



CampusFrance Registration Instructions



CampusFrance is a critical requirement in order to apply for your visa and study in France. It must be completed correctly and on time. The process will take **at least 3-4 weeks** to complete, so begin immediately, and follow the instructions below *very carefully*.

All students applying for a French visa must first register with a French governmental office called CampusFrance. The instructions below will guide you through this complex process, so follow them closely.

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 The French government may change the CampusFrance website without notice, causing these instructions to be superseded.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.**

*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 study 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).

****Mac Users: 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. You may also need to enable pop-ups on the screen while doing your registration. If you have to use a Mac, use Google Chrome as your browser, and not Safari.**

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:

1. *Print out* this document, which contains your UCEAP-specific instructions for CampusFrance.
2. Visit the following link and also *print out* the general guide that CampusFrance provides:

http://www.usa.campusfrance.org/sites/localmaster.campusfrance.org/files/usa/imce/study_abroad_ind_guide_jan2012.pdf

Use BOTH sets of 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.

UCEAP-Specific CampusFrance Instructions

1. To begin your CampusFrance registration, go to www.usa.campusfrance.org.

3. Account Creation

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 CampusFrance account inbox to tell them to change your passport number.

Select a language: Choose “English.”

Please choose a Consulate: Refer to the “Where do I apply?” section of the *Student Visa Instructions* link in your Predeparture Checklist to see which consulate represents you (this is the location where you will attend your visa appointment). Select the appropriate consulate.

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 (starts with “US”), phone number, and e-mail address on a separate piece of paper to include in your mailing to CampusFrance in lieu of this confirmation printout.

9. a. Education

- **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 **Cooperation Project**, select “Study Abroad.”
 - Do not select anything for the **Scholarship** box.
- Go back to the **Your Activities** bar (above the High School Diploma box), and click on the plus sign ⊕. You will be taken to **Activity Details 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.
- **Activity Details (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 schools have a “2 semesters” evaluation period).
- **Proof**: This page will not allow you to click “Next” without uploading something in this section. Upload either a scan of your UCEAP Participation Letter (in addition to mailing in a hard copy with the money order) or your unofficial UC transcripts in **JPG** format. Make sure it is **less than 300 KB**.
 - **Tip**: The easiest way to upload a JPG file that fits the 300 KB size requirement would be to take a photo of the Letter or transcript with your phone and upload this file onto the system.
- Click **Save** 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 not taken any French, click “No” on the dropdown boxes. You can click **Validate** to save and move onto the Goals tab.
 - If you have taken French in high school or 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 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:** Upload a photo of yourself. The photo must be under 50 KB.
 - **Resume:** Provide a brief outline or statement of your studies and work experience/internships to date. (One sentence or a short list is fine.)
 - **Study goal or research goal:** Write 1-2 sentences about 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. Check your Campus France inbox regularly in case CampusFrance contacts you regarding your documents.

- **A \$100 money order** written out to "MCUFEU." 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 are NOT 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 your 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 highly recommend that you mail your items to CampusFrance using a **mail carrier service with a tracking service** (such as FedEx) that will allow you to track the delivery of your package.

STEP 4: Wait 3-4 weeks to receive receipt of payment and confirmation of completion, then print to bring to your visa appointment.

Approximately three weeks after CampusFrance receives your mailing, they will review your online application and send you two messages to your **CampusFrance inbox** (*not your personal e-mail account*):

1. **A receipt of payment.** This will state that they have received your money order.
2. **A confirmation e-mail** (starting with "Congratulations!"). This will let you know that the process is complete and that you can apply for your visa.

Print both of these emails and bring them 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 in your CampusFrance email inbox 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 Kathryn Rich at krich@eap.ucop.edu.

What if I lost my CampusFrance password?

Fill out and submit an Online Contact Form here: <http://www.usa.campusfrance.org/en/contact>.