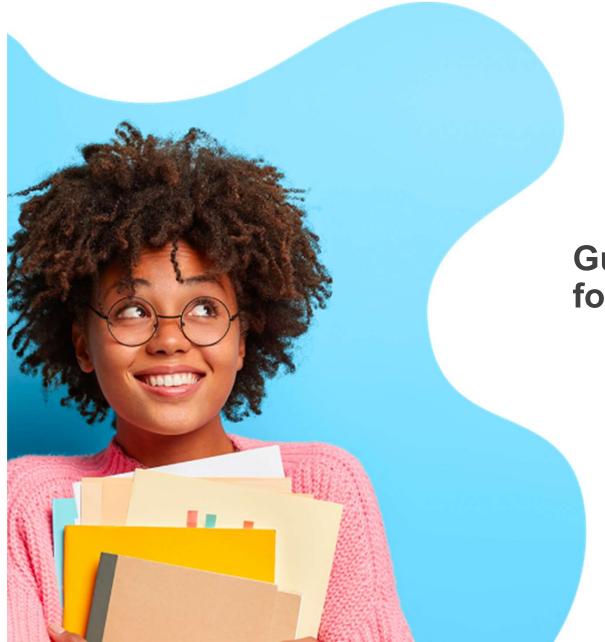




Liberté Égalité Fraternite



ÉTUDESEN FRANCE

Guide to the platform for international students





Welcome

Platform

Your Account

How to apply

Admission

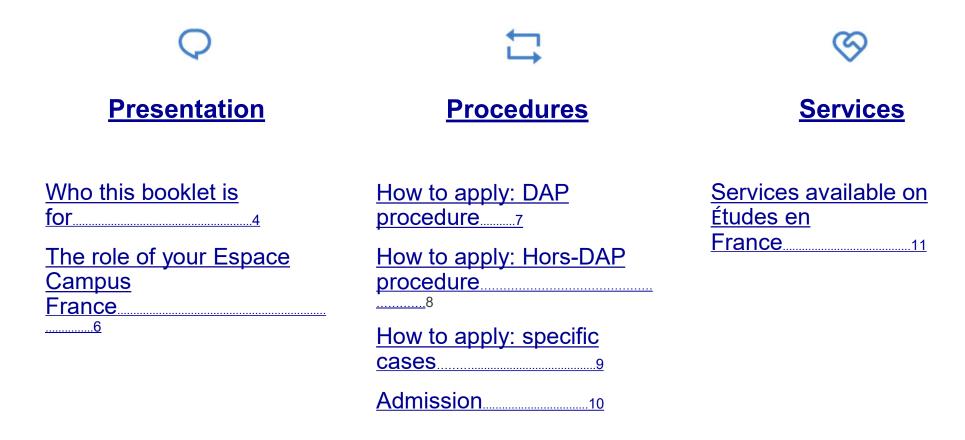
Your ECF

1. Welcome

Your studies in France start here



Welcome



Presentation

Who this booklet is for

International candidates wishing to apply for studies in France

The Études en France <u>application platform for studying in France</u> is for students meeting the following conditions:

- Nationals from countries or territories other than the following: Andorra, Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland;
- Residing in one of the countries or territories listed on the "Études en France" website (homepage);
- Holder of a non-European high school leaving diploma;
- Wishing to study in a higher education institution exclusive of selective, non university courses.

Is it possible to apply on the platform?

Presentation

Who this booklet is for

International students accepted to study in France

- The pre-consular <u>"Admission"</u> procedure is for all students meeting the following conditions:
 - non-EU nationals;
 - residing in one of the countries or territories listed on the "Études en France" website (homepage);
 - Having obtained approval to enrol for studies in France;
 - Wishing to apply for a long-term visa for a stay of over 90 days in particular to:
 - Continue studies after having obtained pre-enrolment approval in France;
 - Travel on an exchange as part of a cooperation agreement.

Presentation

The role of Your Espace Campus France (ECF)

Your Espace Campus France is your contact point on Études en France

- Contact your nearest Espace Campus France branch for help with your application "How to Apply" and/or if you have been accepted "Admission".
- Your Espace Campus France must be connected to the "Études en France" platform.

Consult Your Espace Campus France



How to apply: DAP procedure

If you wish to enrol in the first year of an undergraduate degree course or a national architecture school

- The preliminary admission application (DAP) concerns all foreign students who are not nationals from the EU, the EEA or the Swiss Confederation:
 - Requesting an initial enrolment in the first year of an undergraduate degree course in a French university (white DAP) and holders of a high school leaving diploma from another country;
 - Requesting **enrolment in a national architecture school** (yellow DAP) and holders of an a high school leaving diploma **or** an academic degree from another country **or** having acquired professional experience in the field of architecture.
- You can submit an electronic application via the Études en France <u>platform if you</u> are <u>eligible</u> and not concerned by a <u>specific procedure</u>.



The DAP procedure has its own specific deadlines.

How to apply: Hors-DAP procedure

If you wish to continue your studies in higher education

- The hors-DAP procedure concerns students wishing to continue their studies, in particular:
 - In the second or third year of an undergraduate degree course;
 - In the first or second year of a Master's Degree course;
 - In an engineering school, business school, art school, etc.

You can submit an electronic application via the Études en France platform if you are eligible and not concerned by a specific procedure.



The hors-DAP procedure has its own specific deadlines.

How to apply: specific cases

Application procedures not via the Études en France platform

- Even if you are eligible, there are certain cases where the application procedures are not via the Études en France platform:
 - Within a cooperation agreement such as individual mobility or an interacademic exchange;
 - The institution to which you want to apply is not connected to the Études en France platform;
 - Certain training courses require a **parallel application**, i.e. an application via the Études en France platform and an application via the institution in question.



You need to contact the institution to which you wish to apply.

Admission

You must complete a pre-consular form if you have been accepted in a course

- You must finalize your application on the Études en France platform to request a long-term study visa.
- There are some cases for exemption, for example if the studies are not the main reason for staying in France (internship, au pair experience, PhD student on a contract, etc.).



All accepted applications (electronic and those not via Études en France) are concerned.



Services

Services available on Études en France

Several services are available on the platform

Services	Application via Études en France	Other applications
Finding a training course in the Études en France catalogue	✓	✓
Requesting a professional guidance appointment	\checkmark	✓
Submitting application files electronically to the various institutions	✓	
Taking an appointment to assess your application	\checkmark	
Monitoring responses from the institutions and making a choice	\checkmark	
Submitting a pre-consular form	\checkmark	\checkmark
Declaring acceptance on paper		\checkmark







Welcome

Platform

Your Account

How to apply

Admission

Your ECF



How to use the Études en France platform



The Platform



Access

×

Settings

Accessing the website 14

Public Space/Private Space 15

Accessing the website

Accessing the website via your web browser

 The website is accessible at this address: pastel.diplomatie.gouv.fr /etudesenfrance/





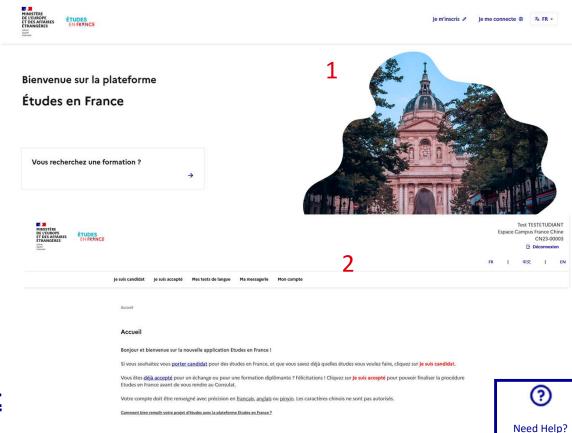
(!)

Firefox is recommended for optimal use of the application.

Public Space/Private Space

Some services are open to the public, while others are private

- The public homepage is open to everyone. (1)
- You must create an account to access the private space. (2)



How to create an account



Setting the display options

You can modify the theme to customize the website

- Access the display settings at the bottom of the page. (1)
- Choose your preferences in the list of options. The default choice is "System". (2)





Changing the website's language

Changing the website's language

- On the public homepage, 3 languages are available for selection: French, English and Spanish. (1)
- On your private space, your language is linked to your country of residence. (2)









Welcome

Platform

Your Account

How to apply

Admission

Your ECF



From creation to closure



Your Account







Profile

Applying via the platform20
Creating your account21
Modifying your username/password
Entering your contact details 27
Closing your

account 28

Authentication

Login/logout	29
Unblocking your	
account	3
<u>)</u>	
<u>Password</u>	
forgotten	
31	

<u>Mailbox</u>

<u>How to use your</u>
mailbox35
Consulting your
messages3
Answering
messages
7
Writing new
messages
<u>8</u>

Applying via the platform

If you wish to make an application, make sure to check your profile

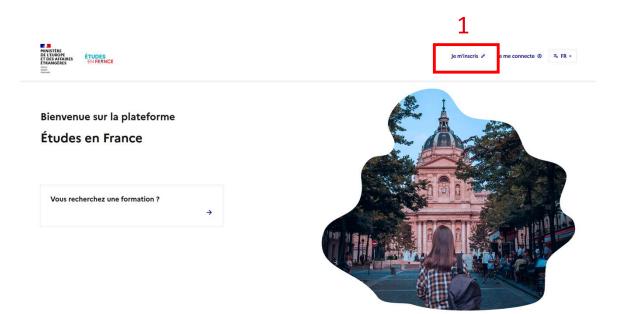
On the homepage, complete the questionnaire "Do I need to apply via Études en France?"

