

# ÉTUDES EN FRANCE

## User Guide

---

# Admission Procedure

**1st year of bachelor's degree at a public  
university (Licence)**



## ÉTUDES EN FRANCE

*Dear Students & Parents,*

if you are planning to join the first 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.

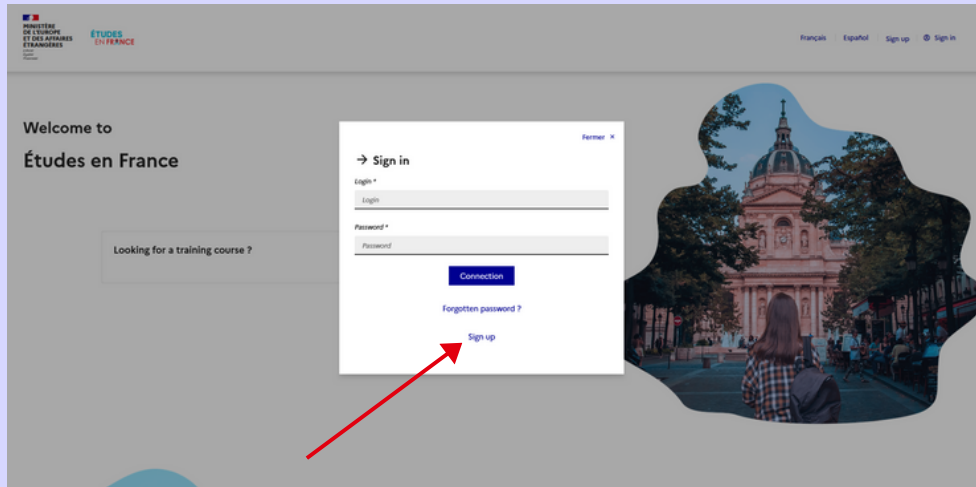
Make sure to read the instructions carefully before submitting your application on the platform.

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

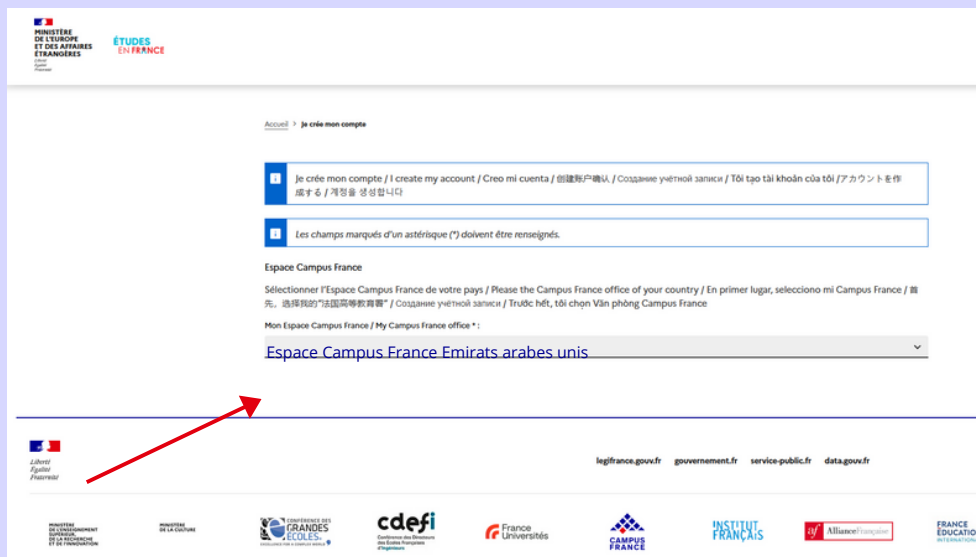
*Campus France UAE Team*

# 1- Create your account on EeF platform

Sign up on EeF platform with your email address.

