

**I have been
accepted**



USER GUIDE

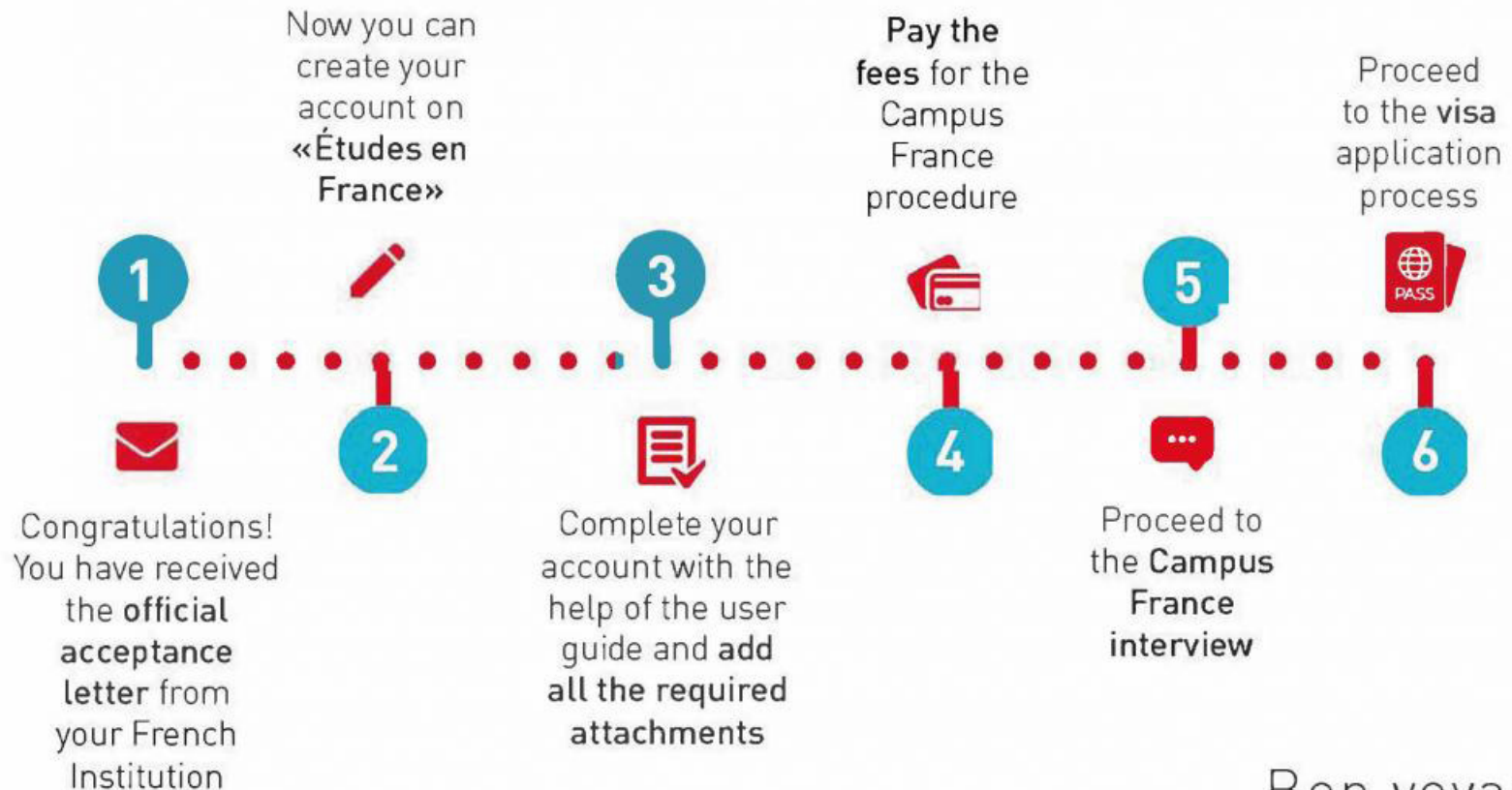
HOW TO CREATE MY "ÉTUDES EN FRANCE"
ACCOUNT AND SUBMIT MY APPLICATION ONLINE

**"Études en France" Application
Campus France Process**

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

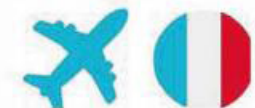
I AM ALREADY

ACCEPTED



ÉTUDES
EN FRANCE

Bon voyage
en France !



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: 50 Ko max)
- A copy of your passport (format: JPG, size: 300 Ko max)
- A resume (format: JPG, size: 300 Ko max)
- Your most recent academic transcripts and/or last obtained diploma (format: JPG, size: 300Ko max)
- An official acceptance letter (format: JPG, size: 300 Ko max)
- French or 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 e-mails confirming your acceptance into the institution. Only the official acceptance letter will be accepted.

