

CampusFrance Registration Instructions

What is Campus France: Campus France is a Small organization based in the Washington DC French Embassy which controls a database of foreign students studying in France (both independent students who are directly enrolling in French Universities and Study Abroad students). Though study abroad students have to fill out the application, it does not have to be as detailed. You can not bypass the Campus France process as the official Campus France confirmation is necessary to get your visa. **(Note: Campus France not compatible with Safari browser, Internet Explorer will work best)**

1. In order to start your CampusFrance registration, go to www.usa.campusfrance.org .
2. Once at our home page, click on the **American flag** on the left of the screen to put the website in English.
3. To the right of the screen, in a blue box entitled "**My CampusFrance**", click on "**REGISTRATION**".
4. The form that appears is your personal information. Please enter all questions honestly and completely as it may be compared with your passport and documents when you apply for your visa.
 - *The password must be at least 8 characters, PLEASE note it somewhere.
 - *Your birth date must be entered day/month/year.
 - *For permanent address do not put your college address, but the address that is your permanent address.
 - *It is recommended that you check the box that asks if you want to receive your e-mails in your e-mail box. This way you will not have to login in order to see if you have received e-mails from the CampusFrance office.Click on "**validate**" once you have completed the personal information form.
5. If you live in California, a page will pop up asking you to select the French Consulate in your area. There is a French Consulate in San Francisco and Los Angeles. Please select the consulate closest to your permanent address. Validate and then click on "**retour**."
6. Once your personal information is complete and you have validated the form, a page will come up telling you that your CampusFrance account has been created. You may print this page for your records by clicking on "**imprimer**". Next, click on "**retour**".
7. The site will take you to our login screen. Enter your login (e-mail address), password and click on "**se connecter**".
8. Once you have connected you will be brought to your application and CampusFrance personal site. This page will allow you to contact CampusFrance directly, correspond with

connected French schools, fill out your on-line CampusFrance application, and apply to French universities.

9. To fill out your application click on **"My File"** to the left of the screen. A page will appear with blue and green boxes allowing you to select different parts of the application process to complete. Some parts you will not have access to until you have completed certain steps.


*If you need to make any changes to your personal information (address, password, telephone number) click on **"Personal Information"**. Next, proceed to fill out your CampusFrance application, click on **"CampusFrance form"** underneath **"My File"** on the left of the screen.


10. The first tab is **"Education"**. This section is asking you about your previous education, internships and professional experiences. For the first question regarding your high school diploma, select the year you graduated high school. You must then enter in details related to post-secondary education, such as grades and classes.

To fill out this activity, select from the pull down menu "post-secondary studies" and add information regarding the institution you attended. Save this information before continuing, click on **"next"** to continue.

(Note: "Report Card" asks for your year at university – Freshman select BAC +1, Sophomore select BAC +2 and so on)

Next, it will ask you to "Details regarding the report card" such as area of study, average and type of grading system. **(Note: NYU runs on a semester system so you would select "Biannual")**.

Next, you MUST add the grades for at least one semester to continue. Under of "List of Grades" click on  at the upper left corner. You can put "X" in place of a grade if you do not know or only took the class for one semester (and thus do not have the grade yet). Once complete, click on **"validate"**.

11. To go to the next tab, go to the top of the page and click on **"Linguistic Skills"**. This tab contains questions regarding your language skills. If you have spent time in a French speaking country OR taken French language exams (TCF, TEF, DELF etc.) you can add this information by clicking on . This is NOT required, so if you have not spent time in France or taken any French language exams, you do not have to fill this section out. At the bottom of the page is a list of questions. You ARE required to answer these questions.


* If English is your first language, select "First Language" for the question "Have you ever studied English?*" .

Click on **"validate"** to move to the next tab.

12. The next tab is **"Goals"**. Click on the tab to move to this section. This section allows you to express yourself, explain your reasons for wanting to study in France and who you are. You must enter at least a word in each blank field.

*If you are an independent student, it is recommended that you fill out this part in French and that you use these questions as essay questions for an application.

*You are NOT required to include a photograph of yourself. If you are an independent student, it is recommended.

*You can attach your resume if you want to keep the format by clicking on . This can remain in English if you prefer.

Once done with this section you need to click on **"validate"** to save your changes.

13. Click on the tab **"Validation of my file's Campus France Form"**. This last tab allows you to submit your application. If **"COMPLETE"** is listed next to each section of your application, you can submit it. Please remember that once your application is submitted, you cannot make changes to the application.

If **"INCOMPLETE"** is listed next to a section, you must return to that section and complete that section of the application.

14. In order to receive your confirmation e-mail, you must send a money order for **\$60** written out to **"Maison Francaise- CampusFrance"** and a COPY of your acceptance letter to the study abroad program to our office at: CampusFrance, French Embassy, 4101 Reservoir Rd. NW, Washington D.C. 20007. Please note your CampusFrance ID number on your money order. **Within two weeks from the postmark on the envelope you send us, we will send you a confirmation e-mail through your CampusFrance personal page.**

PLEASE NOTE: CampusFrance does not accept checks - money orders only.