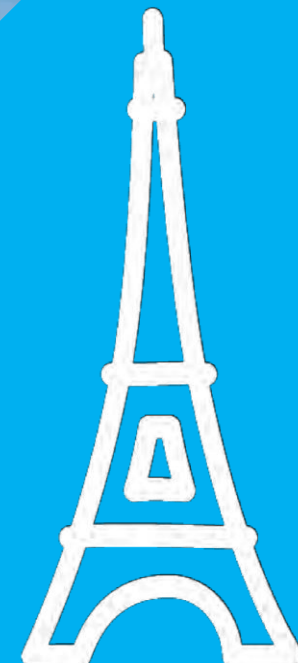


I HAVE BEEN
ACCEPTED



USER GUIDE



FOLLOW THE STEP OF THE

CAMPUS FRANCE PROCESS

1



Congratulations! You have received the official acceptance letter from your French Institution.

2



Now, you can create your account on « Etudes en France »

3



Complete your account with the help of this user guide and add all the required attachments

4



Pay the fees for the Campus France Procedure

5



Proceed to Campus France Interview

6



Proceed to the visa application process

FIRST...

WHAT DOCUMENTS DO I NEED?

Whether you are an exchange student or already accepted in a French institution, you will need some documents:

- ▶ A **full-face photo** (format: JPEG, size: 50 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)
- ▶ A **copy of your passport** (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 emails 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 “Etudes 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

- ▶ Select « EN » (to switch into English) from the top left corner of the screen
- ▶ Fill out the form carefully
- ▶ Click on « Create an account »



create an account

The fields with an asterisk (*) must be filled out.

Campus France Singapore

Select Campus France Singapour.

My Campus France * : Espace Campus France Singapour

E-mail address

After the validation of the application form, you will receive a mail in your mail box.

E-mail address * :

Confirmation of the e-mail address * :

Identity information

Last name * :

Other last names :

Middle and first names * :

Gender * :

format: DD/MM/YYYY

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

Country of birth * :

Place of birth * :

Country of nationality * :

ID

To finalize the account, I fill out carefully the information below as they appear on your ID.

Type of ID * :

format: DD/MM/YYYY

Expiration date (dd/mm/yyyy) :

Your passport number * :

Miscellaneous information

- J'accepte que les informations saisies soient exploitées dans le cadre de la procédure de candidature aux études en France
- I accept to be registered as a member of the Alumni network of the French Embassy in Singapore

Create an account

STEP 1

HOW TO CREATE MY ETUDES EN FRANCE ACCOUNT?

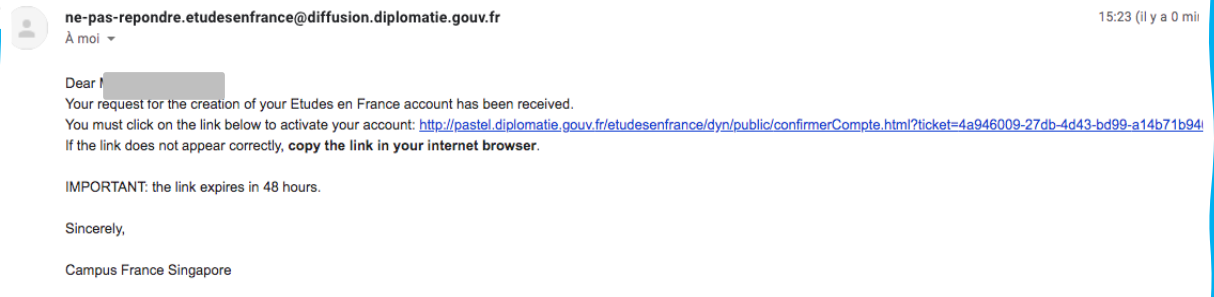
4

- ▶ 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!**



Active 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.



STEP 2

HOW TO SUBMIT MY APPLICATION ONLINE

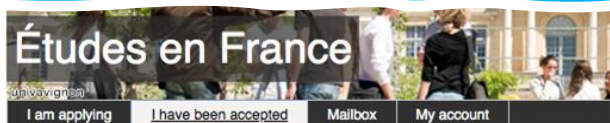
5

- ▶ 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 why 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 on **register**

6) Attach the acceptance letter



5) Write down the reasons why you apply to this program (150 words minimum)

Explain why you want to study in France and why you have chosen this institution

My application letter * :

Characters : 0 / 1500

Welcome
Bonjour!

Hello and Welcome to « Etudes en France » !

1.1 - Select the program of my choice

You must specify which degree-awarding program you have decided to undertake. Begin by selecting the situation 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 (for instance a FLE program), you are required to also submit the information about this program as a "complementary study project".

- Add I have been accepted into an exchange program with a French higher education institution
 I have already been accepted into a program in France (and it is not an exchange program)



STEP 2

HOW TO SUBMIT MY APPLICATION ONLINE

➔ Next, go to Personal Information

▶ **Fill in your personal information:**

- Upload **ID photo** (format JPEG, Size: 50 Ko)
- Upload a **copy of your passport** (format JPEG, Size: 30 Ko max)
- 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.

