Study abroad students

FRENCH EMBASSY
IN THE UNITED STATES

HIGHER EDUCATION,
ARTS, FRENCH LANGUAGE

CAMPUS FRANCE
usa.campusfrance.org

USA

This guide is for students participating in a study abroad program through their home university for a period of more than 90 days.

Please note that the PASTEL system works best with:

→ a PC

→ Mozilla Firefox

Before you begin

❖ **Make sure you have :**

➡ a scanned copy of your **acceptance letter** (in Jpeg format and less than 300 KB)

➡ a copy of your **resume**

➡ your **passport number**

➡ a passport type **picture** that is in Jpeg format and less than 50 KB (optional)

What is an official acceptance letter?

A copy of the student's **official acceptance letter or acknowledgment of enrollment**, addressed to the student and mentioning his or her full name, printed on institutional letterhead and specifying the exact dates (day, month, year) of the academic program and including full contact information for the individual issuing the offer or acknowledgment, as well as the full address of the educational institution. Said address may serve as the student's temporary address in France. Two cases are possible:

(a) Students taking part in an exchange program between an American and a French institution. In this case, the acceptance or enrollment letter may be issued from either institution provided the formal exchange agreement is identified and the information specified above is provided.

b) Students enrolling in an American program in France (operated by an American institution with a branch in France). In this case, the acceptance or enrollment letter must come from the American institution and include all of the information specified above

CAMPUS FRANCE
usa.campusfrance.org
USA

Important reminders

✦ Take the time to fill out the PASTEL application thoroughly and correctly. Please keep in mind that your PASTEL application will be viewed by the Campus France team as well as the visa section at the consulate.

✦ Once your PASTEL application has been validated and submitted, you cannot make any changes

CAMPUS FRANCE
usa.campusfrance.org   USA

Fill out your PASTEL application

www.usa.campusfrance.org

UNITED STATES
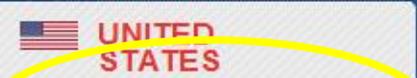
Step 1: Go to our website

STUDY IN FRANCE LIFE IN FRANCE LANGUAGE APPLICATION VISAS ABOUT US RESOURCE CENTER
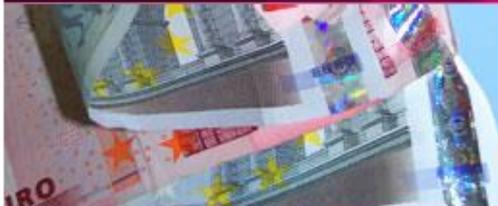
Choose a short course in France
Learn French Cultural and Academic programs

This _catalog features short programs_ in French as a Foreign Language (FLE) offered by institutions recognized by CampusFrance.

Finance your program
Find financial assistance for study and research in France

Country United States

Find your program
Find your program among the 36,000 programs in France

Catalog Master
Keyword
Search

Search this site OK

Fill Out Your CampusFrance Form via PASTEL System

Connexion

Step 1: Review the instructions.
Step 2: Click below to log into or register for your PASTEL Account.

PASTEL Login ➜
Register for PASTEL ➜
Learn more ➜

Step 2: Click on "Register for PASTEL" to create an account

Actualités ●●●●●●
All news ➜

"The entire year was a surprise. It opened my eyes..."

Adrian, New Jersey

"There is no way that I could have gotten this while staying at my

Mon CampusFrance

Your login

Create your account

Création de mon compte

Fields in pink and followed by an asterisk*are required information

CampusFrance   United States

Email address → Adresse électronique*   [ ]   Ex : nom.prenom@hotmail.com

Re enter your email address → Répétez votre adresse électronique*   [ ]

Last name*   [ ]

First name*   [ ]

Password*   [ ]   (Between 8 and 15 characters)

Re enter your password → Répétez votre mot de passe*   [ ]

A quoi ça sert ? Votre adresse électronique et votre mot de passe vous permettent d'accéder à votre compte. Ces informations sont personnelles, ne les transmettez à personne!

Enter the images in the box → Recopier les caractères de l'image

whi dens

[ ]

Changer l'image

A quoi ça sert ? Cette étape nous permet d'empêcher les systèmes automatiques de création de compte d'opérer. Merci de bien vouloir saisir dans la zone dédiée, la suite de caractères affichée.

