You are applying to a school of architecture (any level)

USER GUIDE

HOW TO CREATE MY “ÉTUDES EN FRANCE” ACCOUNT AND SUBMIT MY APPLICATION ONLINE
What is the DAP Procedure?

The DAP Procedure on Etudes en France is a comprehensive online system that simplifies the admission process for international students starting November 15, 2017.

Following instructions is an important part of the application process. We thought it would be a good idea to cover some of the frequently asked questions surrounding application instructions and requirements. Language proficiency and academic transcripts and diplomas are an important part of our review process and it is never too early to start compiling your academic information.

Important dates to remember

Online application opening: December 3rd, 2018
Online application deadline: February 1st, 2019 (00:00 French time)

*The «Etudes en France» system will automatically be closed to applications after the deadline. Thus, any application made after this time will not be received by your chosen institutions.
Follow the steps of the Campus France Process

1. Create your account in "Etudes en France"
2. Choose "I am a candidate"
3. Complete your account with the help of the user guide and upload all required documents
4. Pay the fees for the "Etudes en France" process
5. Attend the Campus France interview
6. Each institution will give you an answer through the platform
7. Make your final choice
8. Proceed to apply for your visa to France

AND complete your basket! (1 to 7 items)

I AM A CANDIDATE
First... What do I need to prepare?

I would like to apply to a school of architecture (any level)

Documents needed:
• A full face photo (format: JPEG, size: 50ko max)
• A copy of your passport (format: JPG, size: 300Ko max),
• Your most recent academic transcripts and/or last obtained diploma* (format: JPG, size: 300Ko max),
• French language test (DELF B2 minimum) if applicable. French proficiency may not be requested for programs taught in English. Please check with the respective institutions and let us know by e-mail if a language proficiency is not required.

And also:
• A resume*
• Letters of recommandation*
• Your motivations*

* Find our tips at the end of the guide

The French Language Proficiency Exam - The TCF DAP exam
In order to apply to DAP, a candidate who is not a national of a member state of the European Union is required to take the TCF-DAP exam (Test de Connaissance du Français - Demande d’Admission Préalable). To schedule: contact us directly.

All documents in languages other than French must be translated by the issuing institution or a certified translation service. We need to receive both the untranslated and translated version of these documents. Here is the list of recognized translators.

Important note on official documents:
No unofficial transcripts, emails and screenshots will be accepted. An incomplete file delays the entire process. Please keep this in mind as you prepare your application.
STEP 1 - HOW TO CREATE MY ÉTUDES EN FRANCE ACCOUNT

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

2. Select Espace Campus France Singapour

4. “Études en France” Application - Campus France process
STEP 1 - HOW TO CREATE MY ETUDES EN FRANCE ACCOUNT

1. Select EN (to switch into English) from the top left corner of the screen.

2. Fill out the form carefully. Please note that to receive the documents required for your visa application, it is advised you accept to receive emails about the status of your file.

3. Click 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!

**EXAMPLE**

**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.

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**EXAMPLE**

Dear [Name],
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://coel3.polytechnie-services.fr/etudesenfrance/dyn/public/confirmerCompte.html?ticket=57468e2a2-85ca-44c3-8347-98ef1fe6d8
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

5. Go to « I am applying »

• Fill in your personal information

• Get your personal reference number, that looks like SGXX-XXXXX.

• Add the item to your Program Cart

• Add a program

• Write your motivation letter

• Submit

• Repeat for the other programs. You may have up to 7 programs in your cart.

• Verify your information and submit your file.

7. “Études en France” Application - Campus France process

Please keep your reference number handy as you will need it in all correspondence with Campus France.
**STEP 3 - HOW DO I COMPLETE THE PROCEDURE**

6. Go to « Confirm the details » and submit the application.

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

   - Tick « I confirm my final choice to Campus France Singapore ».

CONGRATULATIONS
YOU HAVE COMPLETED YOUR APPLICATION

7. At the same time you will have to make the payment by bank transfer. Please note that without this payment, Campus France will not be able to review your file.

   - Upon receipt of your payment and after the assessment of your file, you will be asked to schedule your Campus France interview if necessary.

   - Keep your appointment with Campus France.
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 ».