- If the answer is no:
 you will be redirected
 towards another
 procedure (<u>DAP</u> not via
 Études en France,
 <u>Parcoursup</u>, etc.). (1)
- If the answer is yes: you will be asked to consult the training catalogue. (2)



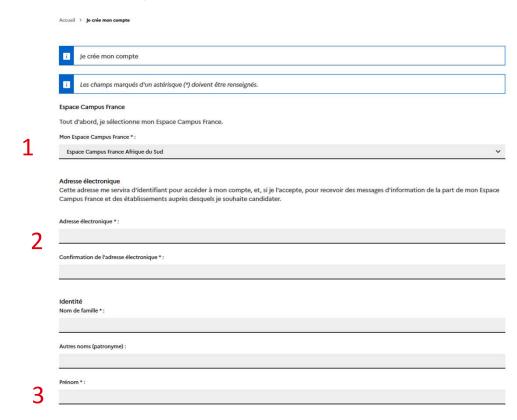
Accessing the registration form

 Click on the registration button "Sign up" in the header. (1)



Completing the required fields "Create your account" in the form

- Please pay attention to the following points:
 - Choose the Espace Campus France that corresponds to your country of residence. (1)
 - Ensure that your email address has not already been assigned to an active account. (2)
 - In the "First name" field, enter all the first names on your ID card, separated by a space. (3)



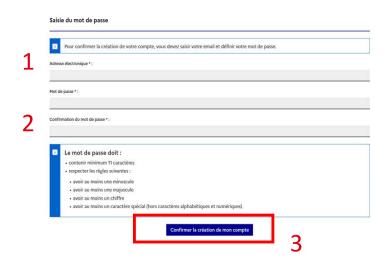
Validating and activating your account

- You must tick the first box.
 (1)
- You may tick the second box if you wish to join the network of former students, France Alumni, allowing you to keep contact with other graduates and increase future professional opportunities. (2)
- Click on the "Create your account" button. (3)
- Click on the activation link received by email before it expires (48 hours). (4)
- Contact your Espace Campus France if you have not received an email within 24 hours.



Entering a password upon activating your account

- Enter the email address used when you created your account. (1)
- Enter and confirm your password, ensuring it meets the required level of strength. (2)
- Confirm. (3)
- A confirmation message will ask you to connect.
 (4)



Votre compte est désormais actif

> Confirmation de la création

Vous pouvez vous connecter à l'application Etudes en France en cliquant sur le lien suivant :

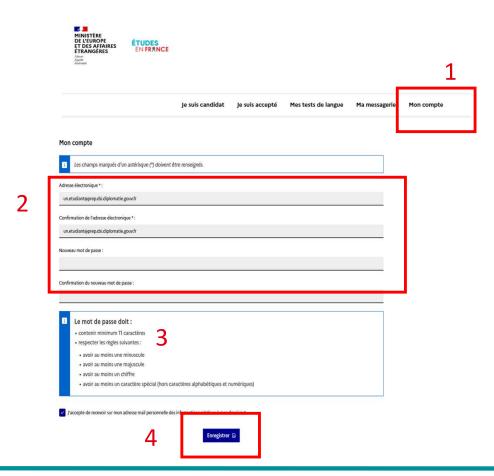
→ Me connecter à l'application Etudes en France

1

Modifying your username/password

You can modify your username and password in "Your Account"

- In the navigation bar select "Your Account". (1)
- In the form, modify and confirm your username and/or password, (2) ensuring it meets the required level of strength. (3)
- Ensure that your email address selected has not already been assigned to an active account.
- Click on the "Save" button. (4)



Modifying your username/password

Confirming your new username/password (email address)

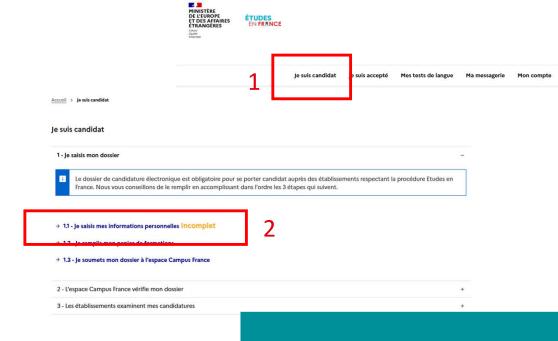
- The login username will not change until the new address has been confirmed.
- Click on the confirmation link received by email before it expires (72 hours). (1)
- You will be redirected and a confirmation message will be displayed.
- Click on the "Access the application" button. (2)



Entering your contact details

Entering your contact details to customize your services

- Click on the "How to Apply" button". (1)
- Enter your personal contact details. (2)



Do you want to do this now?



No



The address entered determines your Espace Campus France branch.

Closing your account

You must contact your Espace Campus France branch to request closure of your account

- Contact your local branch to close your account.
- If your local branch has configured the option to close your account in your internal mailbox, you can make the request via internal message. (1)
- If necessary, enter an additional subject heading. (2)
- Click on the "Send" button. (3)



3



How to use your mailbox



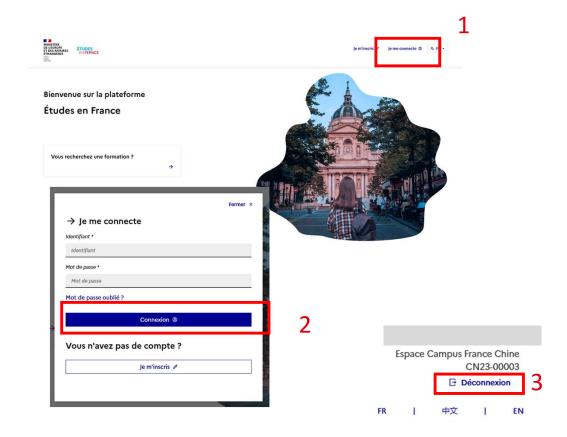


Login/logout

Accessing the login form

- Click on the "Login" button in the top right-hand corner. (1)
- Enter your username and password and click on the "Login" button. (2)
- If the login is successful, you will be redirected to the homepage of your account. Otherwise, an error message will appear.
- Do not forget to logout when no longer using the application. (3)

Password forgotten
Account locked





Unblocking your account

Your account has been blocked after 5 attempts.

- You have two options to unblock your account:
 - Wait 24 hours and then try to <u>login</u> <u>again;</u>
 - Modify your password.



Password forgotten

If you are not logged in and wish to change your password

- Click on the "Password forgotten" link in the login section. (1)
- Enter your email address and click on the "Request a new password" link. (2)



Informations de connexion perdues

Si vous ne connaissez pas l'adresse électronique vous permettant d'accéder à votre compte Etudes en France Faites une demande auprès de votre Espace Campus France en indiquant votre nom, prénom, date de naissance et numéro de pièce d'identité.

Do you remember your username?

Yes

No

Si vous avez oublié votre mot de passe Saisissez votre adresse électronique dans le champ ci-dessous et cliquer sur le bouton "Demander un nouveau mot de passe". Un email permettant de changer votre mot de passe vous sera envoyé.

Adresse électronique * :

2

Demander un nouveau mot de passe

Password forgotten

If you are not logged in and do not remember your username

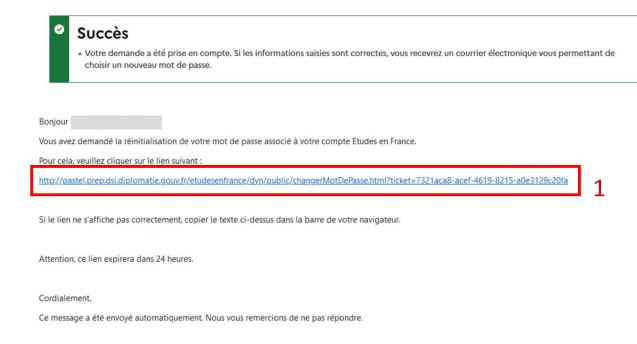
- You do not remember the email address used as the username. (1)
- Contact your Espace Campus France.



Password forgotten

If you are not logged in and you know your username

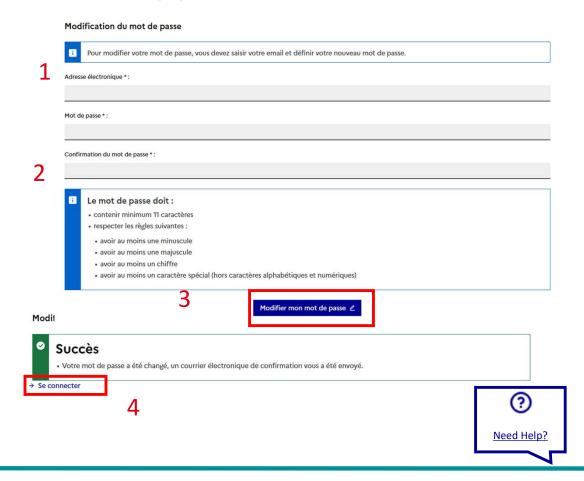
- If your request is successful, click on the link received by email.
 (1)
- You will be redirected towards the "Password modification" page.



Password forgotten

If you are not logged in and wish to modify your password

- Enter the email address of your account. (1)
- Enter a new password, ensuring it meets the required level of strength. (2)
- Click on the "Modify password" button. (3)
- If this is successful, you will be asked to click on the "Login" link. (4)



How to use your mailbox

Clicking on "Your mailbox" in the navigation bar

- To use your internal mailbox (1), you must enter your contact details. (2)
- You will be put in contact with your nearest Espace Campus France branch.



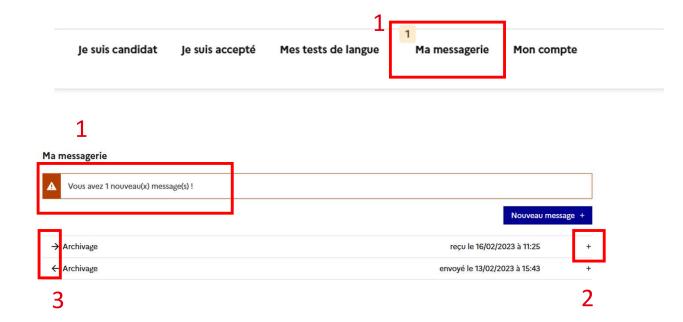
Have you already entered your details?