STEP 1 - HOW TO CREATE MY ETUDES EN FRANCE ACCOUNT

- 1 • Go to singapore.campusfrance.org and register with “Études en France”
• Select **English** from the top right corner and then **press register**



- 2 • Select **Espace Campus France Singapour**



3. “Études en France” Application - **Campus France** process

STEP 1 - HOW TO 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 : Please note that to receive the documents required for your visa application, it is advised you accept to receive emails about the statut of your file.

• 3 : Click Create an account

1

Welcome - Create an account
I create an account

The fields with an asterisk (*) must be Web out

Campus France Singapore
Select Campus France Singapore.
My Campus France :

Email address
After the validation of the application form, you will receive a mail in your mail box.
Email address :
Confirmation of the e mail address :

Identity information
Last name :
Other last names :
Middle and first names* :
Gender* :
Date of birth (dd/mm/yyyy)* :
Country of birth* :
Place of birth* :
Country of nationality* :

2

ID
To finalize the account, fill out carefully the information below as they appear on your ID.
Type of ID* :
Expiration date (dd/mm/yyyy) :
Number of ID document* :
Country of issue of the ID* :

Miscellaneous information
 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 as a member of the Alumni network of the French Embassy in Singapore

3

Create an account

STEP 1 - HOW TO 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.



EXAMPLE

Dear [redacted]
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-it-services.fr/etudesenfrance/dyn/public/confirmCompte.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.

STEP 2 - HOW TO SUBMIT MY APPLICATION ONLINE

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- 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 into account during the assessment of your application

- Upload your acceptance letter, check the attachment and click register

The screenshot shows the 'I have been accepted' step of the application process. The navigation bar includes 'I am applying', 'I have been accepted', 'Mailbox', and 'My account'. The main content area is titled 'I have been accepted' and contains a section '3) Finalize the procedure'. Below this, there is a sub-section '1.1 - Select the program of my choice' with instructions. A dropdown menu is open, showing two options: 'I have been accepted into an exchange program with a French higher education institution' (selected) and 'I have already been accepted into a program in France (and it is not an exchange program)'. Below this, there is a section '4) Explain your choice and reasons' with a text area for 'Reasons to study in France' and a 'Main academic project' radio button. A red arrow points to the text area. At the bottom, there is a section for uploading attachments, with a table showing 'My attachments' and a 'Close' button.

STEP 3 - HOW DO I COMPLETE THE PROCEDURE

6

Go to Personal information

- **Fill in your personal information:**
 - Upload your ID photo (format JPEG, Size: 50 Ko) -> [Modify my picture](#)
 - Upload a copy of your passport (format JPEG, Size: 30 Ko max) -> [Modify Attachments](#)
 - Fill in your contact information and particular statut or tick the case « My situation doesn't apply to any of the above »
- **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](#)
- **Fill in your language skills:**
 - Add a test if you sat for
 - Indicate your level of French and English in the specific sections -> [Modify](#)
- Check if all the sections are complete and click Back

The screenshot shows a web form titled 'Personal information' with a status of 'incomplete'. It is divided into three main sections:

- Log-in details and picture:** This section contains fields for 'Email (for log-in and contact purposes): test2@test.sg', 'Personal Etudes en France identification number: SG17-00009', and 'Campus France office: Will be known after entering the contact information below.' There is also a field for 'Identity picture : Not filled'. A red box highlights a 'Modify my picture' button. A note states: 'Scan your ID picture in jpeg 300 DPI 26*32 mm. It must be in jpeg or png format and the size must not exceed 50kb.'
- Identity:** This section contains fields for 'Last name : LU', 'Other family name :', 'Date of birth (dd/mm/yyyy) : 23/12/1990', 'Birth country : Singapore', 'Place of birth : Singapore', and 'Country of nationality : Singapore'. On the right side, there are fields for 'Name : Bob', 'Gender : Male', 'Type of ID : Passeport', 'ID number : 1000897', 'Country of issue of the Singapore ID :', and 'Date of expiry (dd/mm/yyyy) : 12/12/2020'. A red box highlights a 'Modify Attachments' button.
- Level of French:** This section has a note: '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 attachment documents (records, admission...)' and a 'Not specified' field. A red box highlights a 'Modify' button.

AFTER THE VALIDATION OF YOUR DOSSIER...

Once you pass the interview with Campus France (if needed) and your application is verified by Campus France, you can then continue the process at the Consulate:

- 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
- Proceed with your online account on « France - Visa ».
- Attend your appointment taking with you the documents required.



1 - Finalize the procedure

To go ahead with completing this step, you must have been accepted AT LEAST IN ONE French higher education institution. If you have already been accepted but are still waiting for more answers, you may want to wait for them before making your final decision.

