This is a critical requirement in order to 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 Campus France. The instructions below will guide you through this complex process, so follow them closely.

Note: The Campus France registration process and instructions as they appear in this document are intended as a general guide. The French government may change the Campus France website without notice, causing these instructions to be superseded. The acquisition of your Campus France registration confirmation is your responsibility; you must regularly check the Campus France website for the most up-to-date information.

*You will be required to apply for your visa at the consulate (LA or SF) that corresponds to the address you provide on your Campus France registration.

*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 Campus France (see the “Non U.S Citizens” section in the Student Visa Instructions in your Pre-Departure Checklist).

**Mac Users: Please do not use a Mac computer for your Campus France 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.

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

You need to use two different sets of instructions to complete the Campus France registration process:

1. Print out this document, which contains your UCEAP-specific instructions for Campus France.
2. Visit the following link and read through the guide that Campus France provides:
   http://www.usa.campusfrance.org/en/page/i-have-been-selected-a-study-abroadexchangedual-degree-program-france-more-90-days

Use BOTH sets of instructions, side by side, to complete your Campus France registration.

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

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

UCEAP-Specific Campus France Instructions

2-3. Account Creation

Create your applicant account: Enter your email address and on the next page select Campus France USA and change the language using the button at the top left corner.
**ID:** Select Passport for type of ID. If you do not have a passport yet, you may enter a random number so that you can start the Campus France process. Once you have received your passport, you MUST contact the Campus France office through your Campus France account message center to tell them to change your passport number.

**Miscellaneous:** Click on “I accept to receive on my personal mailbox information related to my files” so that Campus France may send you notifications directly to your email on file. Please check your spam and junk mail folders regularly and approve Campus France senders.

**Password:** You will receive a link to the login site (valid for **24 hours** ONLY) sent to the email address provided. You must click the link in the email to access the account creation page. Do NOT lose or forget this password. You will NOT be able to retrieve it from Campus France if you lose it and you may have to start the entire process over.

**Please Note:** You are required to attend your visa appointment at the consulate assigned to you based on the address you provide to Campus France. You will **not be allowed** to attend a visa appointment if the correct location isn’t reflected in your Campus France account. For questions or to request a change, please contact Washington@campusfrance.org.

4. **Finalize the procedure**

A. **Click on “I am a study-abroad/exchange/dual-degree student”**

   1. For Province/State/Region, select California  
      For City, select the city of your UC (UC San Diego is listed under La Jolla)  
      For Institution, select your UC Campus

   2-3. Please find your program below and use the information provided to populate the fields based on your program and campus.

      For the start and end dates of the program, enter the dates that appear on your UCEAP Participation Letter. Be sure to use the European day/month/year format.

      *If you submitted a DPA for a different location, or if you plan to participate in two consecutive programs in France (including Pre-ILP programs), please only select the institution for your first program, but enter the dates for your full projected stay in France based on your UCEAP Participation Letter.*

   - **Language & Culture, UC Center Paris, Summer and Lyon/Bordeaux Pre-ILP + Fall/Year**
     - For institution, select “Autre” and leave Campus blank.
     - Manually enter “UC Center Paris” in the next institution field, and “Paris” in the city field
     - Under Study abroad/exchange program, your campus already appears – complete the entry by adding “UC Center Paris”
     - Copy this text for description of the program: “French language study for students from absolute beginner to intermediate level French, plus an elective course on French culture taught in English.”
     - For field of studies, select “Humanities – Social Sciences”
     - For level, select “2nd year of higher education”

   - **French & European Studies, UC Center Paris, Fall**
     - For institution, select “Autre” and leave Campus blank.
     - Manually enter “UC Center Paris” in the next institution field, and “Paris” in the city field
     - Under Study abroad/exchange program, your campus already appears – complete the entry by adding “UC Center Paris”
Copy this text for description of the program: “Specially designed program offering courses in English on French media, art, history, theater, and politics using Paris as your classroom. Also includes French language study at beginning to intermediate levels.”

For field of studies, select “Humanities – Social Sciences”

For level, select “2nd year of higher education”

- **French & European Politics, Sciences Po Lyon, Fall**
  
  Institution: Université Lumière - Lyon 2, Institut d'études politiques (Sciences Po Lyon)
  Campus: Site de Lyon

- **University of Lyon 3, Coursework in English, Fall**
  
  Institution: Université Jean Moulin - Lyon 3
  Campus: FACULTE DES LETTRES ET CIVILISATIONS - Site de Lyon

- **Language & Culture, Univ. of Lyon, Fall**
  
  Institution: Université Lumière - Lyon 2
  Campus: Faculté des lettres, sciences du langage et arts - Site de Lyon

- **Univ. of Lyon, Fall and Year**
  
  Institution: Université Lumière - Lyon 2
  Campus: Faculté des lettres, sciences du langage et arts - Site de Lyon

Note: The program options listed are examples and may not reflect the actual program offered. The University of California - San Diego option is used as an example of how to select a program in the provided form.
4. Write a short statement explaining why you have chosen your program.