No

Consulting your sent and received messages in the list

- You will receive a notification for new messages. (1)
- Click on the + or icons to display or hide the message. (2)
- Messages received and sent have an arrow pointing inwards or outwards. (3)

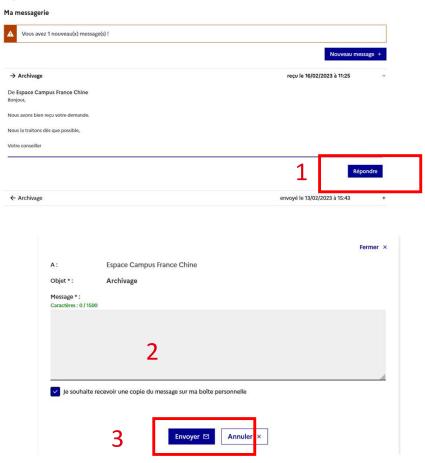




Answering messages

Accessing your mailbox to reply to your Espace Campus France

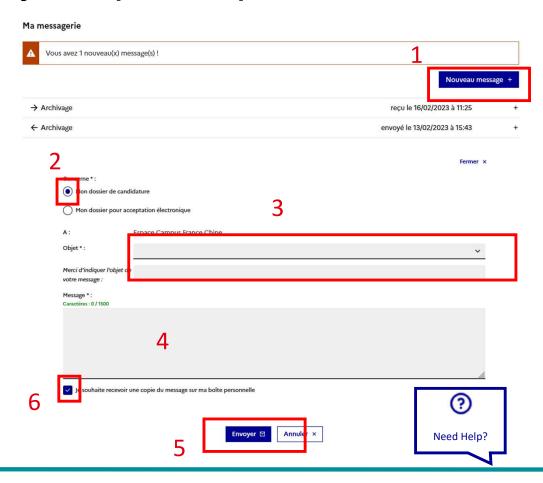
- Click on the "Reply" button when consulting a message. (1)
- Write your message. (2)
- Click on the "Send" button. (3)



Writing new messages

Accessing your mailbox to write to your Espace Campus France

- Click on the "New message" button. (1)
- Choose the type of file concerned. (2)
- Choose the subject from the "Subject" drop-down menu. (3)
- Write your message. (4)
- Click on the "Send" button.
 (5)
- You can choose if you want to receive an email copy of the message. (6)







Welcome

Platform

Your Account

How to apply

Admission

Your ECF

4. How to Apply

From starting your search to completing your electronic application



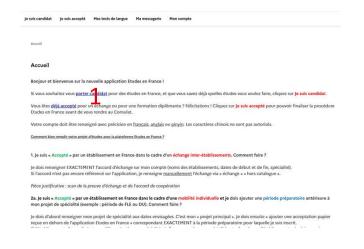
How to Apply

Q			
<u>Preparation</u>	Electronic application	<u>Interview</u>	
Knowing the local procedures41 Finding a training course42	Your personal information 50 Selecting your training courses 68 Submitting your	Taking an interview 89 Dealing with responses from schools 92	
Making a counselling appointment 43	application		
Taking a language test 45	Paying the application fees 87		

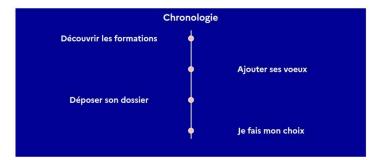
Knowing the local procedures

Procedures may differ from country to country

- Carefully read the information on your Espace Campus France homepage. (1)
- Become acquainted with the different steps at the bottom of the page. (2)
- Find out about local procedures by consulting <u>"Your Espace Campus France".</u>



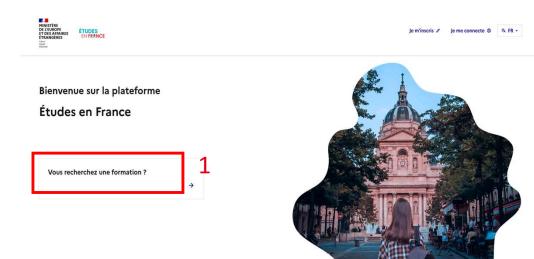
2



Finding a training course

You can search on the homepage or via your account

- To consult the catalogue without logging in, click on "Finding a training course". (1)
- To select a training course for your basket you must <u>login to your</u> <u>account.</u>



Do you wish to find a training course?





(!)

It is important to find out about prerequisites and application procedures for the training course selected.

Making a counselling appointment

If you have questions for a guidance counsellor

- Click on the "Homepage" link to access the homepage of your account. (1)
- Click on "Make a counselling appointment" at the bottom of the page. (2)



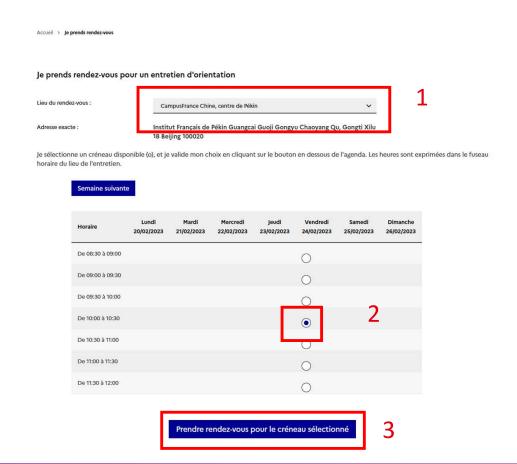


If the button does not appear, contact your Espace Campus France branch for information.

Making a counselling appointment

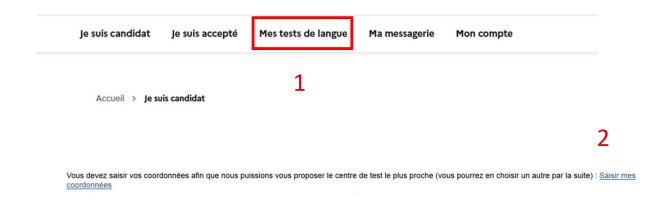
Choosing the time slot for your appointment

- The default appointment venue is your Espace Campus France branch. You can modify this if necessary. (1)
- Select a time slot. (2)
- Validate and confirm your choice. (3)
- You can download the appointment details on the homepage.



If you wish to take a French language test organized by your branch

- If you have a local branch that organizes tests, this service appears in the navigation bar. (1)
- If you have not yet entered your contact details, you will be requested to do so. (2)



Have you entered your details?

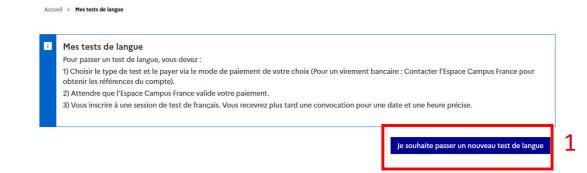
Yes

No

This function is only available if your Espace Campus France branch organizes language tests on Études en France.

Contacting your local branch to pay for your test outside the platform

- Contact your Espace
 Campus France branch
 directly for information
 on the organization and
 payment of your French
 test.
- Click on the new language test button "Taking another language test". (1)

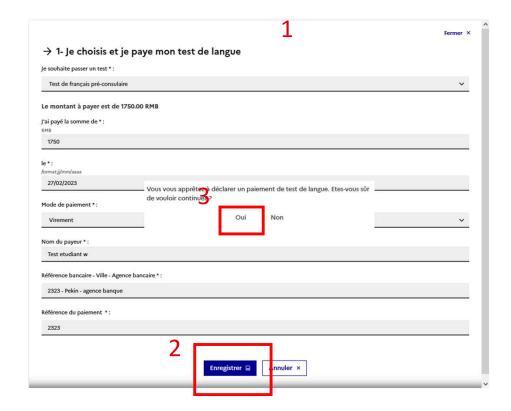


!)

You must pay for your test before submitting your request on line.

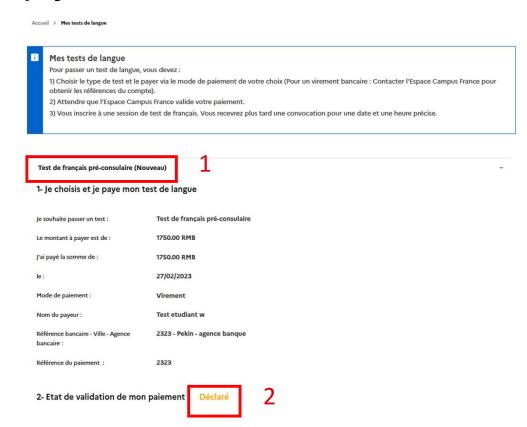
Confirming payment of a language test organized by your branch

- Complete the form and confirm payment of your test. (1)
- Click on the "Save" button. (2)
- Confirm your payment.(3)



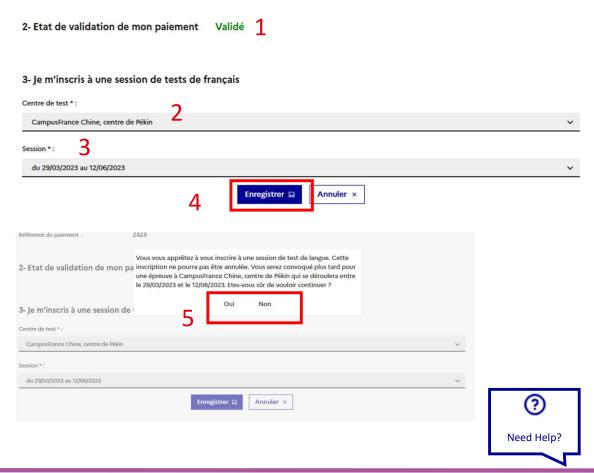
Waiting for validation of your payment confirmation

- You can find a summary of your confirmation by clicking on the test. (1)
- While waiting for validation, the payment status is "Declared". (2)



Registering for a French test session

- You may register when your payment status is "Validated" (1).
- Choose a test centre.
 (2)
- Choose a session. (3)
- Save your request. (4)
- Confirm. (5)

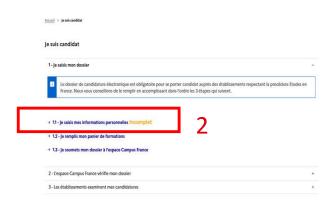


Your personal information

Accessing your electronic application form

 In the "How to Apply" section (1), complete your information until the status appears as "Complete". (2)

1					
Je suis candidat	J suis accepté	Mes tests de langue	Ma messagerie	Mon compte	
	1 Je suis candidat	1 Je suis candidat J suis accepté	Je suis candidat Je suis accepté Mes tests de langue	Je suis candidat J suis accepté Mes tests de langue Ma messagerie	Je suis candidat Je suis accepté Mes tests de langue Ma messagerie Mon compte

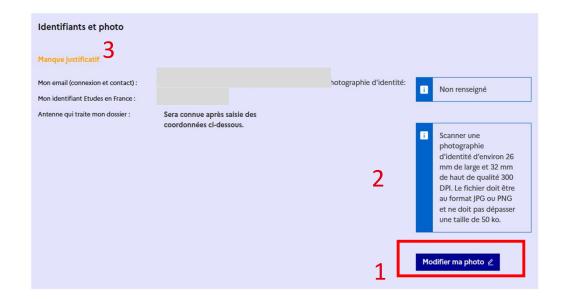




Your personal information

Uploading your photo in "login details and photo"

- Modify your photo by clicking on the "Modify your photo" button. (1)
- Your photo must be in JPG or PNG format and must not exceed 50 ko. (2)
- The term "Complete" will appear on completion of the upload. (3)
- Your photo will be displayed.



