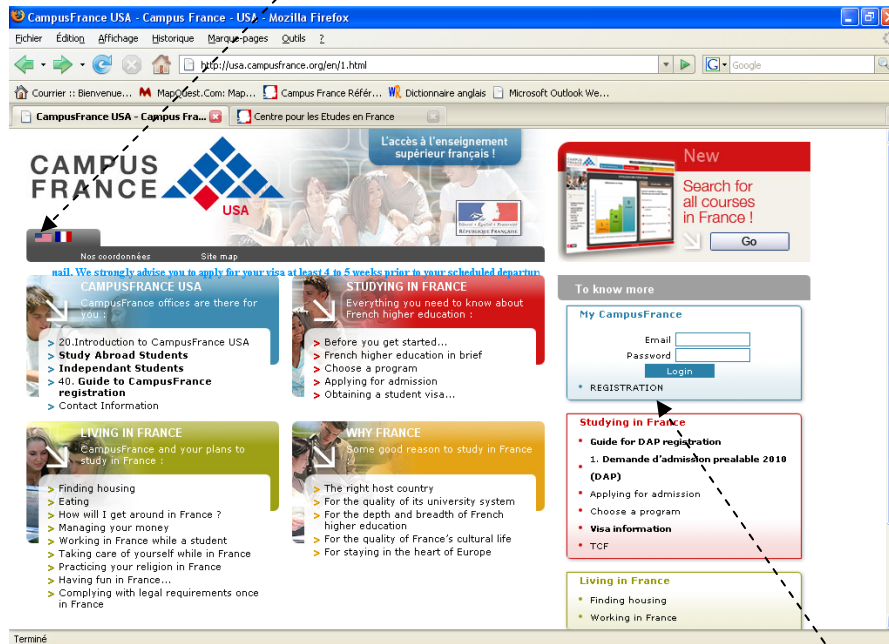


User Guide CampusFrance Application

In order to fill out your CampusFrance application efficiently, please read the following instructions:

Please, do not use a Mac or Safari program!

1. In order to start your CampusFrance registration, go to www.usa.campusfrance.org
2. Once at our home page, click on the **American flag** on the left of the screen to access the website in English.



3. To the right of the screen, in a blue box entitled "My CampusFrance", click on **Registration**.

4. The following form requires your personal information. Please, **answer all questions accurately** as it may be compared with your passport and other documents when you apply for your visa.

Account creation

The field followed by an asterisk*) et colorés en rouge doivent obligatoirement être saisis

Authentication

Email* Password* (8 caractères minimum, 15 caractères maximum)
 Password confirmation*

marital status as indicated on your passport

title* (en majuscules)
 Last name* (en majuscules)
 Maiden name/Other names
 First name* (1ère lettre en majuscule, autres en minuscules)
 Gender*
 Birth date*
 Place (city) of birth*
 Country of birth*
 Country of nationality*
 ID document type*
 ID document N°*
 Marital status, number of children*

address

Country*
 Province/Region/State*
 City*
 Zip code
 Address*

Contact information


area code
 Telephone*
 cell phone

Select a language

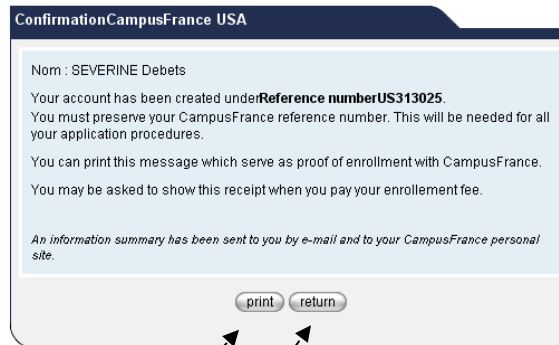
Language*

In which discipline do your study goals fit?* Would you like other institutions to have access to your application?

	Password	* The password must be at least 8 characters <i>Please, take note of it for your own records</i>
	Passport	* Indicate your passport number if you are American, otherwise, enter your visa or your resident card number, send us an e-mail to give us your passport number. We will change the information for you on your CampusFrance personal page
	Birth date	* Your birth date must be entered: day/month/year
	Address	* For your permanent address, do not indicate your college address, but the address that is your permanent address (home of relatives, for instance)
	Phone number	* Indicate your entire phone number with the area code (<i>marked "indicatif"</i>) so that we can get back to you if we need more information from you

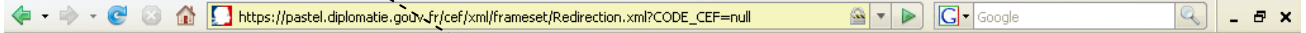
	Consulate	<p>* If you live in California, a page will pop up to let you know that you have the option between San Francisco and Los Angeles. Please, contact us to register the one that you want</p>
	E-mail	<p>* Do not expect an e-mail on your personal account, it will be sent to your CampusFrance personal page, that you must check on a regular basis</p>
<p><i>Don't forget to validate the form !</i></p>		

