



## CampusFrance Registration UC-Specific Instructions

**NOTE: The CampusFrance registration process and instructions as they appear in this document are intended as a general guide. The French government may change the CampusFrance website without notice, causing these instructions to be superseded.**

**The acquisition of your CampusFrance registration confirmation is your responsibility; you must regularly check the CampusFrance website for the most up-to-date information.**

**You must complete the online CampusFrance registration and send a \$70 money order and a copy of your UCEAP Participation Letter to CampusFrance in order for them to process your application. This process can take 3–4 or more weeks to complete, so you need to start immediately.**

**Please do not use a Mac computer for your CampusFrance registration. The application program is designed for a PC, and problems will arise if you use a Mac.**

\*If you are an EU citizen *and* have checked with the French Consulate and determined that you do not need to obtain a visa to reside in France, you do not need to register with CampusFrance (see the “Non U.S Citizens” section in the **Student Visa Instructions** in your Predeparture Checklist).

### STEP 1: Print out the two different sets of instructions.

You need to use two different sets of instructions to complete the CampusFrance registration process. First, you need to PRINT OUT this document, which contains your UC-specific instructions. Additionally, CampusFrance has provided an instructional guide for completing your online registration. Please visit the following link and PRINT OUT the guide:

[http://www.usa.campusfrance.org/sites/localmaster.campusfrance.org/files/usa/imce/study\\_abroad\\_ind\\_guide\\_jan2012.pdf](http://www.usa.campusfrance.org/sites/localmaster.campusfrance.org/files/usa/imce/study_abroad_ind_guide_jan2012.pdf)

Use BOTH of these instructions, side by side, to complete your CampusFrance registration.

### STEP 2: Complete the online application following both sets of instructions.

Below are the instructions specific to you as a UCEAP student (to be used alongside CampusFrance’s guide above). The numbers on the left refer to the same step in CampusFrance’s instructions. If you do not see a number below, then just follow the CampusFrance instructions for that step.

**Password:** Do NOT lose or forget your password. You will NOT be able to retrieve it from CampusFrance if you lose it, and you may have to start the entire process over.

**Passport Number:** If you do not have a passport yet, you may enter a random number so that you can start the CampusFrance process. Once you have received your passport, you MUST contact the CampusFrance office through your personal CampusFrance account to tell them to change your passport number.

**Select a language:** Choose “English.”

**Please choose a Consulate:** Select the Los Angeles or San Francisco Consulate, based on the location of your permanent residence. Refer to the “Where do I apply?” section of the *Student Visa Instructions* link in your Predeparture Checklist to see which consulate represents your permanent address (this is the location where you will attend your visa appointment).

**4. Confirmation CampusFrance USA:** PRINT OUT 2 COPIES OF THIS PAGE and do not lose this ID number. You will be required to include a copy of this print-out in your mailing to CampusFrance. You will not be able to return to this page later, so print it out now.

- If for some reason you cannot print out this page, write your full name, CampusFrance registration number, phone number, and e-mail address on a separate piece of paper to submit in lieu of this confirmation printout.

#### 9. a. Education

- Under **Your Activities** (above), click on the plus sign **+**
- You will be taken to **Détails d'un Activité 1/2**.
  - For **Type of Activity**: select "high school diploma."
  - For **School Year**: select the year you received your high school diploma.
  - Complete the rest of the boxes appropriately to describe the school you attended your senior year of high school.
  - For **Diploma**: select "Senior Year."
  - Click on **Next** to save and proceed.
- **Détails d'un Activité 2/2**
  - The **Series, Record/Transcript name, School year, and level** are all already completed.
  - For **grade**: select "on a scale from A to D."
  - You may leave **Distinction, Average, and Observations** blank.
  - **Evaluation Period**: select the appropriate option (most U.S. high school have a "biannual" evaluation period).
  - Leave the rest of this page blank. Scroll to the bottom and click "Enregistrer."
  - **You do not need to upload your transcripts under Proof! Leave this section blank.**
- Scroll down to the **High School Diploma** box.
  - Select the year in which you received your high school diploma.
- **Are you in one of the following cases?**
  - For **High School Diploma**, select the type of diploma you received.
  - For **Other**, select "Study Abroad."
  - Do not select anything for the **Scholarship** or **Cooperation Project** boxes.
- Click **Validate** at the bottom. Then, click on the **Linguistic Skills** tab at the top of the page to continue.

#### b. Linguistic Skills Section:

- **List of your stays in France:** If you have ever visited France before, complete this section as directed. If you make a mistake and add an extra field, click the "cancel" button at the bottom of the page to clear the page and start the section over.
- **Linguistic Exams/Tests:** Skip this section.
- Complete the questions at the bottom of the page.