▶ **Fill in your language skills:**

- Add a **test** if you sat for
- Indicate your **level of French and English** in the specific sections

Check if all the sections are complete and click on « Back »

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**:

1 Print your **Acceptance letter / Confirmation of acceptance** in your Etudes en France account in the following tab :



- 1 - Finalize the procedure
- 1.1 select the program of my choice

2 Proceed with your **online account** on **"France-visas"**

3 **Attend your appointment** taking with you the documents required.

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).



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**

THE MAIN STEPS IN APPLYING FOR A VISA

STEP 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.

STEP 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 **FranceVisas account**, which you will need for each step of the process.

STEP 3

SUBMIT YOUR APPLICATION TO THE VISA CENTER

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.

THE MAIN STEPS IN APPLYING FOR A VISA

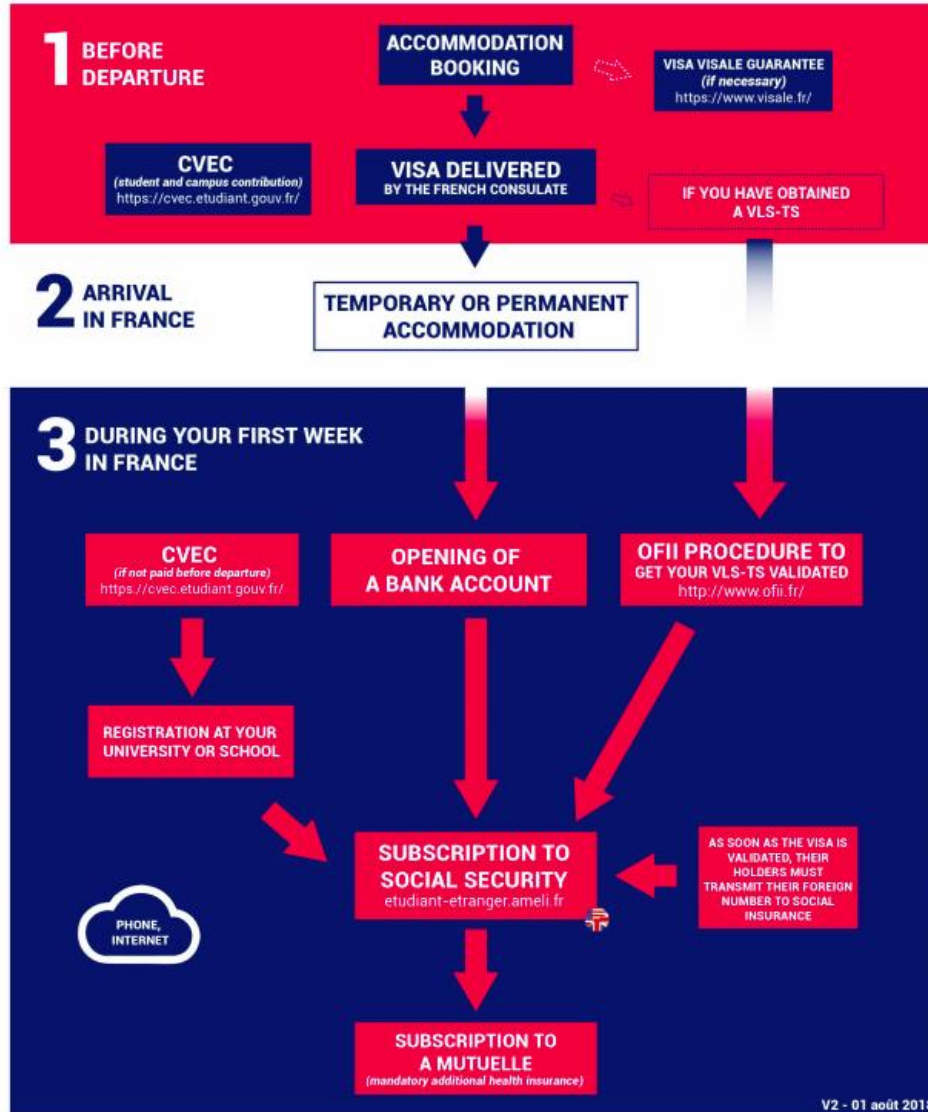
STEP 4 TRACK YOUR VISA APPLICATION

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



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 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.

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

CVEC* - WHAT IS THE

« STUDENT AND CAMPUS LIFE CONTRIBUTION »?

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



▶ Even if you are exempt from the cvec, you must register at www.cvec.etudiant.gouv.fr

▶ The cvec requirement is entirely separate from other requirements pertaining to the french medical insurance system (sécurité sociale)

THE CVEC MAY BE PAID

ONLINE OR IN CASH

TO PAY ONLINE

- ▶ Register on the website www.messervices.etudiant.gouv.fr
- ▶ Then connect to the dedicated CVEC site www.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 on the website www.messervices.etudiant.gouv.fr
- ▶ Then connect to the dedicated CVEC site www.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

MOTIVATION – 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?**

MOTIVATION – TIPS

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.

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 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 read 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.

BON

VOYAGE



GOT QUESTIONS?
STUDY@AMBAFRANCE-SG.ORG

ÉTUDES
EN FRANCE



CAMPUS
FRANCE
campusfrance.org SINGAPORE