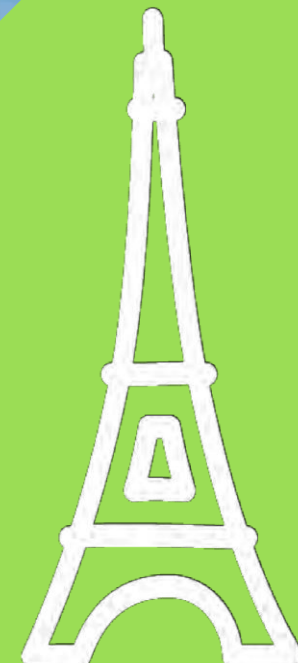


YOU ARE APPLYING TO

A LICENCE 2, LICENCE 3, LICENCE PRO

OR A MASTER DEGREE



USER GUIDE



YOU ARE ELIGIBLE TO 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 going to 1st year of University..

FOLLOW THE STEP OF THE

CAMPUS FRANCE PROCESS

1

Create your account on “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 AND complete your basket! (1 to 7 items)

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

Process to apply for your Visa to France

FIRST...

WHAT DOCUMENTS DO I NEED?

All documents mentioned below must be submitted online by the deadline

- ▶ A full-face photo (format: JPEG, size: 50 Ko max)
- ▶ Your most recent academic transcripts and/or last obtained diploma (format: JPG, size: 300Ko max)
- ▶ A copy of your passport (format: JPG, size: 300 Ko 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 language proficiency is not required.
- ▶ A resume*
- ▶ Your motivations*
- ▶ Letters of recommendation*

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).

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.

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.

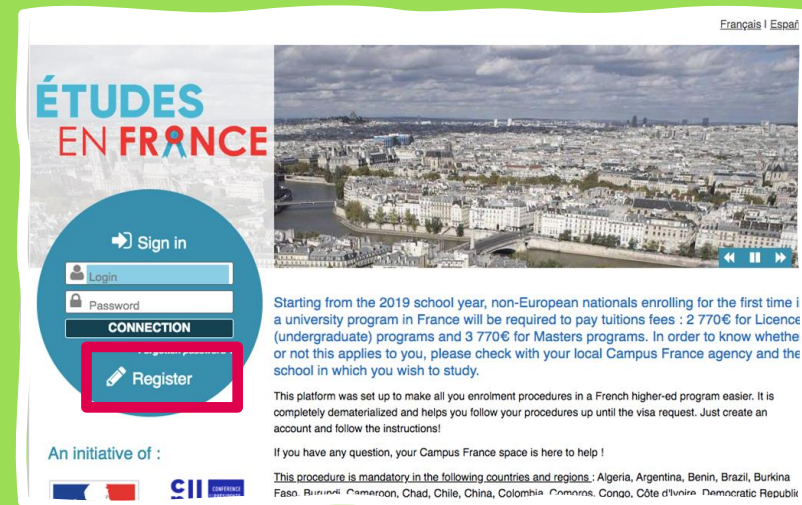
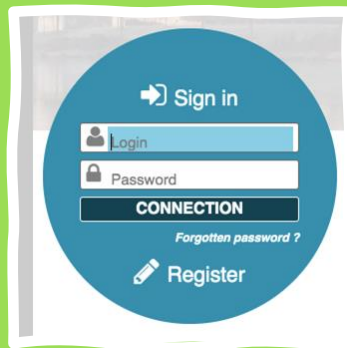
*Find our tips at the end of this user guide

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?

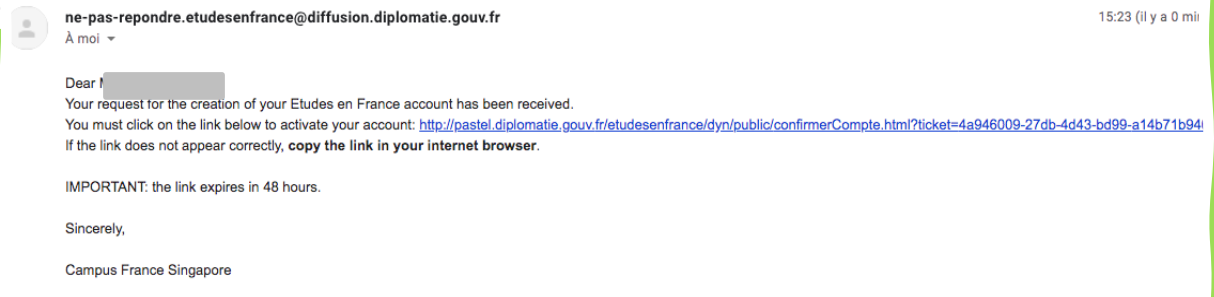
4

- ▶ 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 am Applying »
 - ▶ Fill in your personal information
 - ▶ Get your personal reference number (SGxx-xxxxx)
 - ▶ Add the item to your Program Cart
 - 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'. The first step is active and shows a list of programs with their status. One program, 'Double Master in Environmental Sciences and Policy with the Université Pierre et Marie Curie', is highlighted with a red box. The 'Program cart' section shows a table of selected programs, with a 'New application letter' button highlighted in red. The table has columns for Program, Year of enrollment, Institution, City, and Action.

