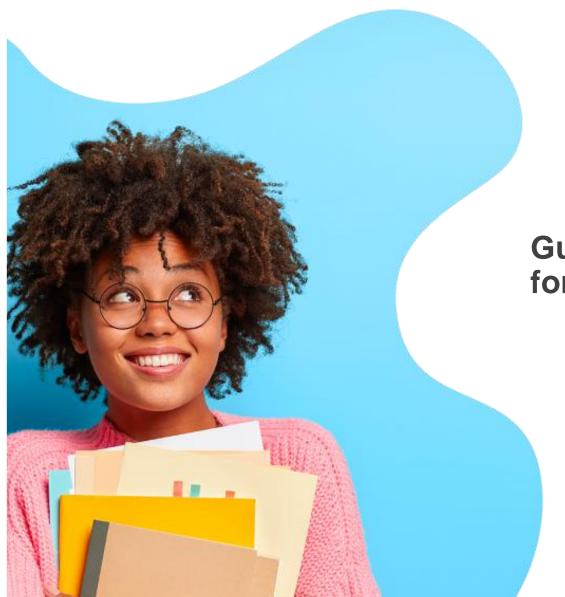




Liberié Égalité



ÉTUDES EN FRANCE

Guide to the platform for international students





Platform

Your Account

How to apply

Admission

1. The Platform

How to use the Études en France platform



Accessing the website

Accessing the website via your web browser

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





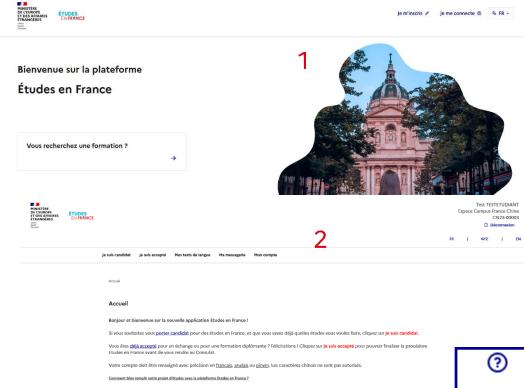
(!)

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



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)









Platform

Your Account

How to apply

Admission

3. Your Account



Applying via the platform

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

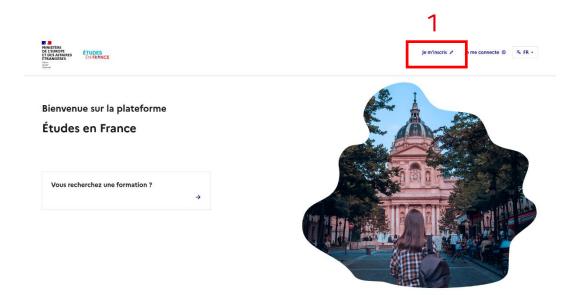
On the homepage, complete the questionnaire "Do I need to apply via Études en France?"

- 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)



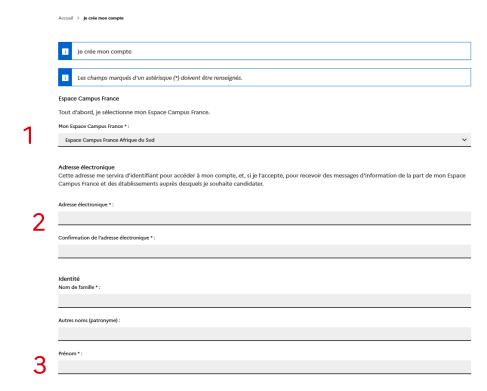
Accessing the registration form

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



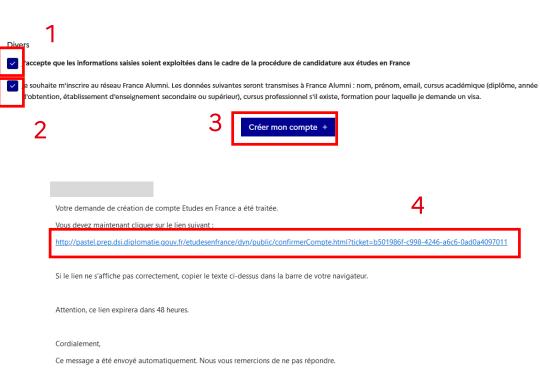
Completing the required fields "Create your account" in the form

- 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)



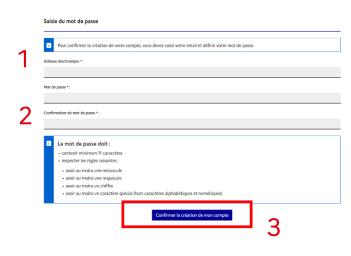
Validating and activating your account

- 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)