If you submitted a DPA for a different location, or if you plan to participate in two consecutive programs in France (including Pre-ILP programs), please include a note about the combination of programs, as well as the names of both institutions.

5. Upload a PDF version of your UCEAP Participation Letter.

6. Click on Register to save your entries.

B. Click on “Personal information”

**Personal information**

- Look through the sections to make sure that your information is correct, and update information as necessary until each section is marked “Complete.” *If a section is already marked as complete, then you do not need to do anything further for it.*
- Under “Logins and photograph,” you will need to upload a photograph of yourself that meets the listed specifications.
- You may also be required to submit a scan of your passport under “Identity.”
- Keep in mind that the French Consulate where you will apply for your visa will be based on your address provided under the “Contact Information” section.
• Under “Special Status,” you should check the statement at the bottom that says “My situation doesn’t apply to any of the above.”

**Education and professional experience**

• If this section is incomplete, then add your resume.
• If it is still incomplete, add “A year of higher education” under Mon cursus.
  o Enter 2016 for “School year” and select “Current program”
  o Enter your campus information, as well as the school year that you are finishing and your major.
  o Click on “Register” and then, if requested, upload a copy of your UCEAP Participation Letter by clicking on the “supportive documents” link on the right hand side.

**Language skills**

• If this section is incomplete, then complete the part under “Level of French” by clicking on “modify.”
• If you will be taking your courses in English while in France, then select “No” for the first two items on the list and then click on “register.”
• If you will be taking your courses in French while in France, then respond to the first two questions as appropriate, and fill out the information related to your French background.
• Click the “back” button to get back to the “Finalize the procedure” page.

C. **Click on “Confirm the information and submit the application”**

• Please make sure that you have entered all of your information correctly. Once you submit your application, you will not be able to make any edits.
• Once you have reviewed your entries, check the box “I hereby certify that the above statements are true and correct to the best of my knowledge.”
• When you are ready to submit, click on “I confirm my final choice to Campus France USA.”

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

**STEP 3: Mail the required money order and documents to Campus France.**

You must send the documents below to Campus France in order to receive your email confirmation and payment receipt. It is very important that you include ALL of the correct items in order to avoid significant delays. Check your Campus France inbox and your personal email regularly in case Campus France contacts you regarding your application or documents.

- Click on the Admission Form link and print and fill out your Last and First Name, your University of California Campus, your UCEAP Program Name and UCEAP Program Dates as outlined on your UCEAP Participation Letter.

- **A $180 money order** written out to “MCUFEU”. Note your name and Campus France identification number (USXX-XXXX) on your money order. You can purchase a money order at your local post office (https://www.usps.com/shop/money-orders.htm), a bank, Money Gram or Western Union office. Personal checks are NOT accepted.

- **Photocopy of the money order addressed to MCUFEU**, after you have written your full name and Campus France identification number on the original.
Photocopy of the UCEAP Participation Letter that you uploaded as part of your Campus France application (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.

Send to:
Campus France USA
4101 Reservoir Rd. NW
Washington D.C. 20007

Note: We suggest that you mail your items to Campus France using a mail carrier service (such as FedEx) that will allow you to track the delivery of your package, but make sure that delivery does not require a signature.

STEP 4 (Final page): 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 Campus France receives your mailing, they will review your online application and then send you two messages to your Campus France inbox and at the email address you provided in your application. (Check your spam filter!) Be sure to also check your Campus France inbox regularly for updates or questions.

1. A receipt of payment. This will state that your payment has been processed.
2. A confirmation e-mail. 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. Campus France will also send you notification indicating that you can make your appointment online with your assigned French Consulate. Again, this will be based on the address that you provide in your Campus France application.

Complete your Campus France registration as early as possible to avoid delays! You will likely need to wait until you have received notification from Campus France before you can make your Los Angeles Consulate appointment online. If you make your consulate appointment before receiving the two documents listed above, your appointment will likely be cancelled. If that should happen, please wait until you have received the receipt of payment and confirmation e-mail from Campus France before making a new appointment. During the 3-4 weeks that you are waiting for these documents, begin getting your other materials ready so that you are prepared for your appointment (see the Student Visa Instructions).

What if I don’t receive my confirmation email after 3–4 weeks?
If you do not receive your Campus France completion e-mail 3-4 weeks after you mail your documents, check your Campus France Inbox and your personal email, including spam folders, to see if you have received any messages from the Campus France team. If not, email Campus France through your Campus France email account to make sure they received your documents and money order, and notify Rachelle Gonzalez at rgonzalez@eap.ucop.edu.

What if I lost my Campus France password?
You can reset your password by clicking on the ETUDES EN FRANCE login button on www.usa.campusfrance.org.

☐ Click on “Forgotten password?”
☐ Enter your email address and click on “Ask for a new password.”

If you do not remember the email address you used when creating the account, or can’t reset your password, fill out and submit an Online Contact Form: http://www.usa.campusfrance.org/en/contact.