5. Once your personal information is complete and you **have validated** the form, a page will come up, informing you that your CampusFrance account has been created:



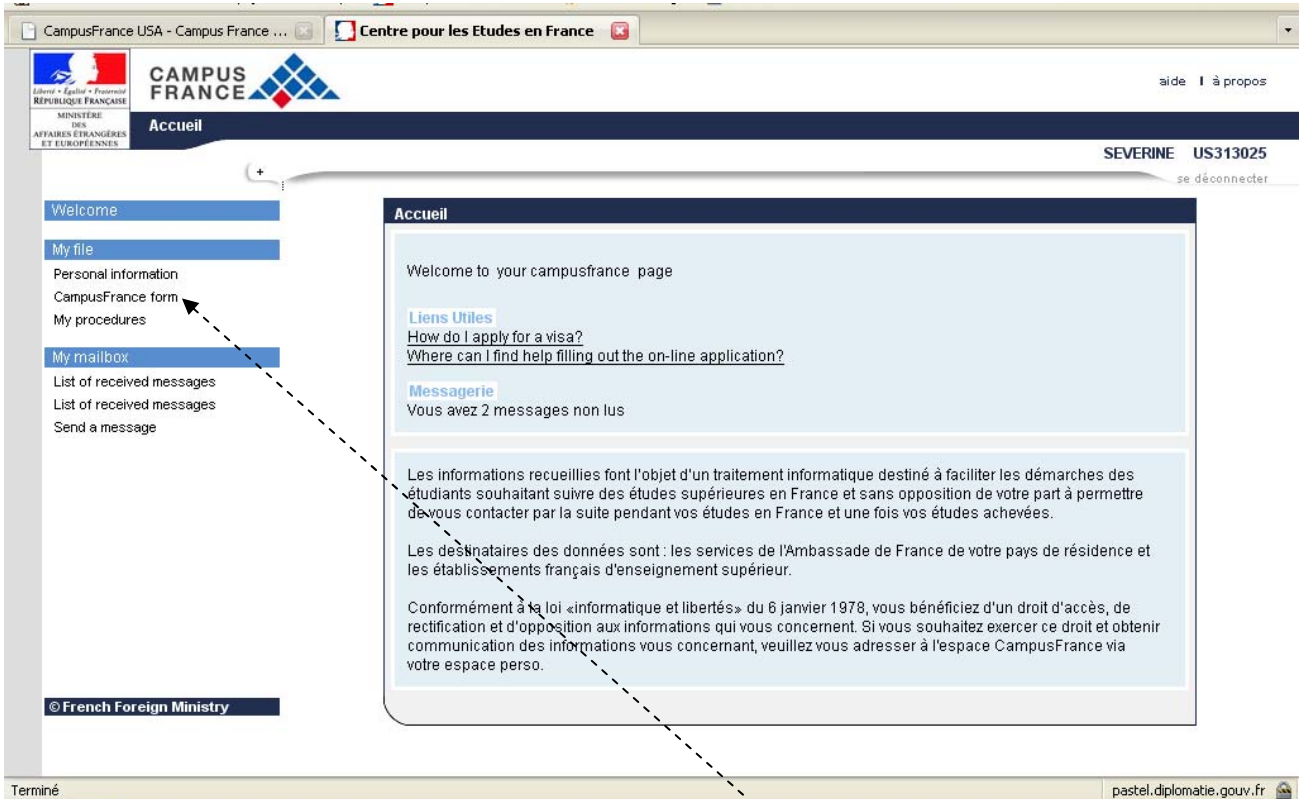
- ⇒ **print this page** with your CampusFrance reference number for your records
- ⇒ **click on return**