1.1 - Select the program of my choice

You must specify which degree awarding program you have decided to undertake. Begin by selecting the student below which applies to you. Once you have entered all information about the program of your choice, it will show as "main mobility project".

If you will be completing another program BEFORE your main mobility project (or finalize a FLE program), you are required to also submit the information about this program as a "complementary study project".

My main mobility project is France

Admission confirmed for an exchange program with a French higher education institution

View (Show more information about this program)

Validated by Campus France Singapore

Associated info

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**

VISA - THE MAIN STEPS IN APPLYING FOR 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.

1

DO I NEED A VISA?

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.

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.

3

SUBMIT YOUR APPLICATION TO THE VISA CENTRE

4

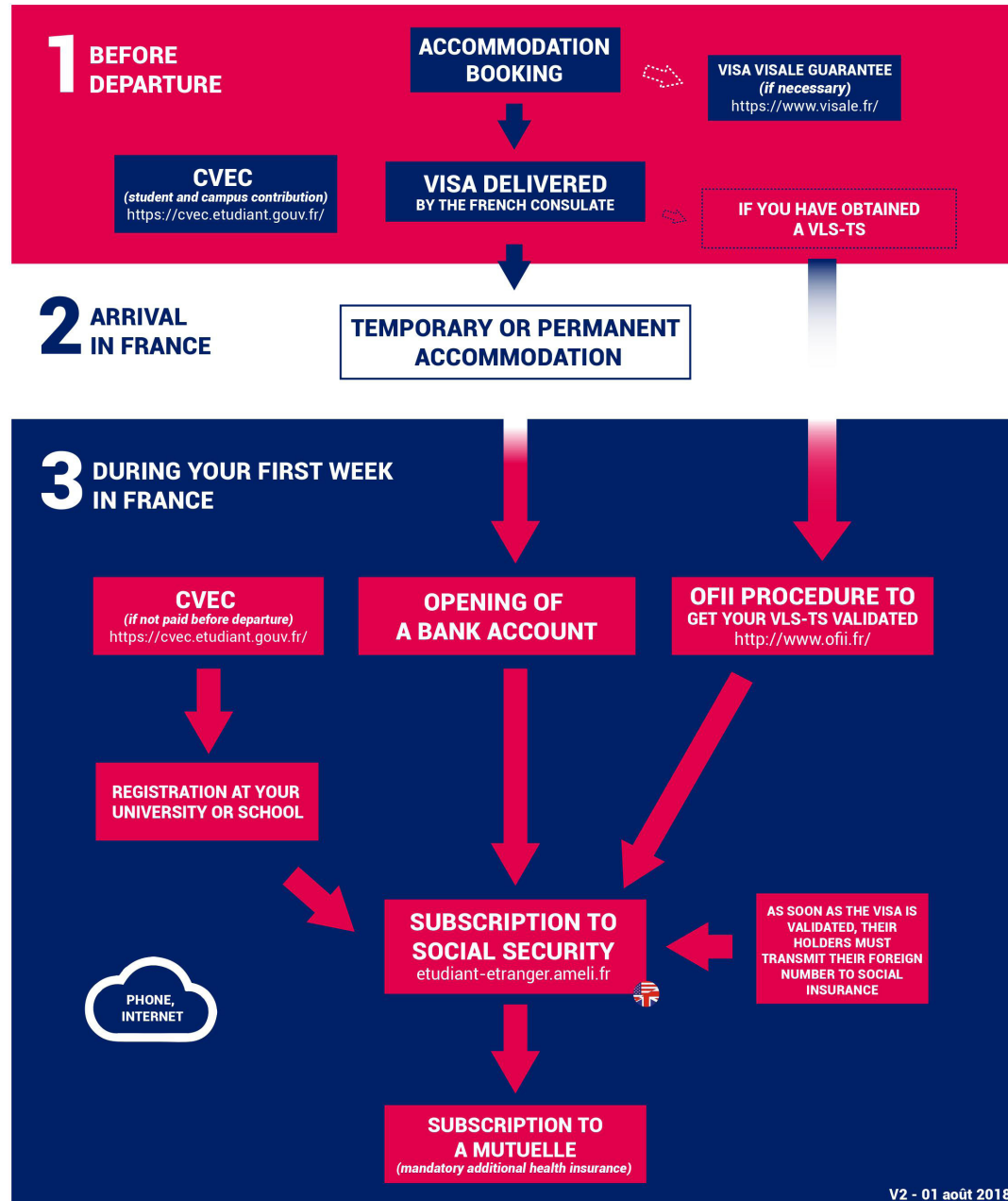
TRACK YOUR VISA APPLICATION

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.

I'M GOING TO STUDY IN FRANCE



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

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)

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

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.

HAVE A NICE

STAY

IN FRANCE

