

## User Guide

This guide is for students participating in a study abroad/exchange program who have already been accepted to a French institution by applying to it directly (without going through CampusFrance).

### Very important:

**Take the time to fill out your CampusFrance online form thoroughly and correctly. Please do not use a Mac computer or Safari program.**

This guide is designed to help you fill out and submit your CampusFrance form online through the PASTEL system, one of the first steps in the student visa acquisition process.

1. To begin your CampusFrance registration, go to [www.usa.campusfrance.org](http://www.usa.campusfrance.org)
2. Once you see our homepage, click on the following icon labeled **"Register for PASTEL"**



**Création de mon compte**

Les champs précédés d'un astérisque (\*) et colorés en rouge doivent obligatoirement être saisis

	CampusFrance	Etats-Unis	
Email address	Adresse électronique*	<input style="background-color: #f8d7da;" type="text"/>	Ex : nom.prenom@hotmail.com
Last name	Nom de famille*	<input style="background-color: #f8d7da;" type="text"/>	
First name	Prénom*	<input style="background-color: #f8d7da;" type="text"/>	
Password	Mot de passe*	<input type="password"/>	De 8 à 15 caractères avec au moins 3 des 4 règles suivantes : - une majuscule, une minuscule, un chiffre, un caractère spécial (hors caractères alphabétiques et numériques)
Re type your password	Répétez votre mot de passe*	<input type="password"/>	

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!

Recopier les caractères de l'image

t i j k e d

Changer l'image

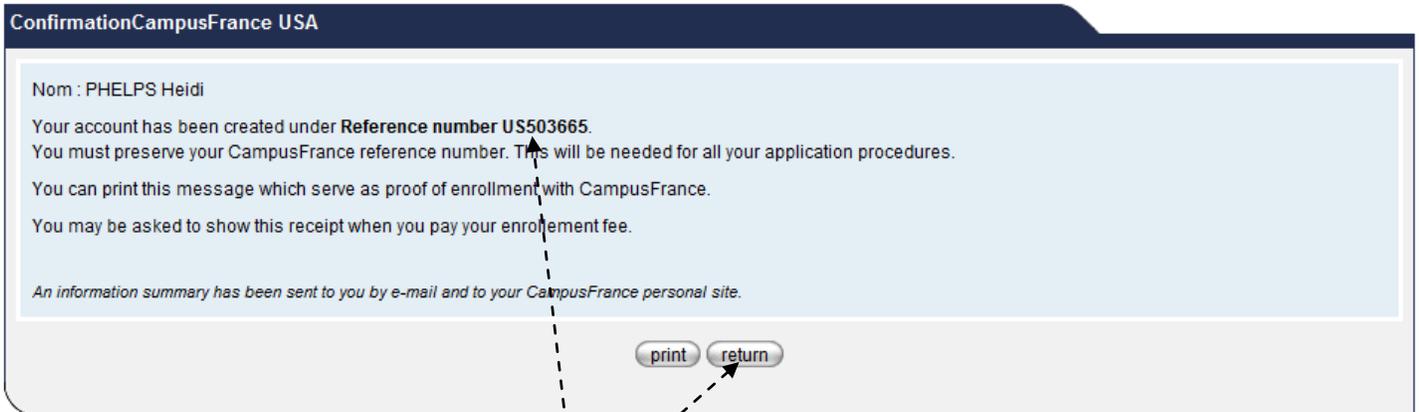
A quoi ça sert ?  
Cette étape nous permet d'empêcher les systèmes automatiques de création de compte d'opérer. Merci de bien vouloir saisir dans la zone dédiée, la suite de caractères affichée.

3. You will then be prompted to enter your personal information into your personal PASTEL account. Please fill this section out carefully and accurately, as it will be compared to the documents that you provide in person at the consulate for your visa appointment. After finishing this form, click **“validate”** to proceed. **PLEASE NOTE: to create your account in English**, select “English” in the drop-down menu for **“Language”**. If this screen appears to you in French, refer to the template below for the English translation for each field.