Accueil > Confirmation de la création

Votre compte est désormais actif

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

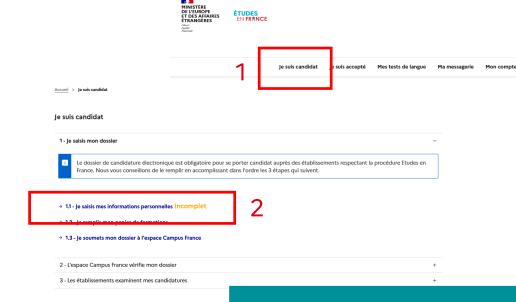
→ Me connecter à l'application Etudes en France



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.



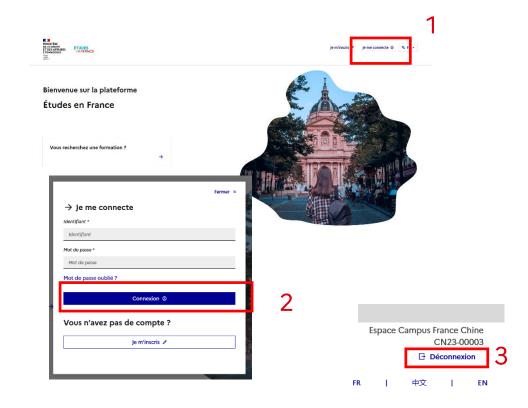
Authentication

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





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?

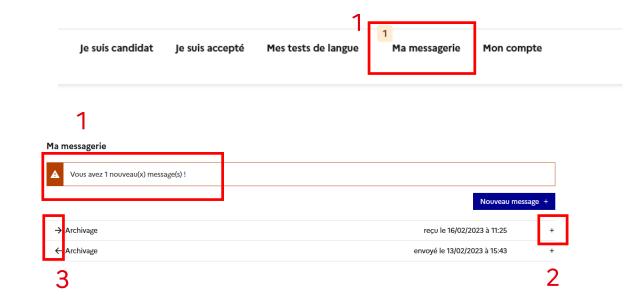


No

Consulting your messages

Consulting your sent and received messages in the list

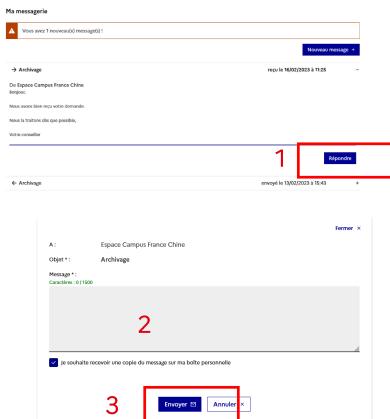
- You will receive a notification for new messages. (1)
- Click on the + or icons to display or hide the message. (2)
- Messages received and sent have an arrow pointing inwards or outwards. (3)



Answering messages

Accessing your mailbox to reply to your Espace Campus France

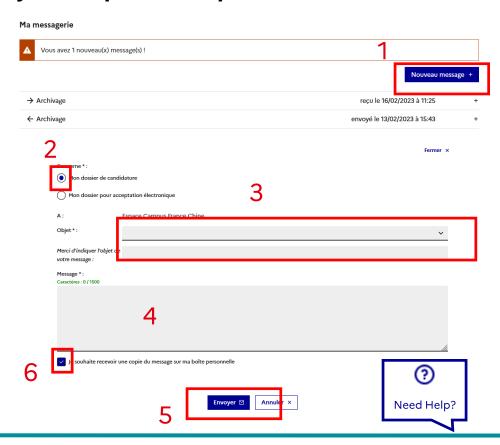
- Click on the "Reply" button when consulting a message. (1)
- Write your message. (2)
- Click on the "Send" button. (3)



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)







Platform

Your Account

How to apply

Admission



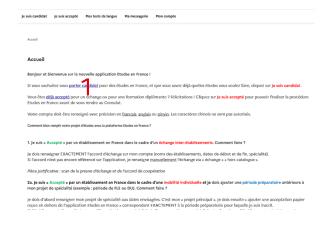
From starting your search to completing your electronic application



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</u> <u>Espace Campus</u> France".



Découvrir les formations

Ajouter ses voeux

Déposer son dossier

Chronologie

Je fais mon choix

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> account.



Do you wish to find a training course?





(!)