- If you have taken French at your university, answer the necessary questions about your French background and move to the next questions.
  - Under **Country** select the United States. Under **Province/Region/State** select California.
  - Move to the **City** box and follow the next steps carefully. (\*Do not select “Other” in the dropdown box at this point. Read the instructions below before you make a selection in the **City** dropdown box.)
    - If your city is listed as an option in the drop down box, select your city. Under **Other Institution** list the name of your university. Click **Validate** to save.
    - If your city is not listed in the **City** drop down box, do not click “Other” at this point, follow these steps carefully:
      - In the **City** drop down box, select a city that is included in the drop down box, such as “Berkeley”
      - Under **Institution** select “Other”
      - Return to the **City** section, and now select “Other”
      - Under **Other City** write the city in which your university is located.
      - Under **Other Institution** list the name of your university. Click **Validate** to save.
  - Click on the **Goals** tab at the top of the page to continue. (You may want to move forward to the Goals tab then return to the Linguistic Skills tab to confirm that your information was saved in the drop down boxes.)
- c. **Goals:** This section must be filled out completely; however, you can keep your answers very short (don’t spend too much time on this!). This can be filled out in English or in French. **Note if you are considering extending your program:** If you are a fall student with a pre-approved extension for the spring/year, you should specify that you are planning to go to France for the year, not just the fall semester. Likewise, summer students who might extend to the fall should specify that they will be in France for the summer *and* fall semesters.
- **Photo:** You are not required to include a photo of yourself.
  - **Resume:** Provide a brief outline of your studies and work experience/internships to date.
  - **Study goal or research goal:** Provide a brief outline of the focus of your studies while in France. Specify that you are part of the University of California Education Abroad Program.
  - **Professional plans:** You can type in “not applicable,” as this does not apply to you.
  - **My goals:** Briefly describe your personal motivations for studying abroad.
  - Click **Validate** to save. Select the **Validation of my file’s CampusFrance form** to continue.
- d. **Validation of my file’s CampusFrance form:** Important note before validating your CampusFrance form: All information listed online will be shared with the French authorities (French Consulate at the time of your visa appointment, and French Immigration Office in France). It is important that all the information you list on this online form is accurate.
- Click **Validate** to submit your application.

**YOU ARE NOT FINISHED YET – CONTINUE READING**

### **STEP 3: Mail the required money order and documents to CampusFrance.**

You must send the documents below to CampusFrance in order to get your email confirmation. It is very important that you include ALL of the correct items in order to avoid significant delays.

- **A \$70 money order** written out to “CampusFrance – La Maison Francaise” (note your name and CampusFrance reference number on your money order). You can purchase a money order at your local post office (<https://www.usps.com/shop/money-orders.htm>)  
Personal checks will NOT be accepted.
- **Photocopy of the UCEAP Participation Letter** that you picked up from your campus EAP office (there is a red seal at the bottom). Keep the original letter for your appointment at the French Consulate. Do not send your acceptance (“Attestation”) letter from the French host university itself. You will also need to keep that letter for your visa appointment at the French Consulate.
- **One of your printouts of the “Confirmation CampusFrance USA” page** (this is the page displaying the ID number that you were assigned by CampusFrance when you registered). Please LEGIBLY write your contact information (phone number and e-mail) on the page in case the CampusFrance staff needs to contact you regarding your application.
  - If for some reason you did not print out this page, write your full name, CampusFrance registration number, phone number, and e-mail address on a separate piece of paper to submit in lieu of the confirmation printout.

**Send to:**

CampusFrance  
Embassy of France  
4101 Reservoir Rd. NW  
Washington D.C. 20007

We suggest that you mail your items to CampusFrance using a mail carrier service (such as FedEx) that will allow you to track the delivery of your package.

### **STEP 4: Wait 3–4 weeks to receive your confirmation of completion, then print to bring to your visa appointment.**

Once CampusFrance receives your mailing, they will review your online application and send a **receipt of payment** to your CampusFrance inbox. After the application has been approved, **CampusFrance will send an e-mail to the inbox in your CampusFrance account** (not your personal e-mail account) to let you know that the **process is complete** and that you can **apply for your visa**. It may take three to four weeks after receipt of your documents for CampusFrance to confirm your application and send you this final e-mail. Bring print-outs of both emails with you to your visa appointment.

**You do NOT need to wait until you have received your CampusFrance confirmation email to MAKE your Consulate appointment online; however, you must have RECEIVED (and printed out) the email when you ATTEND the appointment in person.** Please make your consulate appointment online now for a date 3-4 weeks after you have completed the CampusFrance registration online and sent them your mailing. During these 3-4 weeks, you will be waiting for your CampusFrance confirmation e-mail and getting your other materials ready (see the *Student Visa Instructions* link in your online Predeparture Checklist).

### **What if I don't receive my confirmation email after 3–4 weeks?**

If you do not receive your CampusFrance completion e-mail 3–4 weeks after you mail your documents, email CampusFrance through your CampusFrance email account to make sure they received your documents and money order, and notify Carly Salvadore at [csalvadore@eap.ucop.edu](mailto:csalvadore@eap.ucop.edu).