6. The site will take you to our login screen. Enter your login (e-mail address), password and click on "se connecter".



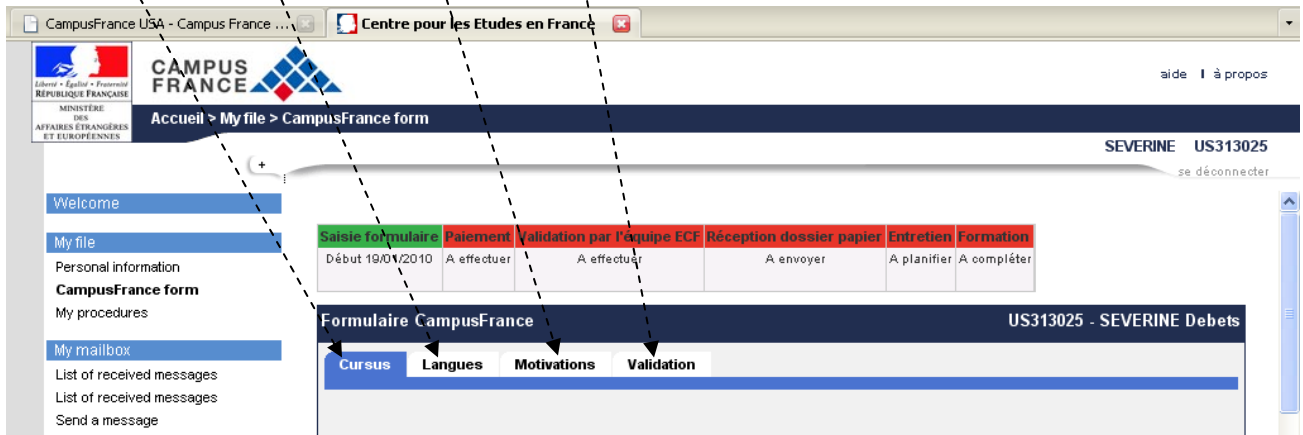
Si vous n'êtes pas encore inscrit, veuillez créer votre compte sur la page suivante : [Création d'un dossier](#)

7. Once you have logged on, you will be brought to your application and CampusFrance personal site. **This page** will allow you to contact CampusFrance directly, correspond with connected French schools, fill out your on-line application, and apply to French universities if you're not registered in a study abroad program.



8. To start filling out your application, click on **CampusFrance Form** (under my file) on the left of the screen.

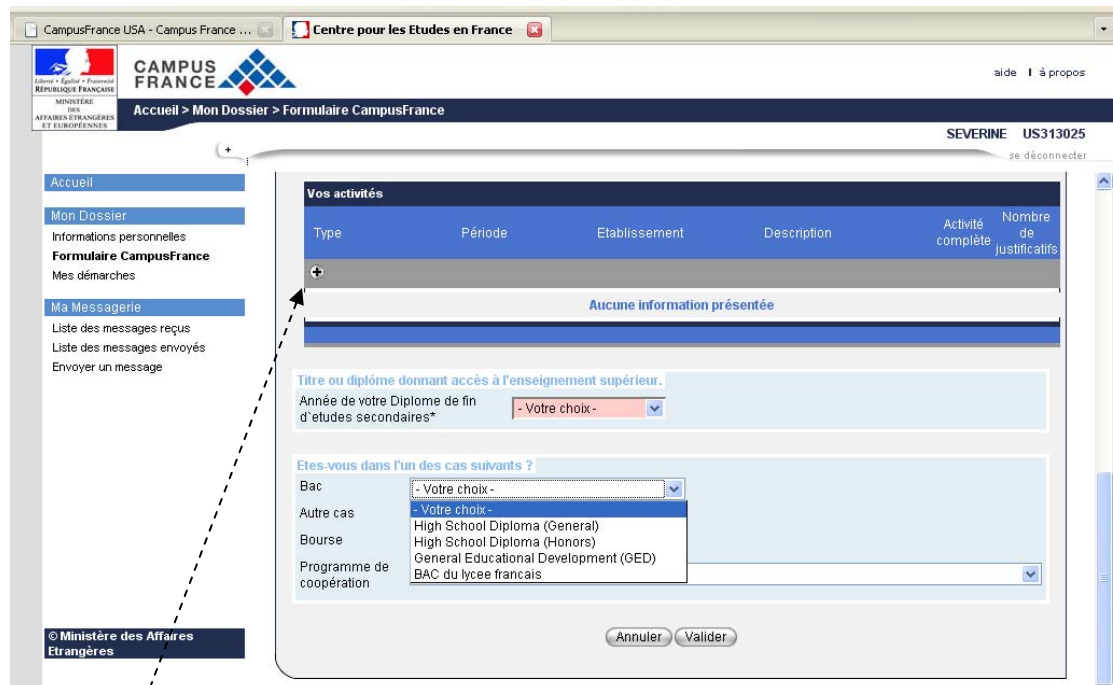
9. Your CampusFrance Form has to be fully completed, and will include 4 sections: Education, linguistics skills, goals, and validation.



a) Education section:

This section is asking you about your previous education background, internships and professional experiences.

- ⇒ Indicate the year that you graduated from high school, and answer the questions on the bottom page. If you do not find the “cooperation project” that applies to you, leave the question blank.



- ⇒ Click on ⊕ to select and fill out 3 “activities” (academic background, professional experience...) that you have completed in the past three years. For each one that you enter, select the type of activity and click on “suivant”. You will then see 2 pages of information to fill out in detail for each of your activities.

Window 1/2: fill out information about each institution (when, where...), then click on "suivant".

