User Guide

Admission Procedure

2nd or 3rd year of bachelor's degree at a public university
Dear Students & Parents,

if you are planning to join the second or third year of bachelor's degree at a public university (Université), then this is the right guide for your. It's time for you to prepare your application by following the admission procedure on EeF platform.

If you don't know where to start, no worries! Campus France UAE team got your back. This user guide is designed specifically to help you through the admission procedure for French universities. Make sure to read the instructions carefully before submitting your application on the platform.

Campus France UAE looks forward to helping you to get your admission in one of the top universities in France.

Campus France UAE Team
1- Create your account on EeF platform

Register on EeF platform with your email address.

Choose “Espace Campus France Émirats arabes unis” as your reference.
Fill in your personal information.

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<thead>
<tr>
<th><strong>Email address</strong></th>
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<tbody>
<tr>
<td>This e-mail address will be used as login to log in my account, and, if an account, to receive information messages from my Campus France and institutions to which I want to apply.</td>
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<td>E-mail address *</td>
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<td>Confirmation of the e-mail address *</td>
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<th><strong>Identity</strong></th>
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<td>Date of birth (ddmmyyyy)</td>
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<th><strong>ID</strong></th>
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<td>To finalize your account creation, please carefully fill the information below as it appears on the ID provided.</td>
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<td>Country of issue of your ID *</td>
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Create your account by clicking on “Create an account”.

A confirmation email will be sent to your registered e-mail address to activate your EeF account.
To activate your account, you must click on the link that was sent by EeF.

Once you activate your account, you will be redirected to EeF platform to choose a password. Then you can have access to EeF app.
2- Start the admission procedure

Choose “I wish to apply”.

Fill in your personal information and upload the requested documents (photograph, passport/Emirates ID, scholarship certificate & French language certificate if applicable).

1. Personal information Incomplete

At this stage, please enter your personal information, academic background and professional experience, and your level of proficiency in English or French, depending on the language you will be studying in.

1.2. Fill out the program cart

If you already know which programs you are interested in, you can apply by adding the programs to your cart. If you do not know which program you are interested in, consult the catalog on Campus France UAE or ask for a counseling interview.

Campus France catalog: https://www.uae.campusfrance.org/

1.3. Submit the file to Campus France UAE

Please make sure you filled out the application correctly before you submit it to Campus France UAE.
3- Apply to French universities connected to the platform

Please note that you are entitled to a certain number of choices:

- All kinds of study fields: 7 academic programs sorted by priority either in the same university or different universities.

Some universities may ask you to follow a specific application procedure in parallel of Etudes en France procedure.

1. Fill out the application
   - Electronic application is mandatory for institutions connected to Etudes en France. We advise you to fill out the form following the steps below.
   - 1.1 - Personal information [Incomplete]
     - At this stage, please enter your personal information, academic background and professional experience, and your level of proficiency in English or French, depending on the language you will be studying in.
   - 1.2 - Fill out the program cart
     - If you already know which programs you are interested in, you can apply by adding the programs to your cart. If you do not know which program you are interested in, consult the catalog on Campus France UAE or ask for a counselling interview.
       - Campus France catalog [https://www.uae.campusfrance.org/]
   - 1.3 - Submit the file to Campus France UAE
     - Please make sure you filled out the application correctly before you submit it to Campus France UAE.

2. Campus France UAE is reviewing my file

3. The chosen higher education institutions are reviewing your applications
4- Save your electronic file and submit it online

Once your file is ready, you can submit it online. Campus France UAE team will review your application and will notify you in case some documents are missing.

Once your file is validated, you will receive a message in order to proceed with the payment of the application fees.
5- Pay the application fees and meet your Campus France representative

Once your file is reviewed by Campus France UAE, you will receive a confirmation email with the processing/service fees.

Pay the service fees 676 AED by bank transfer*. You may contact Campus France UAE advisor at campusfrance@if-uae.com to get the bank details.

Once your payment is validated by Campus France UAE, your advisor will arrange an appointment and will send you the dates to your registered E-mail.

Meet your Campus France UAE representative and download your EeF certificate.

*The reference of your payment should be in the format "EEF + File number"
Example: My file number is EA21-12345. The reference should be “EEFEA21-12345
6- Wait for the universities answers

Once your file is processed by French universities, you will receive a positive or a negative answer directly in your "EtudesEnFrance" account by the 31st of March 2022.

You will be able to confirm your choice until 15th May 2022 on "Etudes en France" platform.

7- Start the pre-consular procedure for the visa application

Please refer to the pre-consular user guide in order to start the visa application process.

CONGRATULATIONS!

You're All Set To go!
Before creating your file, make sure to have these electronic documents handy

You can add PDF, JPG, or PNG files. The size of each document must not exceed 300 ko.

- Emirates ID / Passport
- Resume/CV
- Motivation letter
- personal photo
  
  *Scan a profile picture in Jpeg 300 DPI 26*32 mm. It must be in JPEG or PNG format and the size must not exceed 50KB.*
- Last completed degree
- Academic transcripts of the last 2 years
- French Language certificate
  *If applicable*
- English Language certificate
  *If applicable*