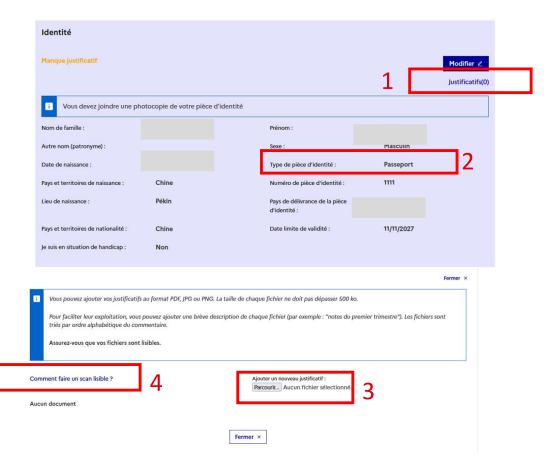
1

It is recommended to use a passport type photo for a more professional image.

Your personal information

Uploading your proof of identity in the "ID" section

- You can attach your proof of identity by clicking on the "Proof" button. (1)
- Upload the proof of identity that you have declared. (2)
- For minors: you must attach your birth certificate with the proof of identity of one of your parents.
- Click on the "Browse" button and follow the instructions to upload your document. (3)
- If you need help in scanning your document, click on the "How to make a legible scan". (4)



Your personal information

You can manage your proof of identity at any time

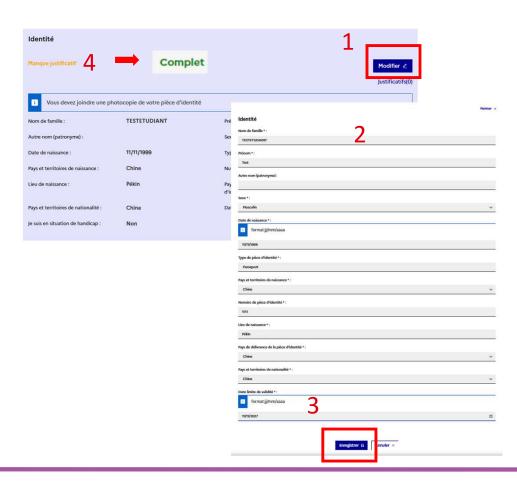
- You can consult the uploaded proof of identity. (1)
- If you make a comment (2), you must save the changes. (3)
- You can also delete your proof of identity. (4)



Your personal information

Entering your ID information and contact details

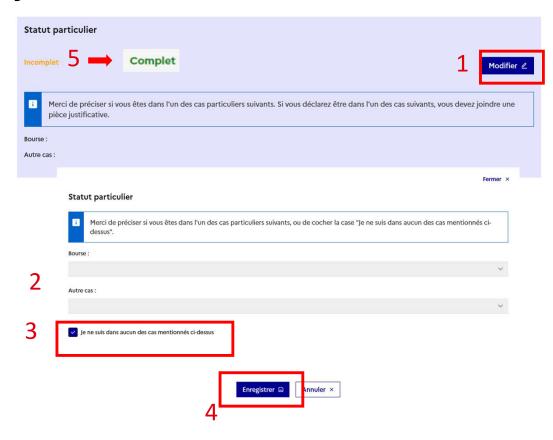
- Click on the "Modify" button to complete the "ID" and "Contact details" sections. (1)
- A drop-down form field will appear for completion. (2)
- Fill in the required fields and click on the save button "Save". (3)
- Check that the status displays "Complete". (4)



Your personal information

You may enter a specific status if you wish

- If you have a specific status (i.e. scholarship recipient), click on the "Modify" button. (1)
- Select your specific status in the drop-down lists. (2)
- Otherwise, tick "None of the above cases". (3)
- Click "Save". (4)
- Verify that the status displays "Complete". (5)



You may also attach your CV

- Upload your CV by clicking on the "Browse" button. (1)
- If you need help scanning, click on "How to make a legible scan".
 (2)

Mon Curriculum Vitae (CV)

2

Comment faire un scan lisible?

Ajouter un fichier:

Ajouter uni

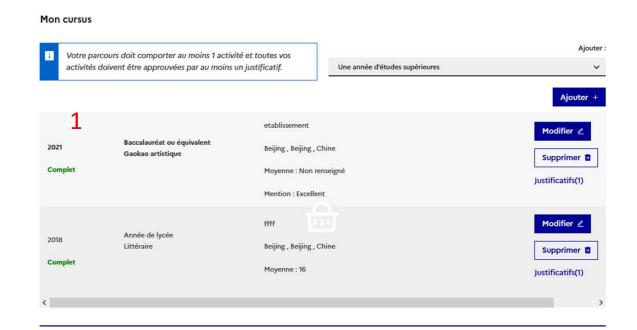
Vous pouvez ajouter votre CV au format PDF, PNG ou JPEG. Le fichier ne doit pas dépasser 500 ko.

Parcourir... Aucun fichier sélectionné.

Your personal information

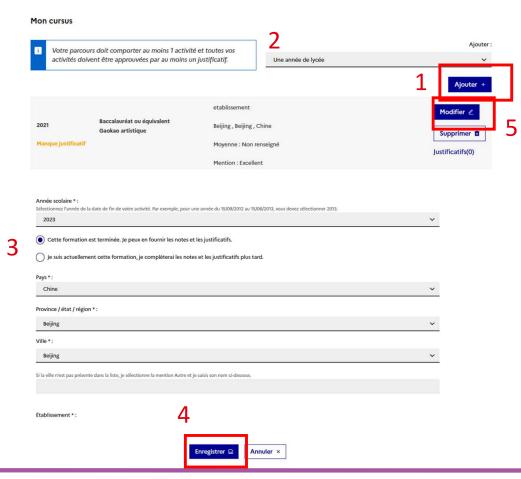
Entering Your Studies in relation to your profile

- The term "Complete" must appear at all levels. (1)
- If you are still at high school, enter all your high school years up to the final exam (baccalauréat level).
- If you are currently a student, enter all your experience from your final year of secondary school to your last year of studies.



Adding your various study experiences

- Click on add "Add" (1):
 - Select "One year of high school" (2) and your high school major "Bac-1" for 10 and 11 grades.
 - For the last year of high school, select "high school diploma or equivalent". (2)
 - For university studies, select "one year of university studies". (2)
 - For the current year, select your current studies "Currently in this course". (3)
- Complete the form and click on "Save". (4)
- You can modify the details by clicking on "Modify". (5)



Your personal information

Proof of studies

- Attach proof (grade transcripts, diplomas obtained) for each year entered by clicking on the link "Proof". (1)
- If you have not yet received any grades for the current year, add your proof of enrolment.
- If you have ticked "Currently in this course", you may provide proof at a later date.

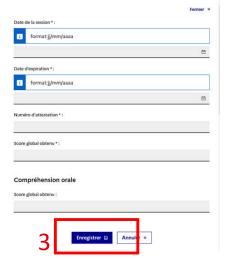


Your personal information

Confirming the required French tests

- Check the level of language skills required for your application.
- Select a type of test in the drop-down menu. (1)
- Click on add "Add" (2). A form will appear.
- Complete the required fields and click on "Save". (3)





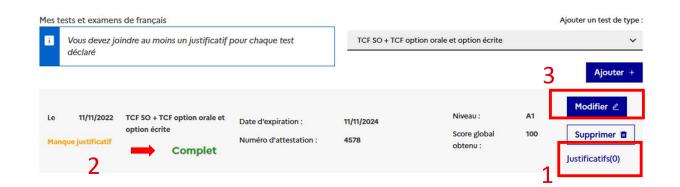
Have you obtained your test results?

Yes

No

Attaching the proof of your language tests

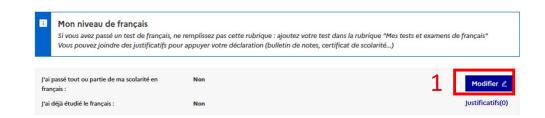
- Attach a certificate for each test by clicking on the "Proof" button (1). The term "Complete" will appear. (2)
- Repeat the operation if you have taken several tests.
- You can make changes by clicking on "Modify".
 (3)



Your personal information

Stating Your level of French

- You must complete this part only if:
 - You have taken a language test but have not yet received the results;
 - You have not taken a language test.
- Click on "Modify". (1)



Did you take your secondary school leaving examination in French?

Yes

No

Your personal information

Your level of French: if you studied for your high school leaving diploma in French

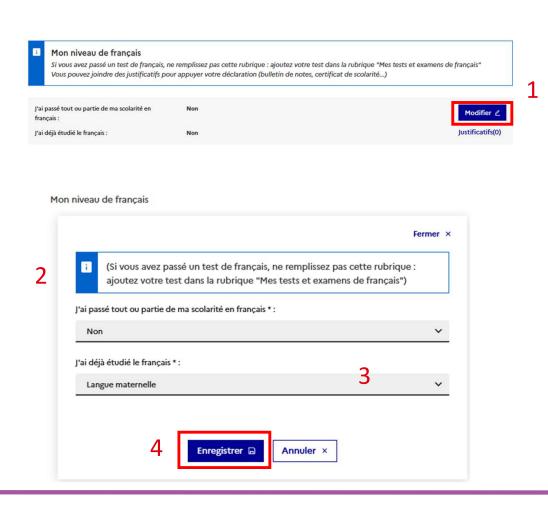
- If you studied for your non-European high school diploma in French, please complete the form as follows:
 - Select "Yes" for the first two questions; (1)
 - Number of hours of French classes: "Over 1,000 hours"; (2)
 - Over a period of: "4 years and more";(3)
 - Level attained: "Advanced". (4)



Your personal information

Stating your level of French

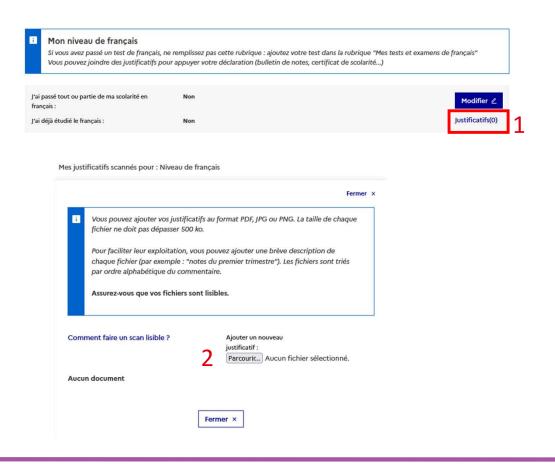
- Click on "Modify". (1)
- Complete the form. (2)
- If you are from an officially Frenchspeaking country, select "Mother tongue" for the section "You have already studied French". (3)
- "Save". (4)