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

MINISTÈRE DE L'EUROPE

ÉTUDES



Electronic Application

Your personal information

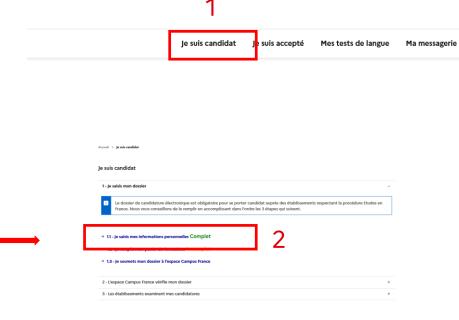
Accessing your electronic application form

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

dossier de candidature électronique est obligatoire pour se porter candidat auprès des établissements respectant la procédure Etudes en

Accuel > Je seis candida

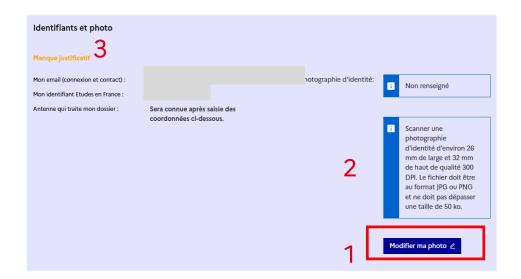
⇒ 1.2 - Je remplis mon panier de formations
⇒ 1.3 - Je soumets mon dossier à l'espace Campus Franc
2. L'espace Campus France wérifie mon dossier





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.



(!)

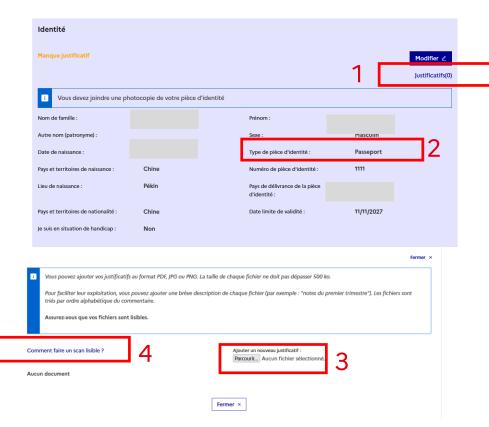
It is recommended to use a passport type photo for a more professional image.



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)

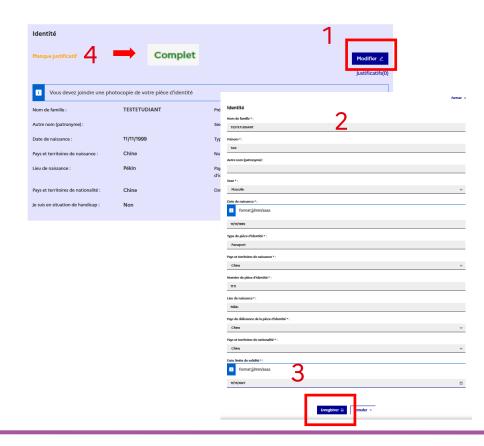




Your personal information

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)

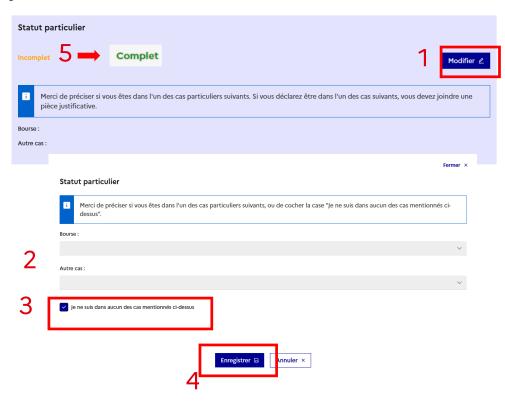




Your personal information

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 :

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

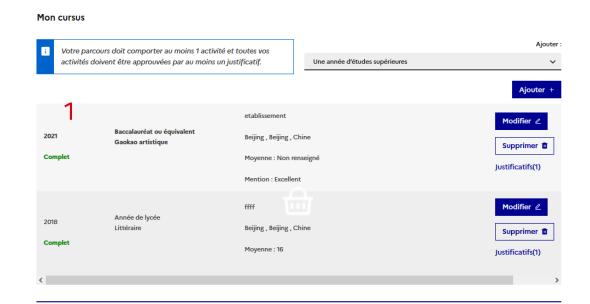
Parcourir... Aucun fichier sélectionné.



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.