- Go to your appointment with all your documents.
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**

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.
1. **Avant le départ**
   - **Études en France** Application - Campus France process
   - **Accommodation Booking**
   - **Visa Visale Guarantee** (if necessary) https://www.visale.fr/

2. **Arrivée en France**
   - **Virement**
   - **Visa Délivré par le Consulat Français**
   - **Si vous avez obtenu un VLS-TS**
   - **Placement temporaire ou permanent**

3. **Pendant votre première semaine en France**
   - **CVEC** (if not paid before departure) https://cvec.education.gouv.fr/
   - **Ouverture d'un compte bancaire**
   - **Procedures du OFII**
     - **Délivrance du VLS-TS validé** http://www.ofii.fr/
   - **Régistration à votre université ou école**
   - **Souscription à la sécurité sociale**
     - [https://etranger.ameli.fr](https://etranger.ameli.fr)
   - **Souscription à une mutuelle**
     - (mandat additionnel d’assurance)

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**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
FIND OUR TIPS

WHAT DO I NEED TO UPLOAD?

1. ACADEMIC TRANSCRIPTS
   CERTIFICATE AND DEGREE

2. CURRICULUM VITAE

3. MOTIVATIONS

4. LETTER OF RECOMMANDATION

#TIPS
Applicants are required to scan and upload official transcripts, diplomas and/or certificates for all colleges and universities attended / or for all high schools attended. This requirement includes institutions where courses have been taken but no degree was received. Transcripts must include the following:
- all courses attended and grades received
- proof of degree conferral
- date of degree conferral
- grading policy and scale

What do I need to submit?

Domestic transcripts will have this information listed on the transcript 99.9% of the time. This information may vary on international transcripts. Proof of degree conferral is usually a separate document – please make sure to request this information in addition to your transcript. If our office finds we need more information, we will contact you. If you received a degree from an institution but it is not explicitly stated on your transcript that you received a degree, you will need to request separate documentation from your institution.

#FRENCH
In addition, if you already have a level of French validated by a certificate, or if you have already passed an exam (like DELF, DALF, B2, C1, etc.), please download it with your school degrees.

#TIPS

16. “Études en France” Application - Campus France process
What if I am currently enrolled in classes or a degree program?

If you are currently enrolled in classes and/or a degree granting program, we need proof of enrollment that includes a list of your current classes. We do not need to see grades if they are not available, but we will need to see classes.

What if I transferred institutions or participated in a study abroad program?

Separate transcripts are required for study abroad programs in France only and/or transfer classes if the home institution does not report grades, courses, and dates of attendance. Many transcripts only list that credit was received to your home institution. We will need to see the specific courses and grades received for these classes.

CV or RESUME?

When it comes to the format of the resume, some applicants ask if we would rather see a curriculum vitae (CV) and the answer is that it is important to find a sort of cross between a resume and a CV. When comparing a resume to a CV, it can be said that a resume is generally shorter and more limited in scope than a CV. The Committees do like to have access to information on the personal, academic, and professional/volunteer background of each applicant. Thus applicants are encouraged to find a balance, including information that will help the Committees learn about your growth and track your areas of interest.

#TIPS

Here are a few pieces of advice to consider regarding the resume you will submit as part of the application process.

1. Have a few people who know you well review your resume. This is good advice just in terms of proof reading.
2. Make sure to include both month and year information when referencing jobs, internships, and other experiences. If the experience was only a few weeks, do please include the number of weeks.
3. Consider sending your resume to those who will
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 with 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.
Some prospects have contacted us requesting more detailed information regarding how letters are submitted and what is asked of those completing letters of recommendation.

What do I need to submit?
No recommendation is required for School of architecture applicants but one letter is strongly recommended.

Who to select to write my letters?
Letters of recommendation are recommended and should be submitted by individuals familiar with the applicant and his/her work. Recommendations provide the admissions committees with additional information relating to an applicant’s ability to perform in an academic and/or work setting.

For applicants who are still in high school, in college, in graduate school or have less than one year of work experience, recommendations from academic members are encouraged.

For applicants with one or more years of work experience, recommendations should be from present or previous work colleagues and/or supervisors. One academic reference is desirable. Recommendations must be submitted online and must be translated into French.
HAVE A NICE STAY IN FRANCE