Your personal information

Adding the proof of your level of French

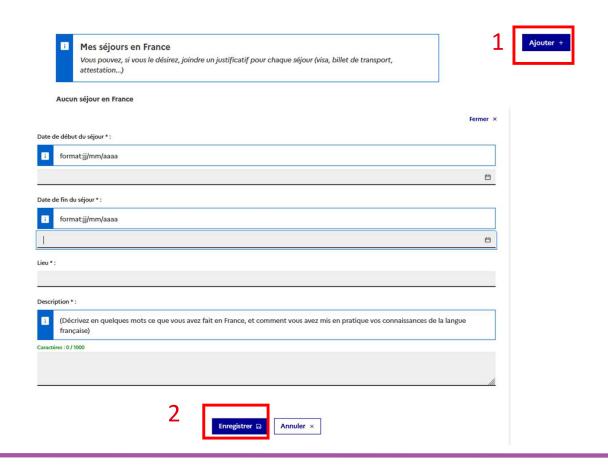
- You can add the formal notice to attend a language test or any other form of proof.
 (1)
- Click on "Browse". (2)



Your personal information

Optionally, you can mention any stays in France

- Complete this part only if you have already stayed in France by clicking on "Add". (1)
- Validate by clicking on "Save". (2)
- Repeat for each individual stay.

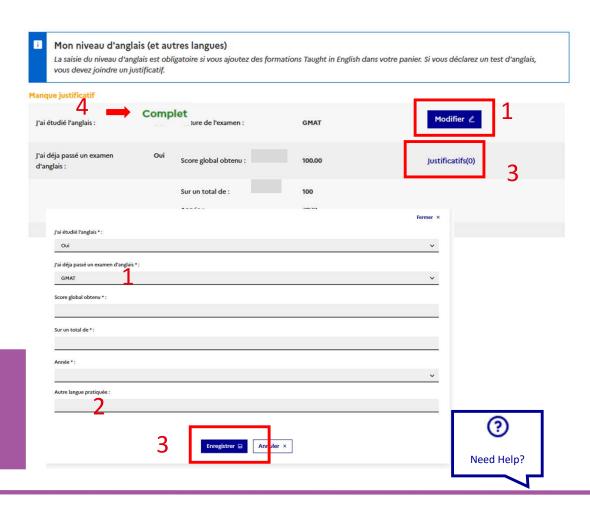


Your personal information

Stating your level of English

- If you wish to pursue studies in an English-language programme, you must complete this section. (1)
- You may add another language level as an option. (2)
- Save. (3)
- Upload the documentary proof (3). The term "Complete" should appear. (4)

Verify all the language prerequisites for the course being requested.



Selecting your training courses

You may choose your training courses after entering your personal information

- Return to the "How to Apply" tab (1) and click on "Complete your file".
 (2)
- Click on "Add to basket" to choose your training courses. (3)



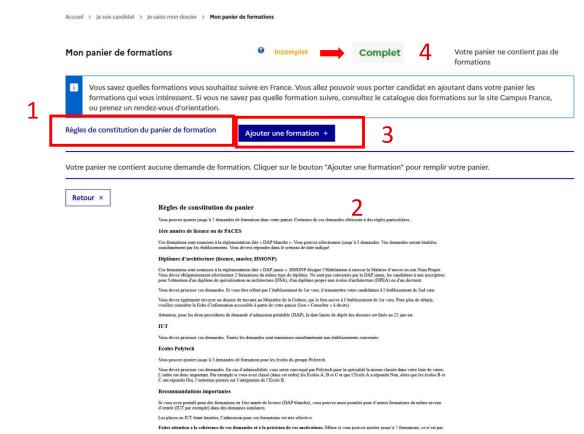


- For white DAP courses: up to 3 choices are possible;
- For yellow DAP courses: 2 choices are mandatory;
- For Hors DAP: up to 7 choices are possible.

Finding out more in relation to your personal plans before adding courses

- Take note of all the rules regarding adding courses to the basket. (1)
- Read the entire document. (2)
- Click on "Add a course". (3)
- Your status should go from "Incomplete" to "Complete". (3)

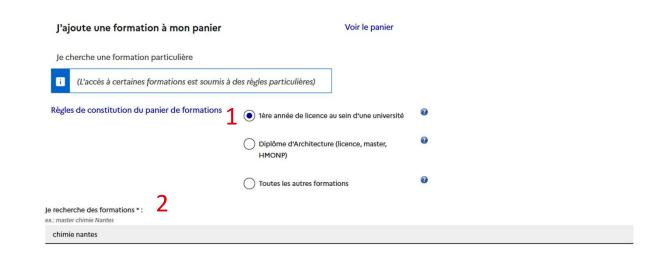
Apply to a white DAP
Apply to a yellow DAP
Apply Hors DAP



Selecting your training courses

Finding a white DAP training course

- Select a maximum of 3 training courses in the 1st year of an undergraduate degree.
- Click on "1 year of undergraduate degree in a university". (1)
- You can search using keywords. For example: "chemistry Nantes". (2)



Finding a yellow DAP training course

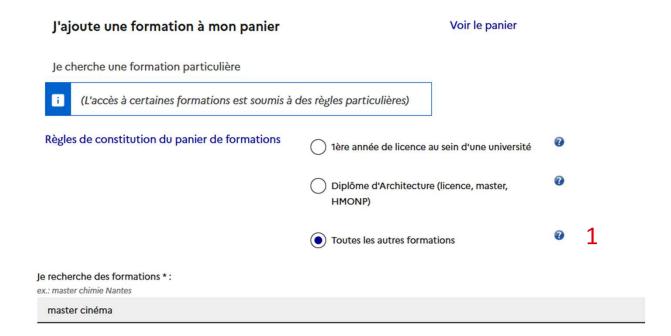
- You must select 2
 diplomas of the same
 type.
- Click on "Architecture diploma". (1)
- You can search using keywords. For example: "architecture". (2)



Selecting your training courses

Finding a Hors DAP training course

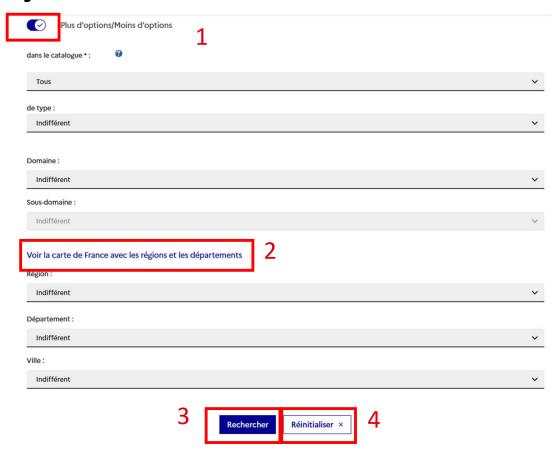
- You can select up to 7 courses.
- Select "All other courses". (1)
- You can search using keywords. (2) For example: "master's degree cinema".



Selecting your training courses

Refining your search if necessary

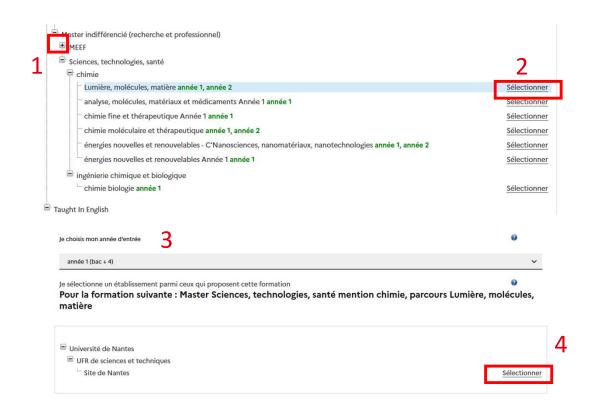
- You can activate more research options. (1)
- Open the map of France to search by regions or departments.
 (2)
- Validate by clicking on "Search". (3)
- You can delete search filters by clicking on "Reset". (4)



Selecting your training courses

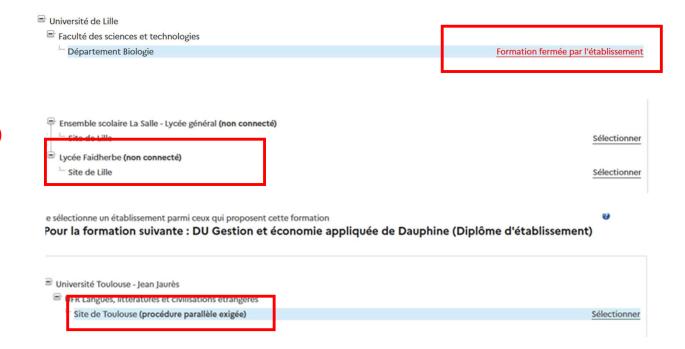
Selecting a course and a school

- In the search results, click on all the "+" buttons to show a drop-down list of all the courses. (1)
- To select a course that interests you click on "Select". (2)
- If possible, choose an entrance year. (3)
- If several schools appear, please select one. (4)



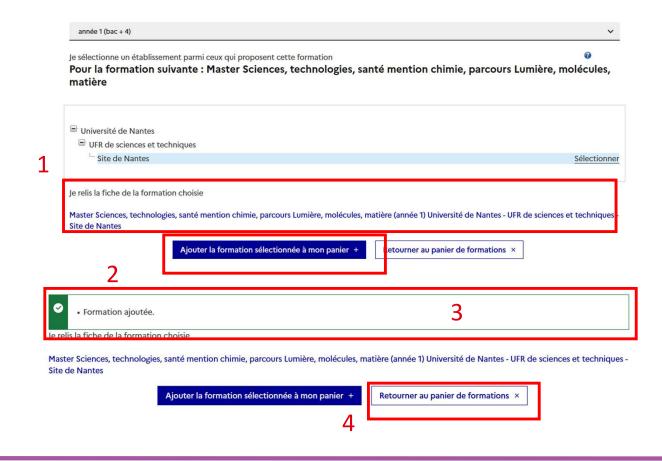
Verifying the status of the training course