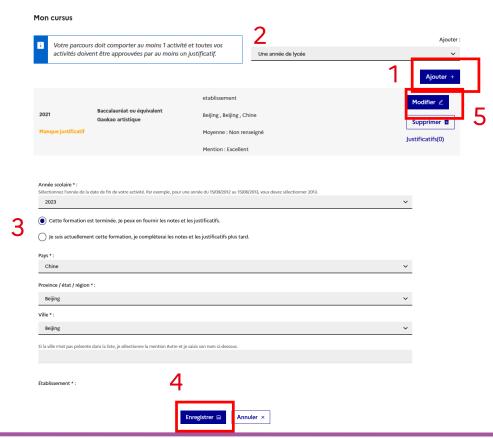




Your personal information

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)



Yes

No



	Fermer >
Date de la session * :	
i format:jj/mm/aaaa	
	ä
Date d'expiration *:	
i format:jj/mm/aaaa	
	ë
Score global obtenu * :	
Compréhension orale	
Score global obtenu :	
3 Enregistrer © Annul : ×	



Your personal information

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)

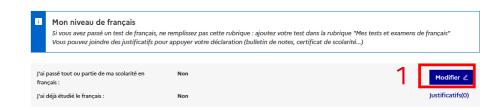




Your personal information

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?



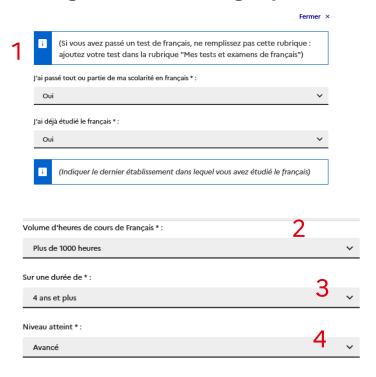
No



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)

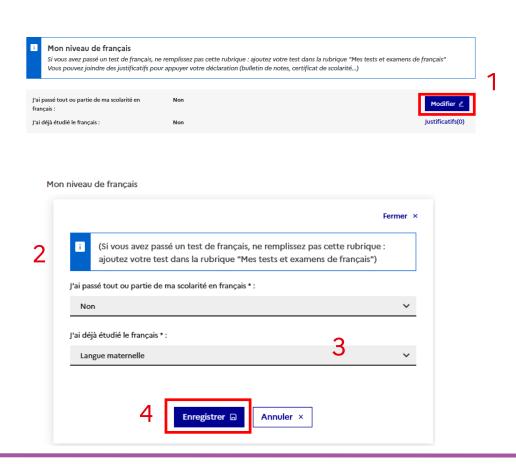




Your personal information

Stating your level of French

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

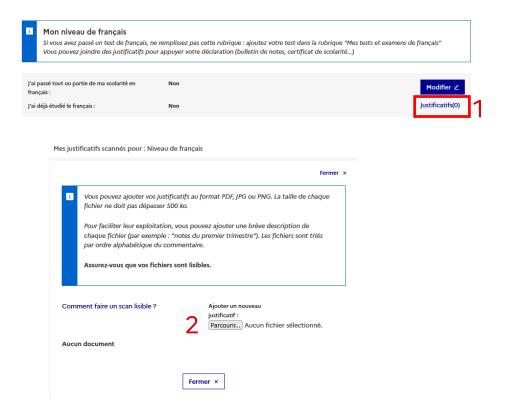




Your personal information

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)



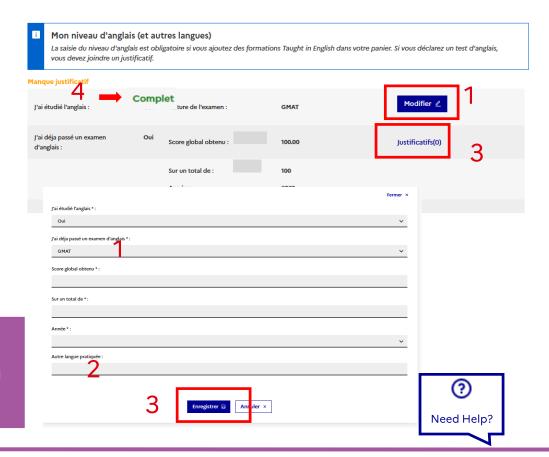


Your personal information

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)





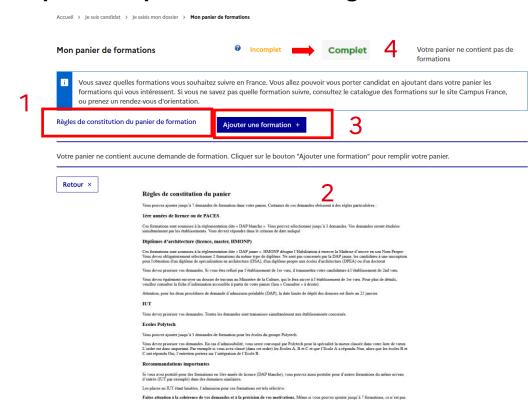
- For white DAP courses: up to 3 choices are possible;
- For yellow DAP courses: 2 choices are mandatory;
- For Hors DAP: up to 7 choices are possible.