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	Submit

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** »

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:

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 for the 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 at 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

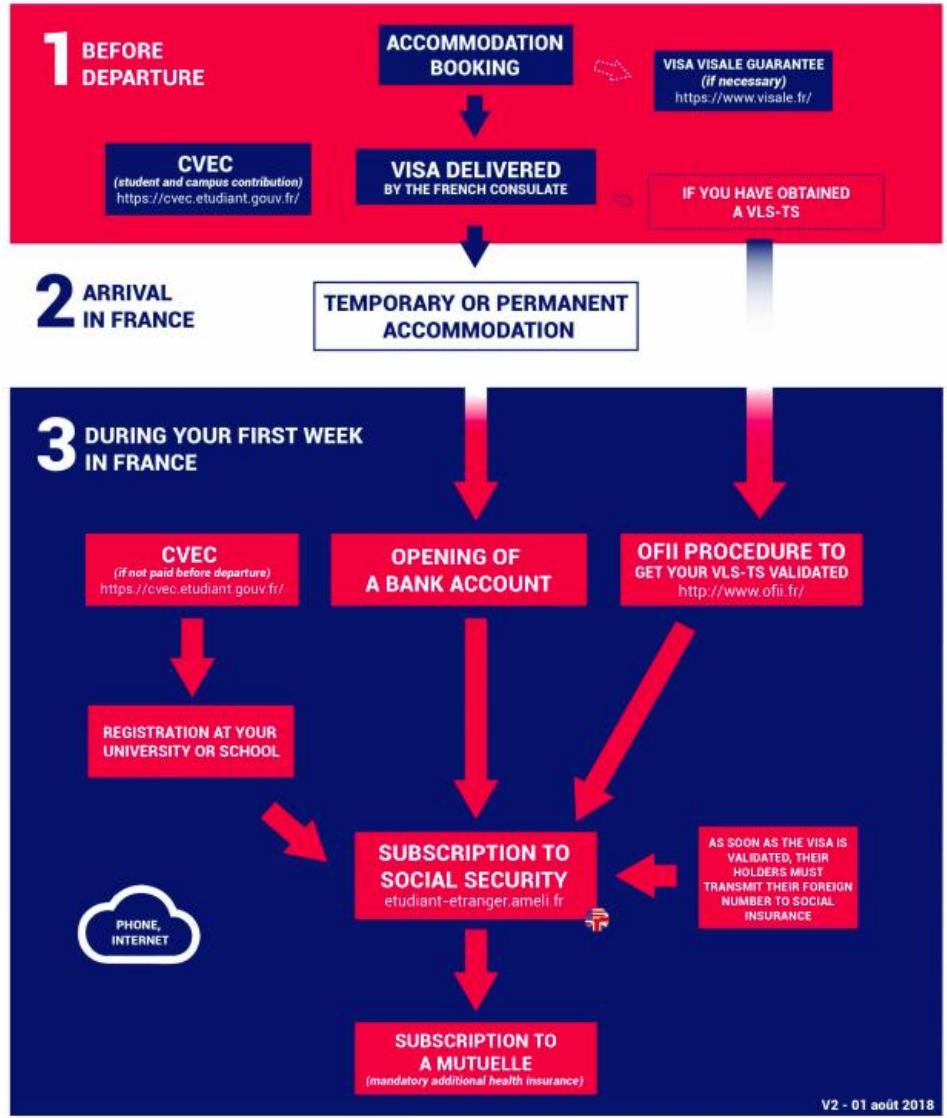
STEP 4 TRACK YOUR VISA APPLICATION

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 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

OUR TIPS

WHAT DO I NEED TO UPLOAD?

1 - ACADEMIC TRANSCRIPTS,
CERTIFICATE & DEGREES

2 - CURRICULUM VITAE

3 - MOTIVATIONS

4 - LETTERS OF RECOMMENDATION



OUR TIPS

ACADEMIC TRANSCRIPTS, CERTIFICATE AND DEGREES

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

#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 these information listed on the transcript 99.9% of the time. These 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.



FAQ

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.

Resume or CV?

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.

#CV TIPS

Have a few people who know you well review your resume. This is good advice just in terms of proof reading.

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.

MOTIVATION – PART 1

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 – PART 2

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.

LETTER 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. Recommendations must be submitted online and must be translated into French if asked.

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.

BON

VOYAGE



GOT QUESTIONS?
STUDY@AMBAFRANCE-SG.ORG