- Before selecting a course, verify:
 - Its availability; (1)
 - If the school is connected; (2)
 - If a parallel application procedure is required. (3)



Adding a course offered by a school

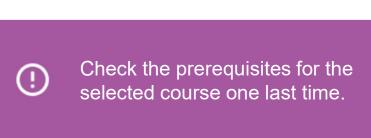
- Read the course information sheet again to verify the prerequisites. (1)
- Click on "Add the selected course to your basket". (2)
- A success message will appear. (3)
- You can consult the selected course by returning to your basket. (4)

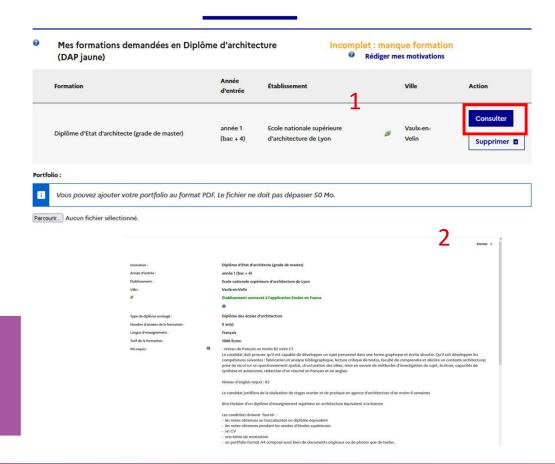


Selecting your training courses

Consulting the selected courses in your basket

- Click on the "Consult" button. (1)
- A link will open with the course description. (2)





Selecting your training courses

Adding a motivation note

- Click on the link "Write a motivation note". (1)
- Select the course for which you wish to write a motivation note. (2)
- If you have already written a motivation note, you can reuse it by clicking on "Combine". (3)



Liste des demandes de formation pour lesquelles je dois rédiger mes motivations

Année d'entrée Établissement Ville Action

Diplôme d'Etat d'architecte (grade de master) année 2 (bac + 5) Ecole nationale supérieure d'architecture de Bretagne

J'affecte les demandes de formation sélectionnées à :

Mon projet en école d'architecture

Mon projet en école d'architecture

Modifier ∠

Modifier ∠

Selecting your training courses

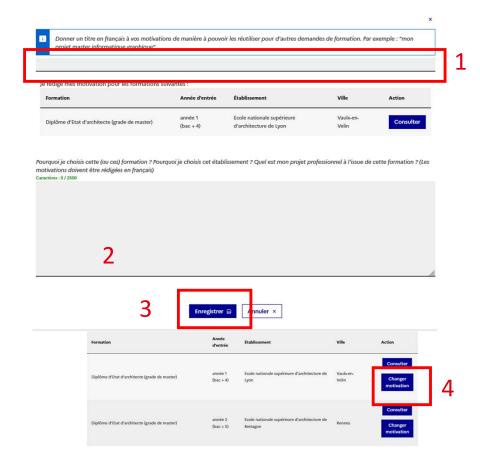
Writing a motivation note

- Give the motivation note a title. (1)
- If possible, write the note in the language of the training course. (2)
- Click on "Save". (3)
- You can change the note if necessary. (4)

Are you in the yellow DAP?



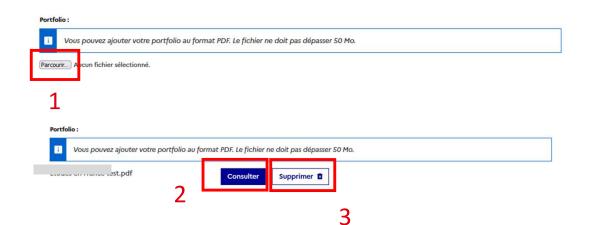
No



Selecting your training courses

Add a portfolio if you are pursuing an Architecture course

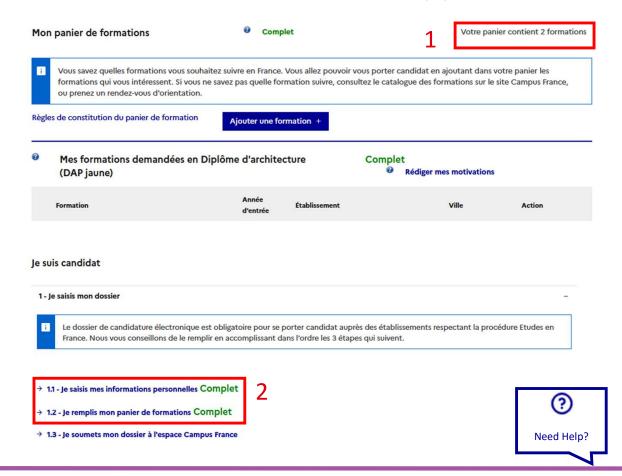
- You can add your portfolio by clicking on "Browse". (1)
- You can consult your portfolio (2) or delete it.
 (3)



Selecting your training courses

Ensure that all fields have been completed before submitting your file

- Select the correct number of courses and add your motivation notes. (1)
- "Enter your personal information" and "Select your training courses" will appear as "Complete". (2)



Submitting your application

Verify all the information before submitting your application

- Confirm that you have re-read your application form and that the information is correct by ticking the box. (1)
- Confirm that you are aware of the prerequisites of the courses for which you have applied by ticking the box. (2)
- Submit your file. (3)

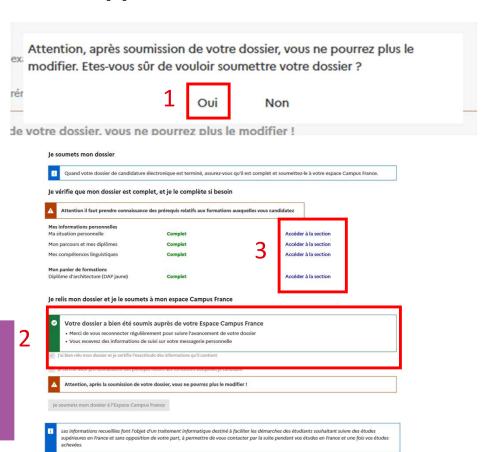


Submitting your application

Confirm the transfer of your electronic application form

- Confirm your request.(1)
- A success message will appear. (2)
- You can no longer modify your form but you can still consult the various sections. (3)

Once confirmed, the form can no longer be modified.

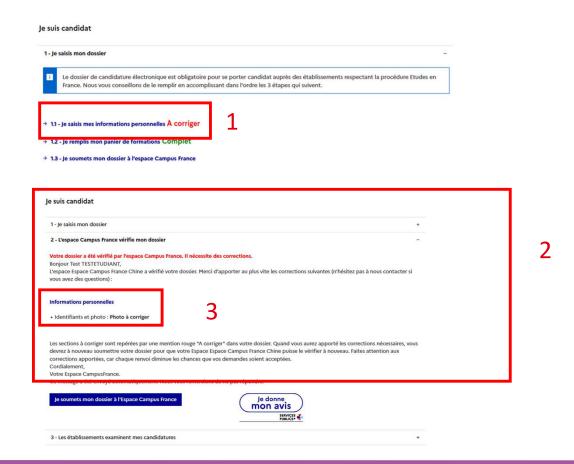


Submitting your application

Following the progress of your application

- If the message "Rectify"

 (1) appears in the "How to apply" section, or if you receive an email, you must rectify your form.
- Follow the instructions in the section "Espace Campus France is reviewing your application". (2)
- Click on the links for quick access to the points to rectify. (3)





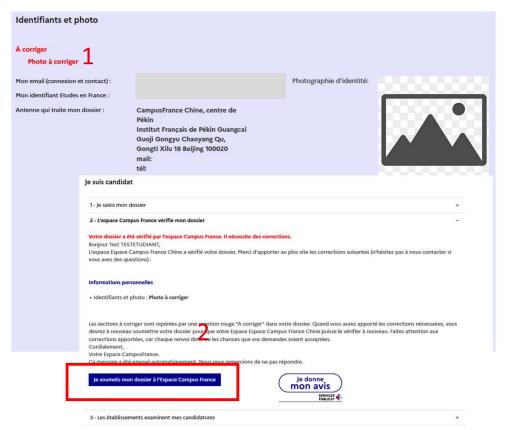
Submitting your application

Rectifying your application form and submitting it again

- Access the points to be rectified and follow the instructions. (1)
- Submit your rectified application form. (2)

Your Espace Campus France may

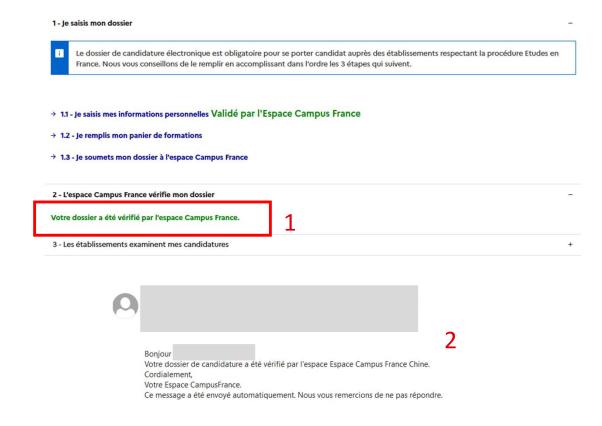
take over your application file. If this is the case, you will be alerted by email.



Submitting your application

Validation of your application by Espace Campus France

- If "Your application has been verified by Espace Campus France" appears, this means that you have been accepted for an interview. (1)
- You will receive a confirmation by email.
 (2)



Verify if you have received an email from your Espace Campus France

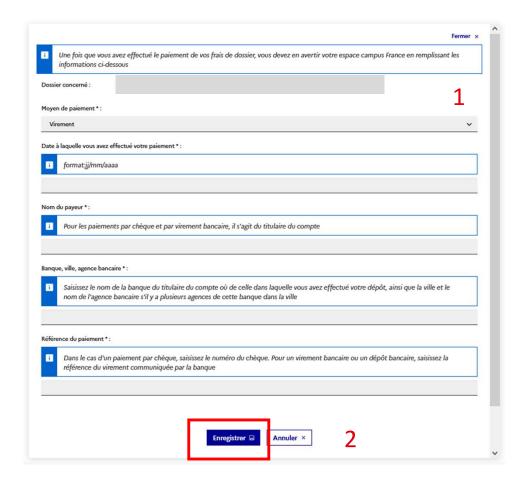
- Your Espace Campus France will request payment of application fees, unless you are exempt.
- You will receive an email specifying the amount to be paid. (1)
- You can follow the progress of the payment on "How to Apply"(2) and declare payment if requested by your Espace Campus France. (3)



Paying for application fees

Declaring payment

- Complete the payment declaration form (1) and save. (2)
- You can <u>contact your</u>
 <u>Espace Campus</u>
 <u>France</u> for any payment questions.
- If your branch has configured payment as part of the subject line, you can request information via internal message.



le suis candidat

Paiement enregistré Bonjour

Votre Espace Campus France

Votre paiem

our le dossier numéro CN23-00003-C01 a bien été enregistré. Merci de votre confiance.