Selecting your training courses

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

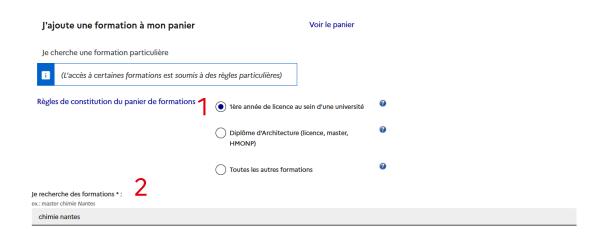




Selecting your training courses

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)

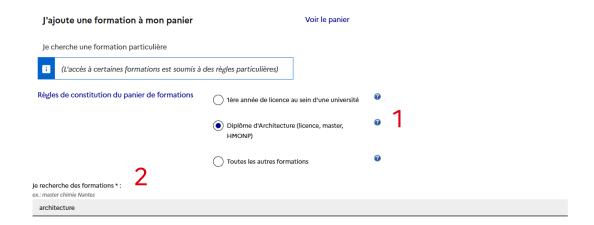




Selecting your training courses

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)

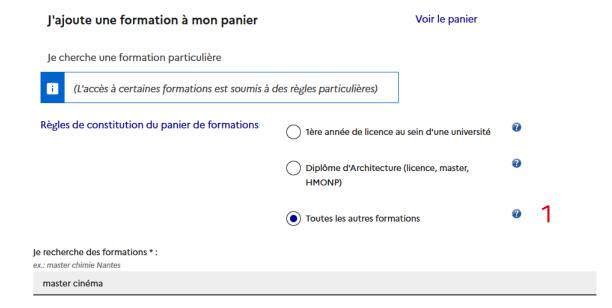




Selecting your training courses

Finding a Hors DAP training course

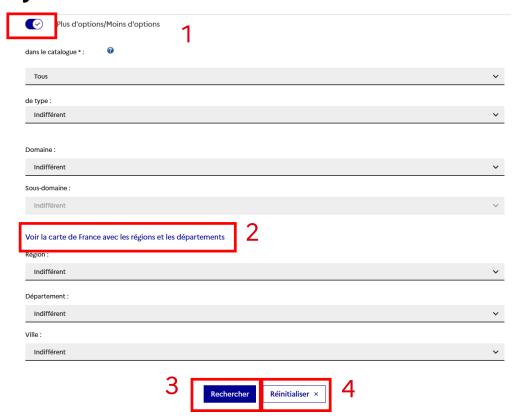
- You can select up to 7 courses.
- Select "All other courses". (1)
- You can search using keywords. (2) For example: "master's degree cinema".



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)

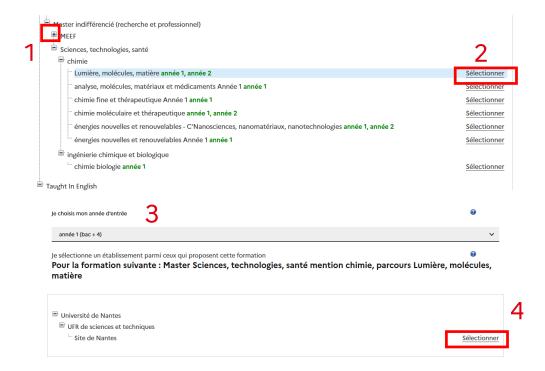




Platform

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)

