

**You are applying to**

**a Licence 2, Licence 3, Licence pro**

**or Master degree**



# USER GUIDE

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

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

# You are eligible for the « Hors-DAP Procedure »



IF YOU ARE APPLYING FOR THE 2ND YEAR OF, OR 3RD YEAR OF A FRENCH UNDERGRADUATE PROGRAM  
OR A MASTER' S PROGRAM

## 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: March 20th, 2019 (00:00 French time)

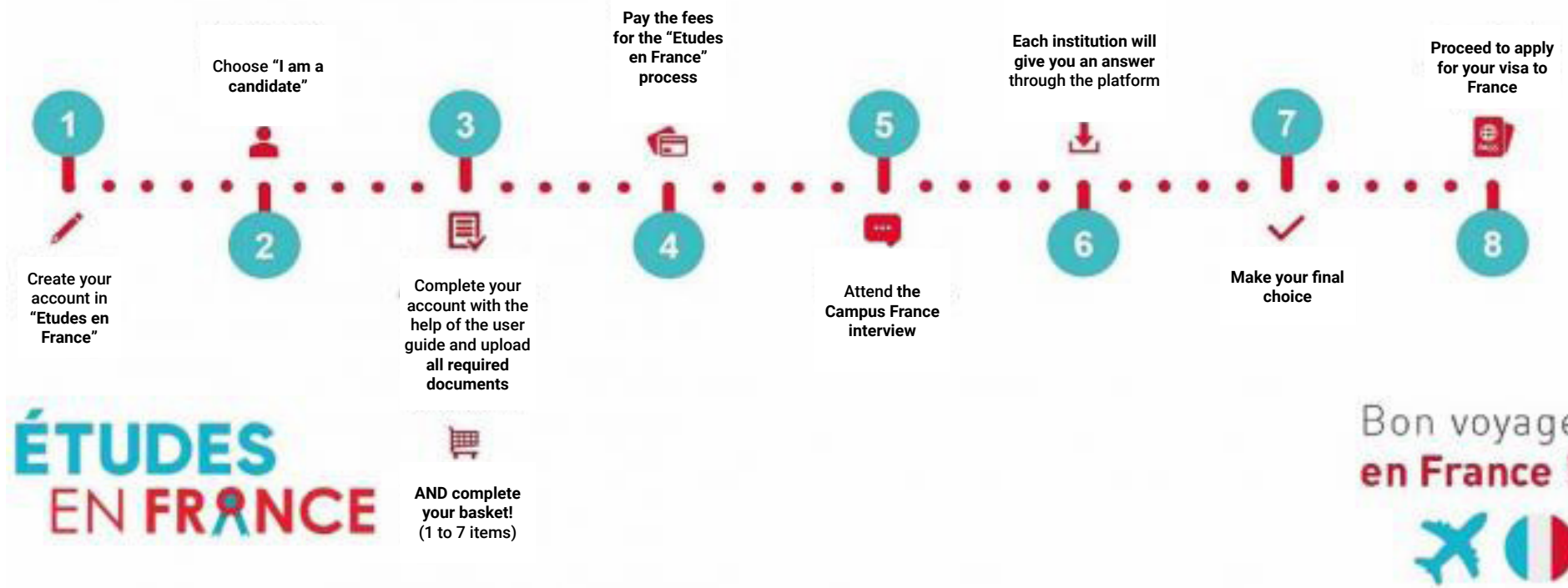
*\*The «Etudes en France» system will automatically be closed to applications after the deadline. Thus, any application made after this time will not be received by your chosen institutions.*

***The deadline for admission applications indicated in « Etudes en France » may not be applied to all institutions. Please check with the respective institutions for their deadlines and inform us.***



## Follow the steps of the Campus France Process

**I AM A**  
**CANDIDATE**



# FIRST... WHAT DO I NEED TO PREPARE?

All documents mentioned below must be submitted online by the deadline

## 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](#)



All documents in languages other than French **must be translated** by the issuing institution or an accredited translation service. We need to receive both the original and translated versions of these documents. [Here](#) is the list of accredited 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 ETUDES EN FRANCE ACCOUNT

- 1 • Go to [singapore.campusfrance.org](http://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**



# 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

5

- Go to « I am applying »
- Fill in your personal information
- Get your personal reference number, that looks like SGXX-XXXX.
- 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.

The screenshot shows the 'Études en France' application portal. The top navigation bar includes 'I am applying', 'I have been accepted', 'Mailbox', and 'My account'. The main content area is titled 'I am applying' and shows a progress bar with three steps: '1 - I fill out my online application', '2 - Campus France Singapore is reviewing my application', and '3 - The institutions are reviewing your applications'. Step 1 is currently active and shows instructions for filling out the application, with sub-steps '1.1 - Personal information' and '1.2 - I fill out my program card' marked as 'Incomplete'.

The screenshot shows the 'Program cart' page. The top navigation bar includes 'I am applying', 'I have been accepted', 'Mailbox', and 'My account'. The main content area is titled 'Program cart' and shows a table of selected programs. The table has columns for 'Program', 'Year of enrollment', 'Institution', 'City', and 'Action'. The first row shows 'Double Master in Environmental Sciences and Policy with the Université Pierre et Marie Curie' for 'year 1 (bac + 4)' at 'Sciences Po' in 'Paris'. A 'Write my application letter' button is highlighted in red. Below the table, there is a 'List of selected programs which require an application letter' section with a 'New application letter' button highlighted in red.

