de technicien supérieur, BTS), students pursuing an undergraduate art degree (diplôme des métiers d'art, DMA), and students in postsecondary accounting programs offered in secondary schools
- Students in **continuing education programs** paid for by an employer
- **Exchange students** in programs governed by an agreement between a home institution abroad and a host institution in France. Such students are not officially considered to be enrolled

WARNING:

- Even if you are exempt from the CVEC, you must register at cvec.etudiant.gouv.fr
- The CVEC requirement is entirely separate from other requirements pertaining to the French medical insurance system (Sécurité Sociale)

**CVEC is for «Contribution Vie Etudiante et de Campus» (Student and Campus Life Contribution)*

12. "Études en France" Application - Campus France process

CAMPUS FRANCE
campusfrance.org SINGAPOUR

THE CVEC MAY BE PAID ONLINE OR IN CASH

TO PAY ONLINE:

- Register at the site messervices.etudiant.gouv.fr.
- Then connect to the dedicated CVEC site cvec.etudiant.gouv.fr
- Enter the city in which you are studying and pay the CVEC with a debit or credit card
- **Download and retain the proof of payment**, which you will need to show when you register at your university or other institution

TO PAY IN CASH AT A POST OFFICE

- Register at the site messervices.etudiant.gouv.fr
- Then connect to the dedicated CVEC site cvec.etudiant.gouv.fr
- Download a payment notice
- Make the payment at any post office
- Within two business days you will receive a proof of payment by e-mail. **Download and retain this proof of payment**, which you will need to show when you register at your university or other institution

More informations on cvec.etudiant.gouv.fr

CAMPUS FRANCE campusfrance.org SINGAPOUR

MOTIVATIONS #TIPS

Via the «Etudes en France» platform, you will be asked to enter your motivations for applying for training courses. Institutions recruit students with good results, but also the most motivated or interesting profiles.

Why? University leaders want motivated and diligent students. You need to demonstrate that your training choice is well thought out, not just a quick click on the platform or a default orientation choice.

As any **letter of motivation** (employment, internship, training...) it is important to **talk about yourself**, introduce yourself, describe your curriculum and what leads you to enroll in this training. And then to answer the 2 questions asked by any head of training at the university: **why do you want to integrate this training at the university** (precisely, and **why your profile corresponds to the training you are applying for?**

Your cover letter **must be constructed** to be read in a lightly projective way: show where you come from and where you want to go (you have a project). You must therefore follow a chronology to make your letter and this project as simple as possible. You need to prove your determination, to explain who you are, to talk about your curriculum, your current training and the options you have chosen, your previous experiences (language courses, small jobs, passions, sports, participation in associations...) and what are your qualities that come out of it: autonomy, relational, creativity, responsibility, teamwork, rigour, challenge... always keeping as ideal to link these points of your curriculum or..... And don't forget the explanations: You have to make the link between your career path, your qualities and the specific training area + choice of training you have made. It is important to show here that you are familiar with the training chosen, its assets: such as its links with partner companies, the quality of its research, the reputation of its professors (which is often the strength of universities) or others.

Finally, on style, **the letter must reflect your personality**... the university jury will kindly reread your letter, your enthusiasm and envy expressed in your letter will excuse any mistakes or clumsiness. Despite the necessary proofreading or advice (especially on spelling or grammar) of your close relations or teachers: get help but keep your style.

CAMPUS FRANCE
campusfrance.org

HAVE A NICE STAY IN FRANCE

CAMPUS FRANCE
campusfrance.org SINGAPOUR