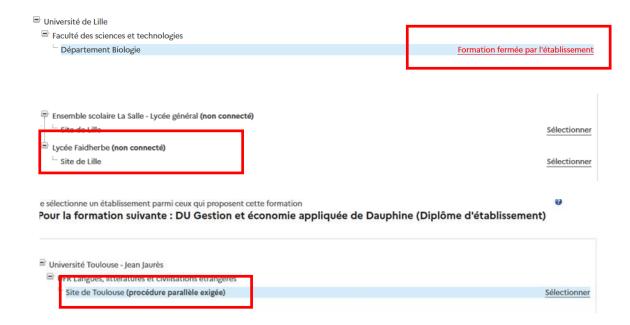




Selecting your training courses

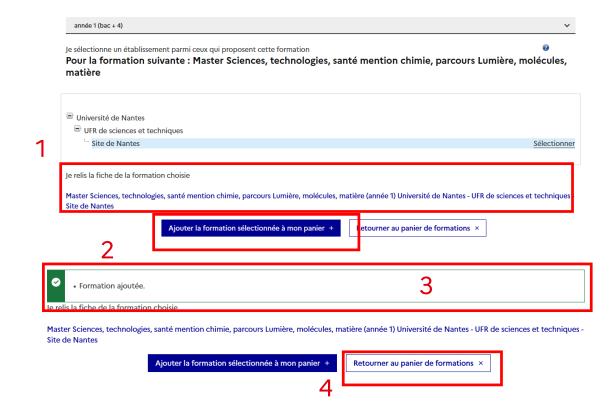
Verifying the status of the training course

- 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

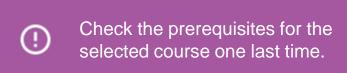
- Read the course information sheet again to verify the prerequisites. (1)
- Click on "Add the selected course to your basket". (2)
- A success message will appear. (3)
- You can consult the selected course by returning to your basket. (4)

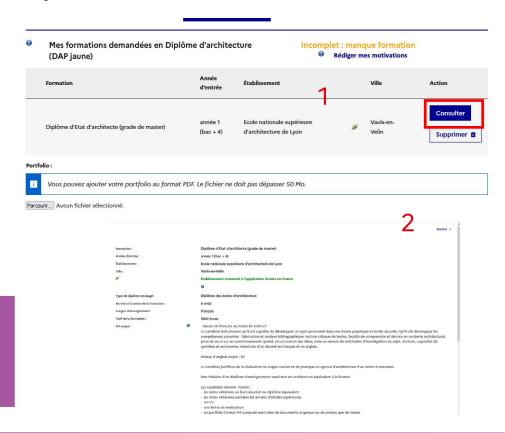


Selecting your training courses

Consulting the selected courses in your basket

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

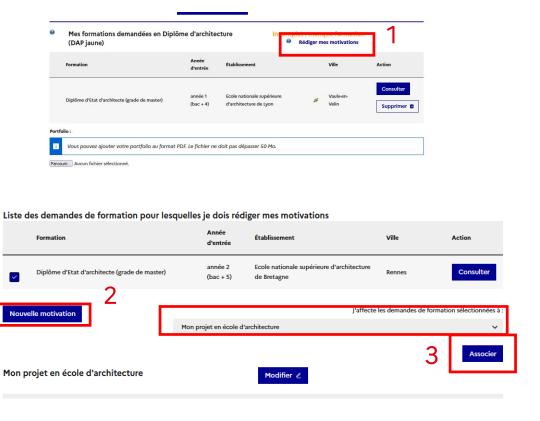




Selecting your training courses

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)





Selecting your training courses

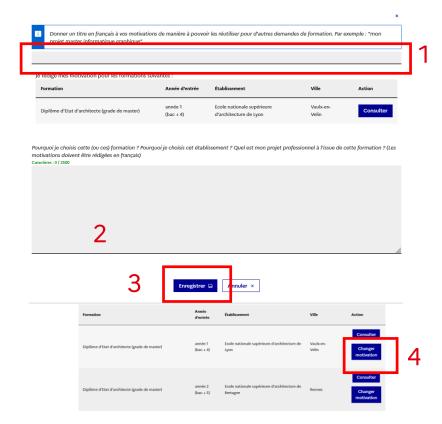
Writing a motivation note

- 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?

Yes

No

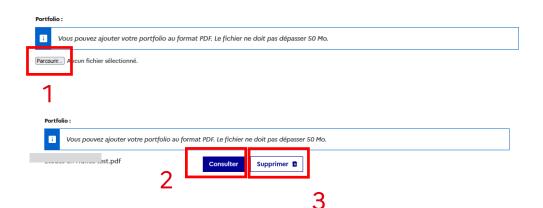




Selecting your training courses

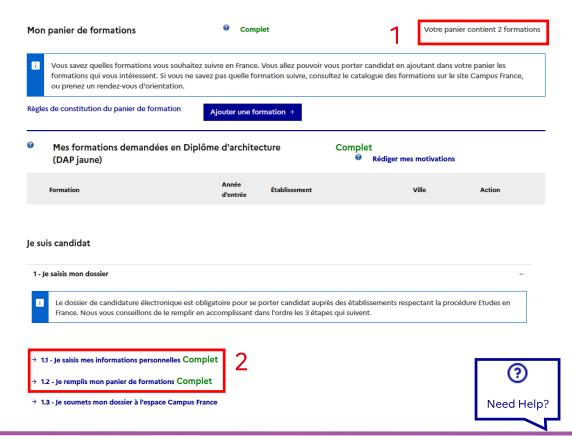
Add a portfolio if you are pursuing an Architecture course