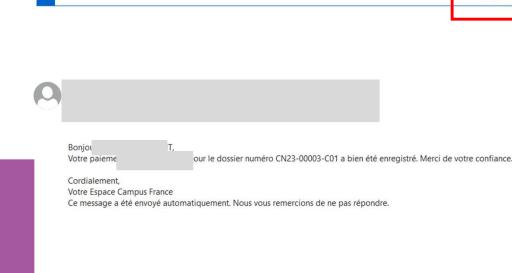
♣ Quittance de paiement

Electronic Application

Paying for application fees

Validation of payment

- You can follow the validation progress of your payment on "How to Apply". (1)
- You can download your receipt as proof of payment. (2)



Ce message a été envoyé automatiquement. Nous vous remercions de ne pas répondre.

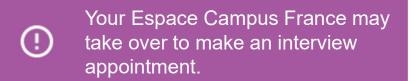
(!)

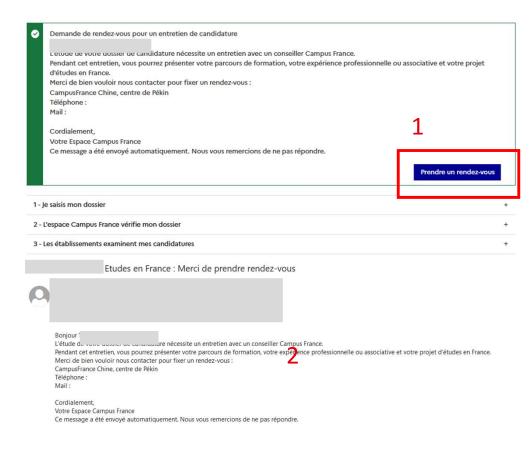
Contact your Espace Campus France to verify payment procedures.

Taking an interview

You must take an interview if your Espace Campus France requests this

- If you are not exempt, your Espace Campus France will contact you for an interview. (1)
- You will also receive an email invitation. (2)



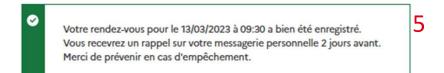


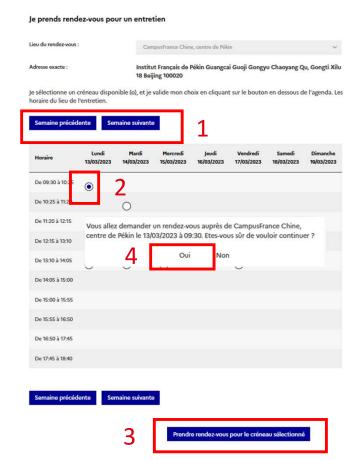


Taking an interview

Choosing a time slot for your application interview

- Select a week. (1)
- Select a time slot. (2)
- Validate. (3)
- Confirm. (4)
- A success message will appear. (5)





Taking an interview

Downloading your invitation or cancelling your appointment

- You will receive confirmation of your interview invitation by email. (1)
- You must download your invitation on "How to Apply". (2)
- You can cancel your invitation and make another appointment if your Espace Campus France allows this. (3)



Dealing with responses from schools

After your interview, you should receive responses from various schools

- You will receive an email indicating that your application will be examined by the schools. (1)
- You can follow their responses in "The schools are reviewing your applications". (2)

Consult the "How to Apply" section regularly to follow the updated responses.

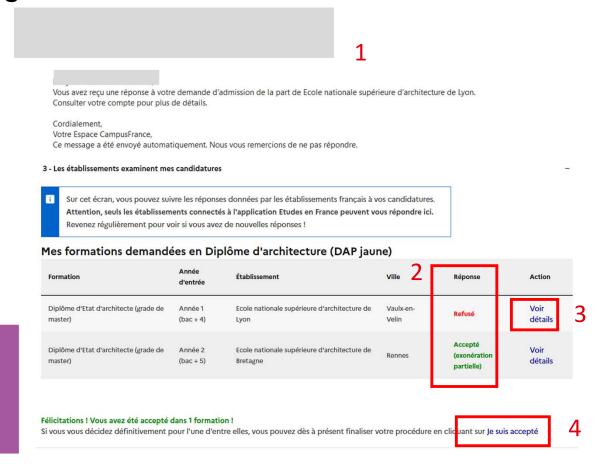




Dealing with responses from schools

Acceptance or refusal to training courses

- You will be alerted by email when you receive a response in your account. (1)
- The response appears in the "Response" column. (2)
- Click on "See details" to see the full response. (3)
- If you have been accepted, you will be requested to continue the procedure in the "Admission" section. (4)
 - You may also be redirected to another training course by the school to which you applied.







Welcome

Platform

Your Account

How to apply

Admission

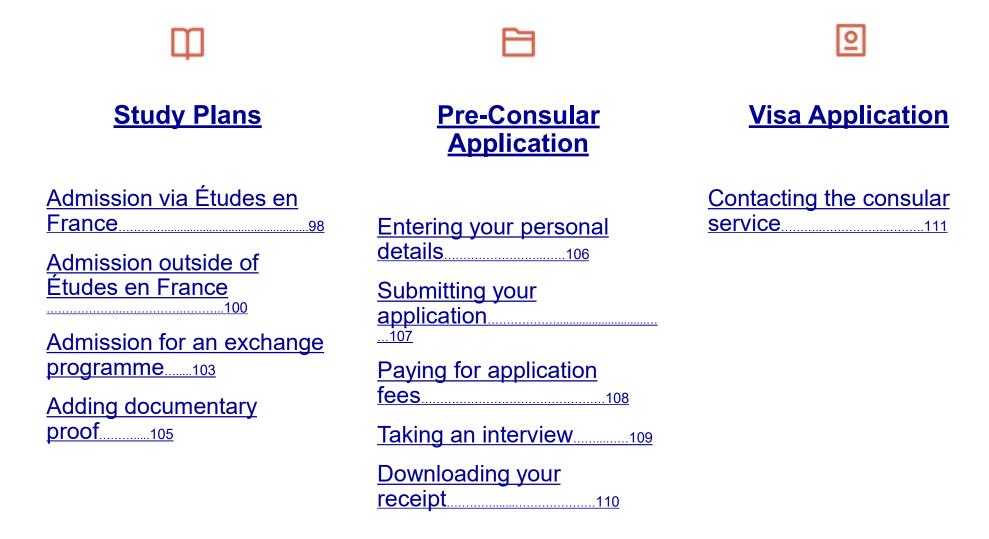
Your ECF

5. Admission

Pre-consular formalities



Admission



Access your "Admission" space

- If you need a long-stay visa to study and you are not exempt from the preconsular procedure, click on "Admission". (1)
- Verify the application deadlines in <u>Your Espace</u> <u>Campus France.</u>



(!)

If you are exempt from the procedure, you should make an appointment directly with your local consulate to apply for your visa.

Your Study Plans

Access your "Admission" space

 Add at least one main plan such as acceptance for a diploma course, a French as a foreign language course, competitive exam, academic exchange, etc.

You may add up to 2 more additional study plans. **The additional study plan must be an ancillary course to the main study plan**. It must under no circumstances be a substitute for the main study plan. For example:

- Main study plan: academic exchange programme
- Ancillary study plan: French as a foreign language course (5 hours per week).
- You may not add several acceptances for a diploma course.

Have you been accepted via Études en France?

Have you been accepted outside Études en France?

Are you participating in an academic exchange?



Admission via Études en France

If you have been accepted in a course following an application via Études en France

- Click on "Finalize the procedure" and complete the section "Select your study plans". (1)
- Select the option "Electronic admission via the Études en France" application. (2)
- Click on "Add". (3)



Choosing a diploma course and prioritizing your study plans

- In the list of courses where you have been accepted, choose one diploma course. (1)
- If you do not have other study plans, this choice will be your main study plan by default. (2)
- The details of the course will appear. Click on "Choose this course" to confirm. (3)
- Click on "Save".



C'est mon projet d'études principal

Vous êtes accepté pour la formation suivante :

Formation : Diplôme d'Etat d'architecte (grade de master)
Année d'entrête : année 2 (Sea - 4)

(Sublissement : Ecole nationale supérieure d'architecture de Bretagne
Type de glopfome enviagé : Diplôme des écoles d'architecture
Nombre d'années : 2 an(s)
Langee d'enseignement : Français
Tarif de la formation : Non renseigné

Date de rentrée : 15/09/2023 Site d'enseignement : Site de Rennes
Date limite d'arrivée autorisée : 20/09/2023 - 44 boulevard de Chezy CS
16427 35064 RENNES Cedex
Français
Rennes
Exonération : Annuler ×

Admission outside Études en France

If you have been accepted in a course following an application outside Études en France

- Click on "Finalize the procedure" and complete the section "Choose your study plans". (1)
- Select the option "A paper acceptance received outside Études en France".
 (2)
- Click on "Add". (3)



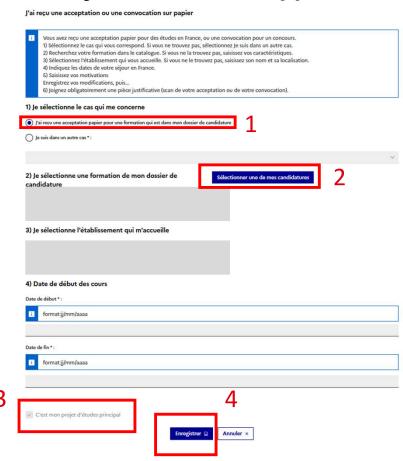
(!)

A paper acceptance is considered as an admission letter from the school.