**When creating your account, please note the following:**

	<b>Password</b>	<i>* Your password must contain at least 8 characters. Please write them down so that you do not forget them.</i>
	<b>Passport</b>	<i>* If you are American, type in your passport number. If you are a foreign student, provide the number of your residency card or visa. As a foreign student, if you try to enter your passport number, you will not be able to create your account.</i>
	<b>Date of Birth</b>	<i>* Indicate your date of birth the French way, as follows : <b>day/month/year</b></i>
	<b>Address</b>	<i>* Your permanent address. Please provide an address of <b>permanent residency</b> (that of your parents, for example, or your personal address in the city where you study).</i>
	<b>Phone Number</b>	<i>* Indicate your complete phone number <b>with area code</b> so that we can contact you easily if we need any additional information.</i>
	<b>Email</b>	<i>* <b>Emails will not be sent to your personal email address.</b> They will be sent directly to your <b>CampusFrance PASTEL mailbox</b>, which you will need to check regularly.</i>
<p><b><i>Do not forget to click « validate » to submit your personal information!</i></b>          If you are unable to validate this section, it means that some information has been entered incorrectly. Please contact us via email at :  <a href="mailto:Washington@campusfrance.org">Washington@campusfrance.org</a></p>		

4. Once you have submitted your personal information, click **"valider"**. You will then receive a message confirming the creation of your CampusFrance account:



**Print** this page with your **CampusFrance reference number** on it, to save for your records. After printing, click **"return"** to log into your account.

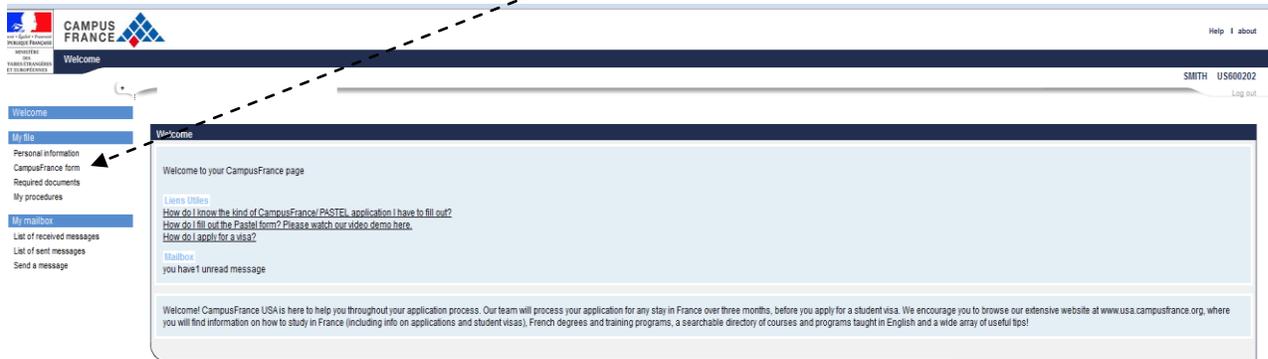
6. Returning to the screen prompting you to connect to you CampusFrance account, enter your email address and password and click **"se connecter"**.