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



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)

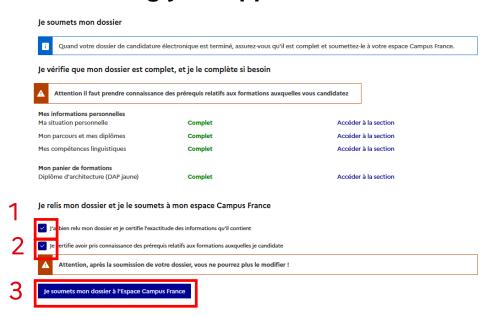




Submitting your application

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)

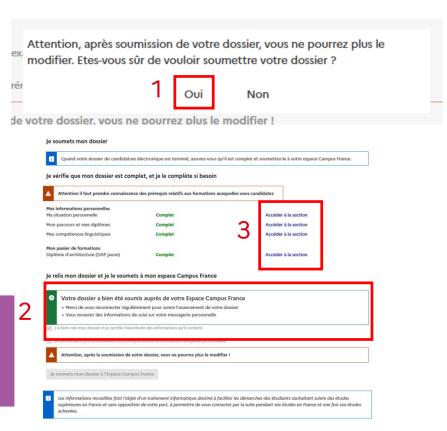


Submitting your application

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.

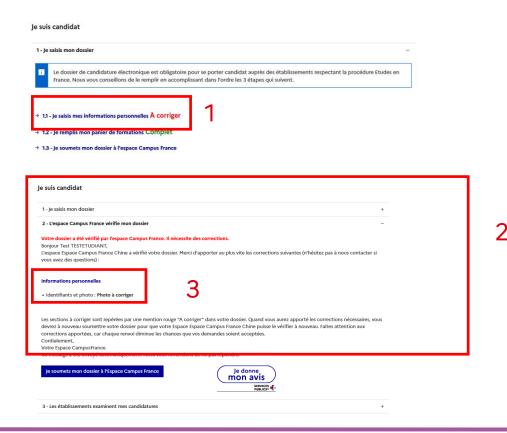


Submitting your application

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)





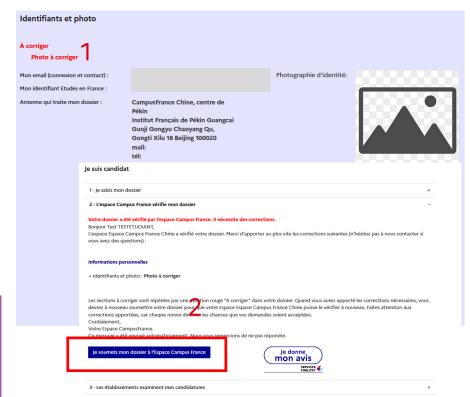
Submitting your application

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.



Platform

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)

Le dossier de candidature électronique est obligatoire pour se porter candidat auprès des établissements respectant la procédure Etude: France. Nous vous conseillons de le remplir en accomplissant dans l'ordre les 3 étapes qui suivent.			en
→ 1.1 - Je	e saisis mes info	rmations personnelles Validé par l'Espace Campus France	
→ 1.2 - J	e remplis mon p	panier de formations	
→ 1.3 - Jo	e soumets mon	dossier à l'espace Campus France	
2 - L'esp	ace Campus Fra	ance vérifie mon dossier	
Votre do	ossier a été vérif	īié par l'espace Campus France.	
3 - Les é	tablissements e	examinent mes candidatures	
	0		
		Bonjour Votre dossier de candidature a été vérifié par l'espace Espace Campus France Chine. Cordialement.	

Paying for application fees

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)



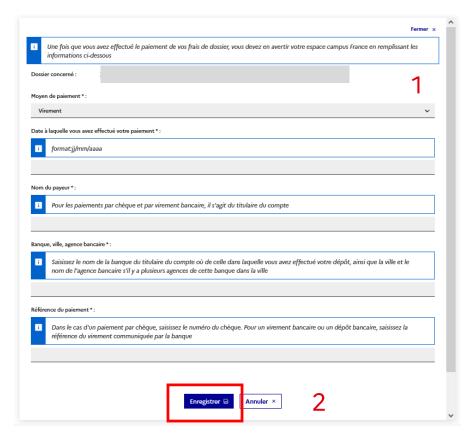


Paying for application fees

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.