Admission outside Études en France

Entering the details of your plan for a course via your electronic application

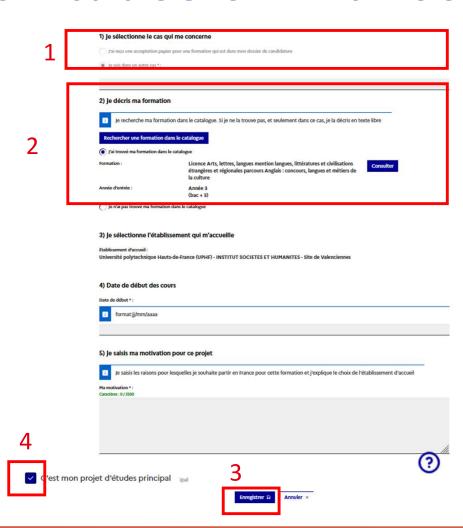
- Select "You have received a paper acceptance for a course that is in your application file".
 (1)
- Select the course and the school. (2)
- If you do not have other study plans, this choice will be your main study plan by default. (3)
- Complete the fields and save.
 (4)



Admission outside Études en France

If you are in another situation

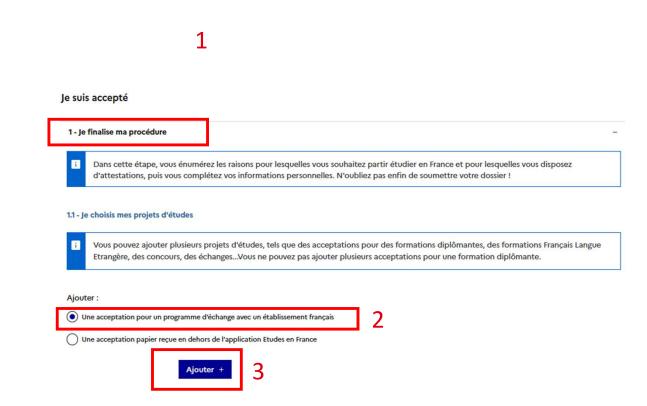
- If your paper acceptance is not from an application via Études en France or if you do not find it in the options, select "Other situation". (1)
- Look for your course in the catalogue or describe it. (2)
- Complete the fields and write your motivation note by following the instructions and then save. (3)
- If you have added other study plans and this is your main study plan, tick "Main study plan". (4) The others (2 maximum) will be considered as ancillary.



Academic Exchange Programme

Finalizing your procedure

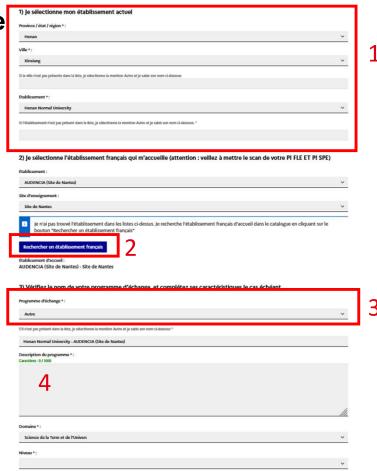
- Click on "Finalize your procedure" and complete the "Select your study plans" section. (1)
- Select the option
 "Admission for an
 exchange programme with
 a French school". (2)
- Click on "Add". (3)



Academic Exchange Programme

Describing your exchange programme

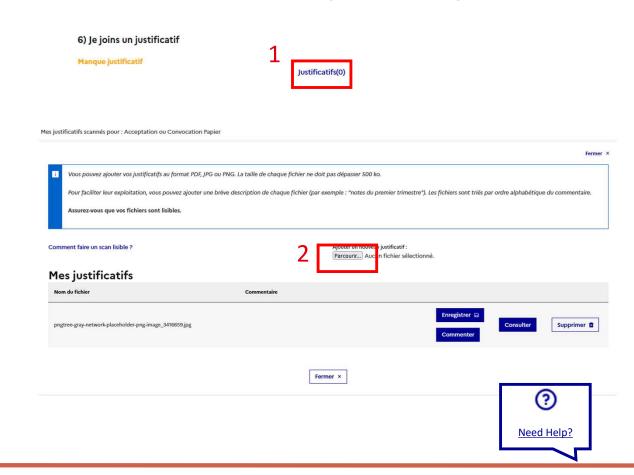
- Enter the name of your current school. (1)
- Select the French school where you have been accepted: if it does not appear in the options, you can do an advanced search. (2)
- Select your exchange programme. If it does not appear in the options, select "Other" (3) and describe it. (4)
- Complete all the fields.
- If you have added other study plans and this is your main study plan, tick "Main study plan". The others (2 maximum) will be considered as ancillary.
- Save.



Adding proof of admission

If you have been accepted outside Études en France, you must give proof

- After saving your study plan, click on the link "Proof". (1)
- Add your proof of admission by clicking on "Browse". (2)



Entering your personal information

If you have been accepted outside Études en France, enter your personal information

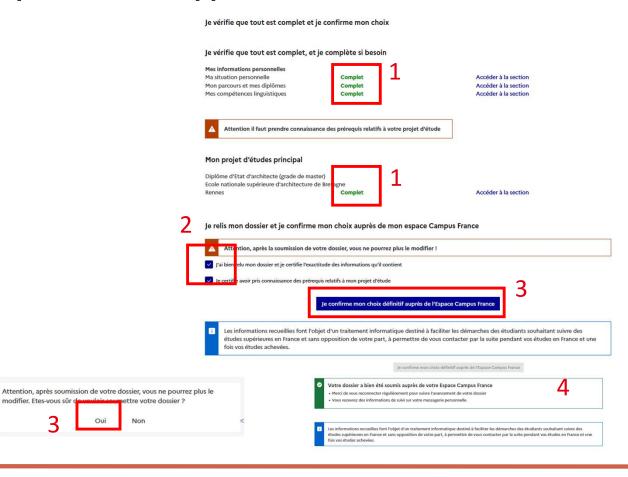
- If the personal information section shows "Incomplete", click on the link to complete the form "Enter your personal information". (1)
- Follow the same procedure as "How to Apply" but complete the form in your "Admission" space. (2)



Submitting your application

Verifying and submitting your pre-consular application

- If everything is complete (1), tick both boxes (2) and confirm.
 (3)
- A success message will appear and invite you to regularly consult your "Admission" space to follow the progress of your application. (4)
- If you need to make corrections, follow the same procedure as "How to Apply".

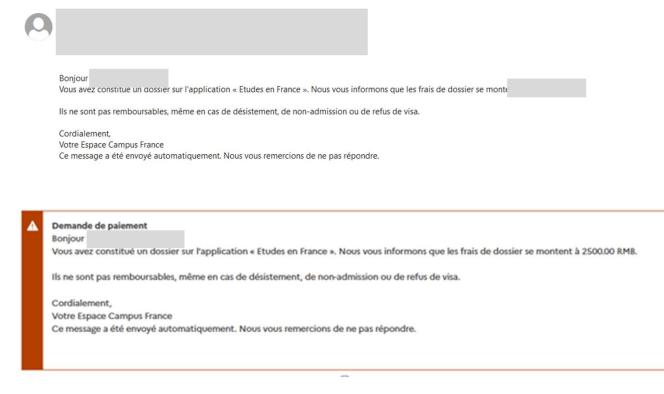


Pre-Consular Application

Paying for application fees

Verify if you have received an email from your Espace Campus France

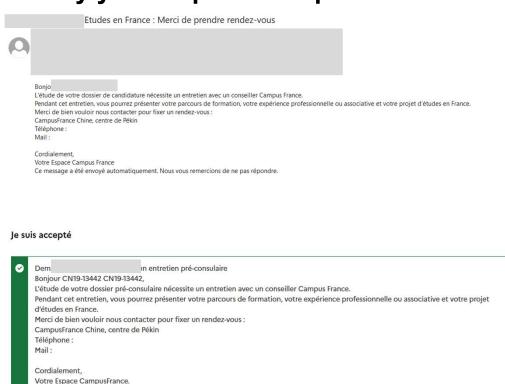
 If you have been requested to pay for application fees, follow <u>the same</u> <u>procedure</u> as "How to Apply".



Taking an interview

Making an appointment if requested by your Espace Campus France

 If you are requested to take an interview, follow the same procedure as "How to Apply".



Ce message a été envoyé automatiquement. Nous vous remercions de ne pas répondre.

Prendre un rendez-vous

Downloading proof of acceptance

Following the progress of your request and downloading your proof

- If your application has been examined by Espace Campus France you will no longer need to use the platform. (1)
- Download your proof of acceptance, also called "prior approval for enrolment". (2)

The proof of acceptance is necessary to compile your consular application.

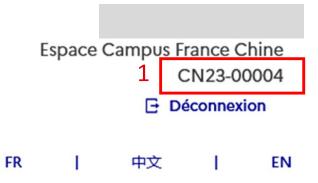




Contacting the consular service

Contacting your consular service to apply for a visa

- Contact your consulate to submit a long-stay visa application for studies.
- Your consulate will inform you of the documentary proof required for your application.
- You will need your proof of admission and your Études en France ID number (1) to benefit from a 50% reduction on your visa application fees.
- You can contact your Espace Campus France for help with the procedures.
- The official response to your visa application will be communicated through the consular service.



It is not possible to apply for a visa or follow its progress via the Études en France platform.





Welcome

Platform

Your Account

How to apply

Admission

Your ECF

6. Your Espace Campus France

All the useful information you need





Points of Contact

- Names and contact details per topic
- · Preferred communication methods, and those to avoid



Dates to Remember

- White DAP/yellow DAP/Hors DAP application
- Pre-consular procedure
- Schools



Supporting Documents to Prepare

- List of documents
- Electronic format or verification of the original documents



Language Tests

- Special exemptions
- Tests organized by ECF: how to register outside the platform



Application fees

- Application fees: rate
- The following persons are exempt from application fees:
 - Holders of a French baccalauréat less than four years old, or high school students in 12th grade enroled in a French lycée;
 - Recipients of a French government scholarship;
 - Recipients of a scholarship from the Agence universitaire de la francophonie (AUF);
 - Beneficiaries of an EU scholarship;
 - Students enroled in the Erasmus Mundus programme;
- Additional exemption:



How to Pay for the Application Fees

- Payment method
- Contact



Interview

- Cancellation conditions
- Exemption conditions
- Advice on how to prepare your interview



Visa Support