The screenshot shows the CampusFrance USA web application interface. At the top, there are browser tabs for 'CampusFrance USA - Campus France ...' and 'Centre pour les Etudes en France'. The page header includes the Campus France logo and the text 'Accueil > Mon Dossier > Formulaire CampusFrance'. A user profile 'SEVERINE US313025' is visible in the top right corner with a 'se déconnecter' link.

A progress bar at the top of the main content area shows the following steps: 'Saisie formulaire' (highlighted in green), 'Paiement', 'Validation par l'équipe ECF', 'Réception dossier papier', 'Entretien', and 'Formation'. Below this, a table indicates the status of each step: 'Début 1906/2010' (A effectuer), 'A effectuer', 'A effectuer', 'A envoyer', 'A planifier', and 'A compléter'.


The main form is titled 'Détails d'une Activité 1/2' and is for user 'US313025 - SEVERINE Debets'. It contains the following fields:

- Type d'activité*: Diplôme d'études supérieures
- Année scolaire*: - Votre choix -
- Pays*: États-Unis
- Province/Région/Etat*: - Votre choix -
- Ville*: - Votre choix -
- Etablissement*: - Votre choix -
- Type d'établissement*: - Votre choix -
- Diplôme: - Votre choix -

At the bottom of the form are two buttons: 'Précédent' and 'Suivant'. A dashed arrow points from the text 'Window 1/2: fill out information about each institution (when, where...), then click on "suivant"' to the 'Suivant' button.

Window 2/2: fill out information about your grades. To enter your grades in the boxes click on ⊕ here. To upload your transcript, click on ⊕ here. When you are done, click on “enregistrer”.

The screenshot shows the 'Centre pour les Etudes en France' website. The main content area is titled 'Détails d'une Activité 2/2' for user 'US313025 - SEVERINE Debets'. It contains a form for entering grade information. The form has several dropdown menus and text input fields. A red dashed line points from the text above to the ⊕ icons in the 'Liste des notes' and 'Justificatifs' sections.

	High school	* Indicate “humanities and social studies” only (instead of giving all subjects listed)
	Grades	* You can manually type your grades
	Transcripts	* If you are an “independent student” and you have some difficulties in uploading your transcripts, you can fax them to us at 202 944 65 84 * If you are an exchange or a “study abroad” student, do not send us yours transcripts

b) Linguistic skills section:

This section contains questions regarding your language skills (travel in a French speaking country, French language exams or tests...).


⇒ Click on ⊕ here to complete travel and exam information requested (where, when, type of exam: TCF, TEF, DELF).

	Travel and exam	* If you have not spent time in France or taken any French language exams, you do not have to complete this section. Just answer the question at the bottom of the page, then click on "valider"
	First language	* If English is your first language, select "first language" for the question "have you ever studied English?"

c) Goals section:

This section allows you to express yourself, explaining your choice to study in France.

⇒ Click on “**valider**” after you filled out all information requested

	Information required	* You must enter at least one sentence in each blank field
	Picture	* The attachment of your picture is optional
	Resume	* You can upload, copy/paste or type your resume

d) "Validation of my file's CampusFrance form" section:


This section allows you to submit your application.

- ⇒ If "**Complet**" is listed next to each section of your application, you can submit by clicking on "**valider**".
- ⇒ If "**incomplete**" is listed next to the section, you **must return** to that section and complete it before submitting your application.

The screenshot shows the 'Formulaire CampusFrance' page with the 'Validation' tab selected. The page displays a table for 'Vérification de la présence de toutes les informations obligatoires' with the following status:

Section	Status
Informations personnelles	Complet
Cursus	Complet
Langues	Incomplet
Motivations	Incomplet

Below the table, a message states: "Votre formulaire CampusFrance est incomplet, vous devez compléter votre saisie en suivant les indications fournies sur chaque onglet du formulaire". At the bottom, there are 'Annuler' and 'Valider' buttons. A dashed arrow points from the 'incomplete' status of the 'Langues' section to the 'Valider' button.

	<p>Submission</p>	<p>* Once your application is submitted, you cannot make any changes to it</p> <p>After the submission, if you need to make changes to your personal information (address, password, telephone number...), contact our office by sending an email through your CampusFrance personal page</p> <p>If you are in an exchange program or if you have already been accepted by your university, do not fill out the "My Procedures" section.</p>
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10. Once you submitted your on-line application, you must finish the process by mailing us a copy of your acceptance letter (or pre-enrollment letter) from the university along with the money order. Please, **don't send them separately**. For more information on "**how to proceed**" :

As a study abroad student, please click here:

<http://usa.campusfrance.org/en/campusfrance-usa/b-study-abroad-students-b-124.html>

As an independent student, please click here:

<http://usa.campusfrance.org/en/campusfrance-usa/b-independent-students-b-153.html>