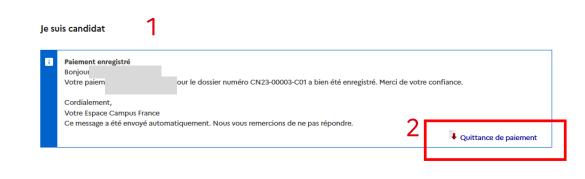


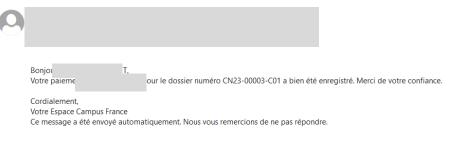
Paying for application fees

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)



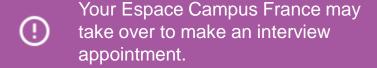


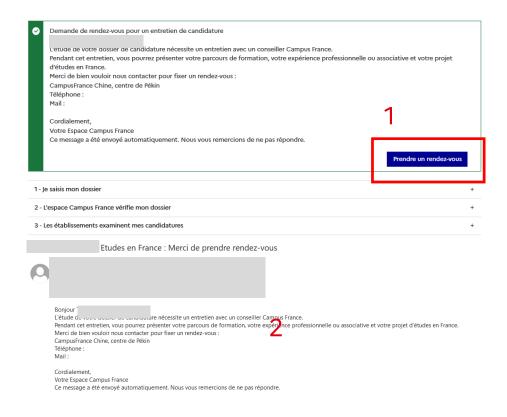


Taking an interview

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)





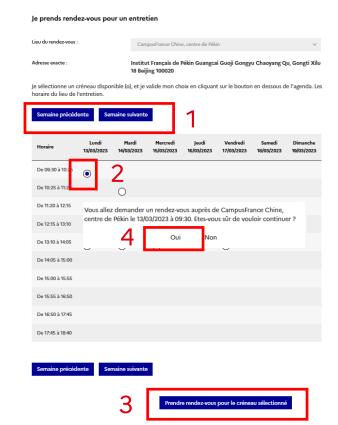
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Taking an interview

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)

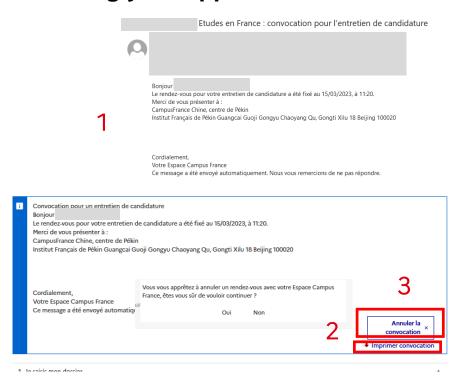
Votre rendez-vous pour le 13/03/2023 à 09:30 a bien été enregistré.
Vous recevrez un rappel sur votre messagerie personnelle 2 jours avant.
Merci de prévenir en cas d'empêchement.



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.



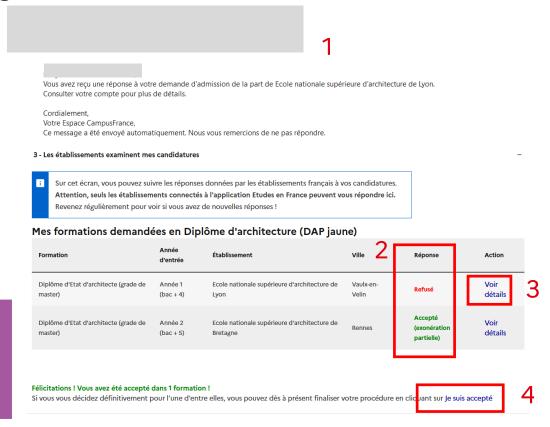


Dealing with responses from schools

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.







Platform

Your Account

How to apply

Admission

5. Admission

Pre-consular formalities



Your Study Plans

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?

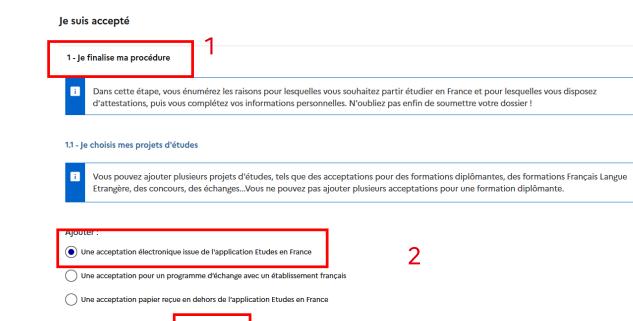


To determine your main plan, do not forget to tick the "Main study plan" box.

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)



Admission via Études en France

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".