Program	Year of enrollment	Institution	City	Action
Double Master in Environmental Sciences and Policy with the Université Pierre et Marie Curie	year 1 (bac + 4)	Sciences Po	Paris	Process Delete

Please keep your reference number handy as your 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.



## 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".

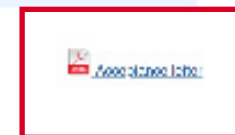
If you will be completing another program BEFORE your main mobility project (or finalize a FLE program), you are required to also submit the information about this program as a "complementary study project".

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



# 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](http://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

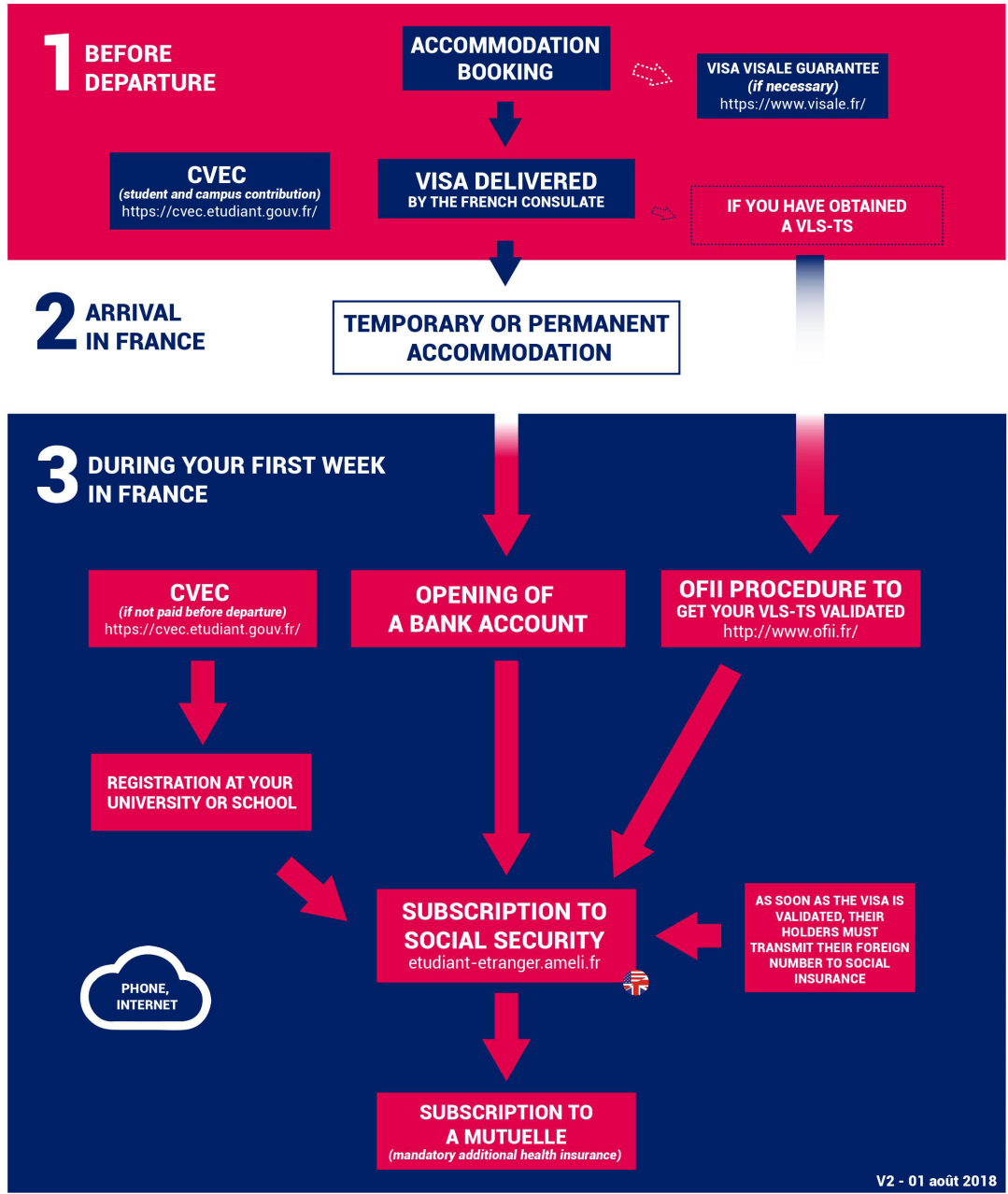
## TRACK YOUR VISA APPLICATION

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



V2 - 01 août 2018

12. "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](http://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](https://messervices.etudiant.gouv.fr).
- Then connect to the dedicated CVEC site [cvec.etudiant.gouv.fr](https://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](https://messervices.etudiant.gouv.fr)
- Then connect to the dedicated CVEC site [cvec.etudiant.gouv.fr](https://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](https://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



## What do I need to submit?

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



#TIPS

#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.

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.

## 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

# 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 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.

# LETTER OF RECOMMENDATION

#TIPS



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 all the time by each program 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