(Cancel) (Validate) → **Click "validate"**

⚠️ **Your password must have 8 characters and contain 3 of the following:**
-an upper case letter
-a lower case letter
-a number
-a special character (it cannot be a letter or number)

CAMPUS FRANCE
usa.campusfrance.org   USA

Step 3: Click on the link sent to your email address within 24 hours

Création de mon compte

Nous avons bien reçu votre demande de création de compte étudiant.
Vous devez maintenant activer votre compte.
Un message vient d'être envoyé à l'adresse électronique que vous avez mentionnée
Cliquer sur le lien temporaire indiqué dans le courrier électronique.

Vous pourrez ensuite accéder à votre compte.

❖ This message notifies you that your account has been created

    ❖ An email has been sent to the email address you used to create your account

    Open the email and click on the link **within 24 hours** in order to continue filling out your PASTEL application.

Once you click on the link you will be taken to the **Personal Information** section

Step 4: Fill out every field

Warning: You will not be able to change any of the information after you click on "validate"

Be sure to use the following format: day/month/year

If you do not have a US passport, choose another form of ID.

Création de mon compte

Fields in pink and followed by an asterisk*are required information

Authentification

Email* ▮▮▮▮▮▮ | Password* [ ] (Between 8 and 15 characters)
Password confirmation* [ ]

marital status as indicated on your passport

Title* [- Your choice - ▼]
Last name* [▮▮▮▮] (in capital letters)
Maiden name/Other names [ ]
First name* [▮▮▮▮] (First letter in capital letters)
Gender* [Male ▼]
Birth date* [ ] dd/mm/yyyy
Place (city) of birth* [ ]
Country of birth* [United States ▼]
Country of nationality* [United States ▼]
ID document type* [Green Card or Visa # ▼]
ID document N°* [ ]
Marital status, number of children* [Single ▼]

address

Country* [United States ▼]
Province/Region/State* [- Your choice - ▼]
City* [- Your choice - ▼]
Zip code [ ]
Address* [ ]

Enter your permanent or school address

Contact information

area code [ ]
Telephone* [ ]
cell phone [ ]

Be sure to include your area code

Select a language

Language* [English ▼]

Select English

In which discipline do your study goals fit?* [- Your choice - ▼]
I would like to receive information about studying in France in my personal email account. ☐
I would like to subscribe to the French Embassy Alumni Network. ☐

[Cancel] [Validate]

Click "validate"

Step 5: Write down your Campus France reference number

After you finish the Personal Information section, you will receive the following message. You must now complete the Campus France form section in your PASTEL application.

Don't forget to write down your Campus France reference number!

Confirmation CampusFrance USA

Bonjour SMITH Jennifer

Your account has been created under reference number US803100.
You must preserve your CampusFrance reference number. This will be needed for all your application procedures.

You can print this message which serve as proof of enrollment with CampusFrance.
You may be asked to show this receipt when you pay your enrollment fee.

Vous pouvez désormais vous connecter à votre espace personnel en utilisant l'adresse électronique et le mot de passe enregistrés.

Vous pouvez maintenant accéder à votre compte.

(print) (Se connecter)

Click "se connecter" to access your account

Step 6: Complete the Campus France form

File validation date: 28/03/2015 (Date de début du formulaire (28/04/2014) plus 11 mois)

Welcome

My file
Personal information
CampusFrance form
My procedures

My mailbox
List of received messages
List of sent messages
Send a message

Welcome

Participez à notre grande enquête internationale destinée à améliorer l'accueil des étudiants étrangers

Vous allez venir en France, vous êtes en France ou vous êtes déjà venu(e) en France pour étudier ? Votre avis et votre expérience nous intéressent !

Qu'espérez-vous en venant étudier en France ?
Qu'avez-vous finalement trouvé en France ?
Selon vous, que faudrait-il améliorer en priorité dans l'accueil des étudiants étrangers en France ?
Toujours selon vous, quels sont les atouts et les faiblesses de la France, notamment en matière d'enseignement ?
Quelles sont les raisons qui vous ont poussé à choisir la France ?
Et si c'était à refaire, reviendriez-vous en France ?