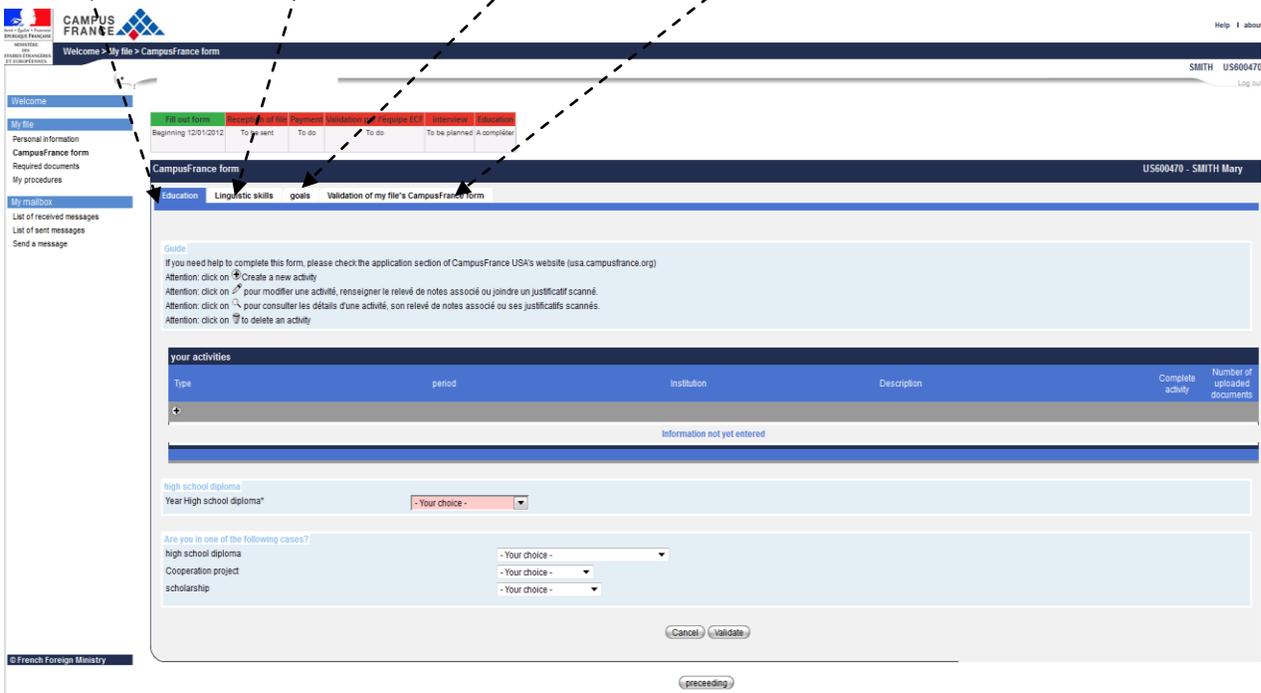
Si vous n'êtes pas encore inscrit, veuillez créer votre compte sur la page suivante : [Création d'un dossier](#)

7. Once you have logged into the system, you will have access to your personal PASTEL account and private CampusFrance inbox, where you will receive all CampusFrance correspondence from this point forward. You will also have access to your **CampusFrance form**, which you will need to fill out to complete the CampusFrance process.

8. To fill out your CampusFrance form, click **CampusFrance Form** at the left of the screen.



9. All 4 sections of your CampusFrance form must be completed:  
**Education, "Linguistic Skills", "Goals" and "Validation of my file's CampusFrance form"**



**a) "Education" Section:**

In this section, as a study abroad/exchange student, here is a brief overview of what you will need to do:

- Fill out information about your high school diploma. This is mandatory.
- If you have earned a post-secondary degree (e.g. college or university degree, etc.), you must select "Post-secondary diploma" and provide us with information about this degree.
- If you are currently studying at a university and have NOT yet graduated, you only need to provide information about your high school.

## How to Fill Out the Education Section

First, indicate the year that you received your high school diploma and respond to the questions at the bottom of the page (4 drop-down menus).

CampusFrance form US600470 - SMITH Mary

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

Guide  
If you need help to complete this form, please check the application section of CampusFrance USA's website (usa.campusfrance.org)  
Attention: click on Create a new activity  
Attention: click on pour modifier une activité, renseigner le relevé de notes associé ou joindre un justificatif scanné.  
Attention: click on pour consulter les détails d'une activité, son relevé de notes associé ou ses justificatifs scannés.  
Attention: click on to delete an activity

your activities

Type	period	Institution	Description	Complete activity	Number of uploaded documents
Information not yet entered					

high school diploma  
Year High school diploma\*

Are you in one of the following cases?

high school diploma

Cooperation project

scholarship

Next, click on the plus sign ( $\oplus$ ) to create and describe your most recent academic activity (high school diploma or post-secondary degree, if applicable.):

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your activities

Type	period	Institution	Description	Complete activity	Number of uploaded documents
Information not yet entered					

high school diploma  
Year High school diploma\*

Are you in one of the following cases?

high school diploma

Cooperation project

scholarship

For this activity, you will be prompted to fill out two pages of information.

**Page 1 of 2:** select the **type of activity** (high school diploma or post-secondary/university diploma) and click **"next."**

Fill out form	Reception of file	Payment	Validation par l'équipe ECF	Interview	Education
Beginning 12/01/2012	To be sent	To do	To do	To be planned	A compléter

Activity details 1/2 US600470 - SMITH Mary

Titre Activité

type of activity\* High school diploma

School year\* 2001

Country\* United States

Province/Region/State\* District of Columbia, Washington

City\* Washington

Institution\* Other

Other institution\* Washington High School

Type of institution\* Public

diploma Senior Year

preceeding next

You will then see the following screen, prompting you to indicate where and when you completed this activity. If your city does not appear in the drop-down list, select "other" to type them in manually. Please make sure to fill out the **Other Institution** field, or you will not be able to validate this section.

Fill out form	Payment	Validation par l'équipe ECF	Reception of file	Interview	Education
Beginning 09/05/2011	To do	To do	To be sent	To be planned	A compléter

Détails d'une Activité 1/2 US503475 - PHELPS Heidi

Titre Activité

type of activity\* High school diploma

School year\* 1996

Country\* United States

Province/Region/State\* Rhode Island

City\* Other

Other city\* Providence

Other institution\* Providence High School

Type of institution\* Public

diploma Senior Year

preceeding next

Click **next**, and you will be taken to page two:

Activity details 2/2 US600470 - SMITH Mary

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

Details regarding the report card

Series no

Record/Transcript name\* Senior Year

School year\* 2001

level high school diploma

grade on a scale from A to D

Distinction average No distinction

Observations A

Evaluation period\* trimestrial

Attention: click on To add a subject

As a study abroad student already accepted into a program, simply fill out this basic information about your grades and **upload your official acceptance letter or acknowledgment of enrollment**, addressed to you and mentioning your full name according to the following instructions.

Here is the section where you will need to upload your letter.  
To begin uploading your letter, click on the plus sign (+) and follow the system instructions.

**IMPORTANT:**

All documents MUST be only in **jpeg** and **cannot exceed 300kb**. Don't try to upload a PDF document or any other format. The system will not accept it.

**b) "Linguistic Skills" Section:**

This section concerns your knowledge and experience in the French language (trips to francophone countries, French language proficiency tests, etc.).

As a study abroad student already accepted into a program, the only mandatory sections to fill out are the **"French language competency"** and **"Other language competencies"** sections. Additionally, if you have visited France before, you must fill out the section entitled **"List of your stays in France"**. However, if you have never been to France, you can leave this section blank.

After filling out these two sections, click **validate** to proceed to the "Goals" section of your form.

	<b>Trips and Language Test info</b>	* The <b>"Linguistic Exams/tests"</b> section is <b>optional</b> in your case. If you wish to enter this information, you can, but it is not mandatory.
	First Language	* If English is your first or native language, select <b>first language</b> for the question <b>Have you studied English?</b>

### c) Goals Section:

This section asks you to explain why you have chosen to study in France. Complete the four mandatory sections (highlighted in pink) about your academic and professional goals (in French or in English, your choice.) Then, scroll to the bottom of the page and click **validate**.

	<b>Required Information</b>	* You must fill out at least one sentence per field.
	Photo	* Attaching a photo <b>is mandatory</b> (and it needs to be under 50kb).
	Curriculum Vitae	*You can upload your current CV (resume) separately in jpeg form, no larger than 300kb, or copy/paste it into this form.

## d) Validation Section:

This is where you officially submit your electronic form.

- a. If **complete** is indicated in the box at the side of each section (Personal Information, Education, Linguistic Skills and Goals), you can submit your form by clicking **validate**.
- b. If **incomplete** is indicated on the side of one or more sections, you need to return to the incomplete sections and fill out the missing information before it can be submitted.

	<b>Submitting your file</b>	<p>* Once your electronic file has been validated and submitted, you cannot make any changes.</p> <p>After sending it, if you need to make changes to your personal information (address, password, phone number, etc.) contact us through the pre-formatted email system in your PASTEL account.</p>
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## 10. DO NOT FILL OUT THE « MY PROCEDURES » SECTION.

11. After validating your CampusFrance application, you must send us by postal mail a COPY of your acceptance letter from your university, and payment (money order made out to **MCUFEU**). **Please do not send them separately. Be sure to include your Campus France reference number on your money order.**

For more information on acceptance letter requirements and how to proceed in general, please consult the **procedures section on our website** ([www.usa.campusfrance.org](http://www.usa.campusfrance.org)).