Pour répondre à ces questions, rendez-vous sur le lien suivant http://online.tns-global.com/wbop/17093254/ecom

Ce questionnaire est strictement anonyme.

Click "Campus France form"

Step 6A: Complete the Education Section

In this section you will fill out information about your **home university**

To begin, **click on the cross (⊕)**

❖ You will be taken to the following screen

Welcome	
My file	
Personal information	
CampusFrance form	
My procedures	
My mailbox	
List of received messages	
List of sent messages	
Send a message	

Fill out form	Reception of hard copy	Payment	Validation par l'équipe ECF	Interview	Application
Start 28/04/2014	To be sent	To do	To do	To be planned	A compléter

Activity details 1/2   US803100 -

Titre Activité

type of activity*   [- Your choice - ▼]
- Your choice -
High school
High school diploma
Post-secondary studies
Diploma from post-secondary school
Examination
Internship
Professional experience
Aucune Activité

(preceeding) (next)

Click "post secondary studies" and "next"

❖ Fill out every field and then click "next"

Welcome	
My file	
Personal information	
CampusFrance form	
My procedures	
My mailbox	
List of received messages	
List of sent messages	
Send a message	

Fill out form	Reception of hard copy	Payment	Validation par l'équipe ECF	Interview	Application
Start 28/04/2014	To be sent	To do	To do	To be planned	A compléter

Activity details 1/2   US803100 - SMITH Jennifer

Titre Activité

type of activity*	Post-secondary studies ▼
School year*	- Your choice - ▼
Country*	United States ▼
Province/Region/State*	- Your choice - ▼
City*	- Your choice - ▼
Institution*	- Your choice - ▼
Type of institution*	- Your choice - ▼
Report Card	- Your choice - ▼

- Your choice -
Record/Transcripts of first year of college/university
Record/Transcript Bac+2
Record/Transcripts of third year in college/university
Record/Transcripts of fourth year of college/university
Record/Transcripts of fifth year of college/university
Record/Transcripts of sixth year of college/university and higher

Enter the current school year

For "institution" or "other institution," enter the name of your home university

(...eding) (next)

Choose you current year of study

❖ Fill out every field and upload your acceptance letter. Then click "validate"

Fill out form	Reception of hard copy	Payment	Validation par l'équipe ECF	Interview	Application
Start 28/04/2014	To be sent	To do	To do	To be planned	A compléter

Activity details 2/2　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　US803100 - SI

You can manually type your grade If you are an exchange or a "study abroad" student, do not send us yours transcripts If you are applying to

Details regarding the report card

Series	Higher education ▼
Record/Transcript name*	Record/Transcripts of third year in college/university ▼
School year*	2014 ▼
level	3rd year of higher education
grade	- Your choice - ▼

Choose the grading system used by your home university

| Area of study | - Your choice - ▼ |

Fill out the option that best corresponds to your field of study

| speciality | - Your choice - ▼ |
| average | |

Enter your GPA

| Observations | |

Leave blank

| Number of semesters* | - Your choice - ▼ |

proof

Attention: click on ⊕ Add an attachment.
Attention: click on ✎ pour modifier le nom d'un justificatif
At least one supporting document is required

your documents

Last name
⊕

Attention: click on ⊕ Add an attachment.

In this section you need to upload a scanned copy of your acceptance letter.
Reminder: It must be in Jpeg format and no more than 300 KB.
Click on the cross (⊕) and follow the prompts.
Then click on "save"

❖ You will be taken back to this page

❖ Fill out the section below

Step 6B: Complete the Linguistics Skills section

Click the "Linguistics Skills" tab

CampusFrance form   US803100 -

| Education | Linguistic skills | goals | Validation of my file's CampusFrance form |

Attention: click on ⊕ create a stay in France

If you have been to France, click on the cross (⊕) and fill out this section

List of your stays in France

Start date	End date	Description
⊕		

Attention: click on ⊕ create a stay in France

French language proficiency tests

Attention: click on ⊕ Add a language test (only those you passed)

Do not fill out this section unless you have taken a French test, such as the TCF, DELF, DALF

Passed language tests

Linguistic exam/test	expiration date	Grade	Grade written expression	level
⊕				

Attention: click on ⊕ Add a language test (only those you passed)

French language competency
Was some or all of your high school classes taught in French?*   - Your choice - ▼
Have you ever studied French?*   - Your choice - ▼

Select the response that best responds to your situation (level of French, number of hours of French instruction etc...)

Other language competencies
Have you ever studied English?*   - Your choice - ▼

Cancel   Validate

Click "validate"

Step 6C: Complete the Goals section

Education   Linguistic skills   **goals**   Validation of my file's CampusFrance form

goals

My photo, Jpeg 300 DPI 26*32 mm

Click the "Goals" tab. Fill out this section and then click "validate" at the bottom of the page

This part is optional. If you choose to upload a picture, make sure it is a passport type picture that is in Jpeg format and less than 50 KB.

In the Goals tab the text can be configured according to the picture type and format.

The fields below can be filled out in either French or English.

Resume*

Copy and paste your resume here

Save my resume

Study goal / or research goal*

Professional plans*

Write one sentence for each section

My Goals (Why do you want to study in France?) *

If you are changing your field of study (i.e. if the academic program to which you are applying is not directly related to your previous coursework), please explain here:

Leave this section blank. This part is not required for study abroad students.

Step 6D: Validate your Campus France form

Fill out form	Reception of hard copy	Payment	Validation par l'équipe ECF	Interview	Application
Start 28/04/2014	To be sent	To do	To do	To be planned	A compléter

Step 1: Click on the 4th tab

CampusFrance form   US803100 _____r

Education	Linguistic skills	goals	**Validation of my file's CampusFrance form**

Verification that all required information has been entered.

Personal information	Complete
Education	Complete
Linguistic skills	Complete
goals	Complete

Step 2: Check that each section is complete. If one part is incomplete, go back and enter the missing information.

Your CampusFrance form is complete, you may submit it

Welcome! CampusFrance USA is here to help you throughout your application process. Our team will process your application for any stay in France over three months, before you apply for a student visa. We encourage you to browse our extensive website at www.usa.campusfrance.org, where you will find information on how to study in France (including info on applications and student visas), French degrees and training programs, a searchable directory of courses and programs taught in English and a wide array of useful tips!

Warning
Submission of your CampusFrance form is irreversible. You will no longer be able to modify it once you have clicked on "OK".

(Cancel) (Validate) —————⟶ **Step 3: Click "validate"**

IMPORTANT: A message will then appear asking you to fill out the My Procedures section. **Do not fill out this part.**

Step 7: Send us the following documents

❖ After validating your PASTEL application, you must send us by postal mail:

➡ a COPY of the acceptance letter you uploaded

➡ a $100 money order made out to **MCUFEU**

➡ a photocopy of your money order

Send them to us at:

Campus France
4101 Reservoir Rd NW
Washington, DC 20007

Please do not send them separately.
Be sure to include your Campus France reference number (USXXXXXX) on your money order.

❖ For more information on acceptance letter requirements and how to proceed in general, please consult the following link on our **website**

Step 8: Check your Campus France mailbox

❖ Regularly check your Campus France mailbox through PASTEL for your confirmation email and proof of payment. Print copies for submission to the French consulate

Within about three weeks after Campus France has received your postal mail, a Campus France representative will review your file. If your file (acceptance letter and money order sent via postal mail, AND online Campus France form) is complete, you will receive a confirmation email – which starts with "Your Campus France file has been processed." – in your Campus France inbox in the PASTEL system.

Please note: Any missing materials (money order or acceptance letter) or an incomplete online PASTEL application will delay the process. Check your Campus France inbox regularly to see whether you need to take action.

Print out the (a) confirmation email, as well as the (b) proof of payment that you should have received earlier in the process (a PDF attached to the email entitled *"Une Quittance est disponible"*), as these are among the several documents required by the French consulate.

How to contact us

❖ If you have questions regarding the PASTEL application or the Campus France process, be sure to check the FAQ section on our website before contacting us. Many of your questions can be answered here!

❖ If you can't find the answer to your question, you can send us an email via your PASTEL account (click on Send a Message)

CAMPUS FRANCE
usa.campusfrance.org USA