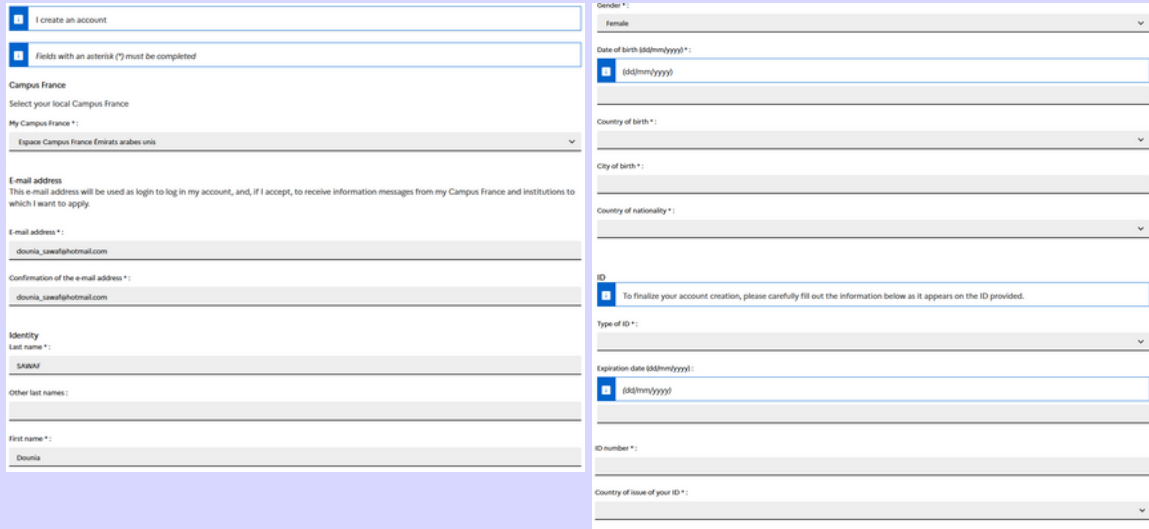


Choose "Espace Campus France Emirats arabes unis" as your reference.



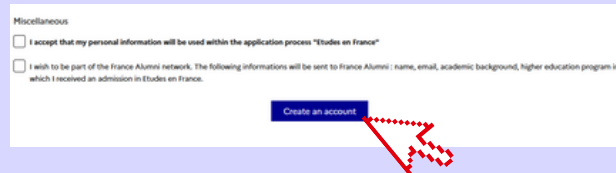
## Fill in your personal information

(E-mail address - First & Last name - Gender - Date of Birth - Country & City of Birth - Country of Nationality - Type of ID : EID or Passport & ID Number.



The screenshot shows a two-column form for account creation. The left column contains fields for: 'I create an account' (checkbox), 'Fields with an asterisk (\*) must be completed' (checkbox), 'Campus France' (dropdown), 'My Campus France \*' (dropdown), 'E-mail address' (text), 'Confirmation of the e-mail address \*' (text), 'Identity' (text), 'Last name \*' (text), 'Other last names' (text), and 'First name \*' (text). The right column contains: 'Gender \*' (dropdown), 'Date of birth (dd/mm/yyyy) \*' (text), 'Country of birth \*' (dropdown), 'City of birth \*' (text), 'Country of nationality \*' (dropdown), 'ID' (checkbox), 'Type of ID \*' (dropdown), 'Expiration date (dd/mm/yyyy)' (text), 'ID number \*' (text), and 'Country of issue of your ID \*' (dropdown).

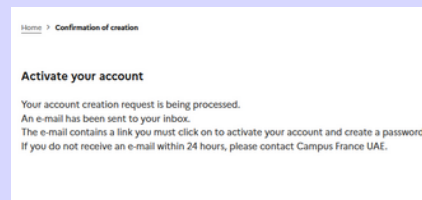
Create your account by clicking on “Create an account”.



The screenshot shows a 'Miscellaneous' section with two checkboxes: 'I accept that my personal information will be used within the application process "Etudes en France"' and 'I wish to be part of the France Alumni network. The following informations will be sent to France Alumni: name, email, academic background, higher education program in which I received an admission in Etudes en France.' A red arrow points to the 'Create an account' button.



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.



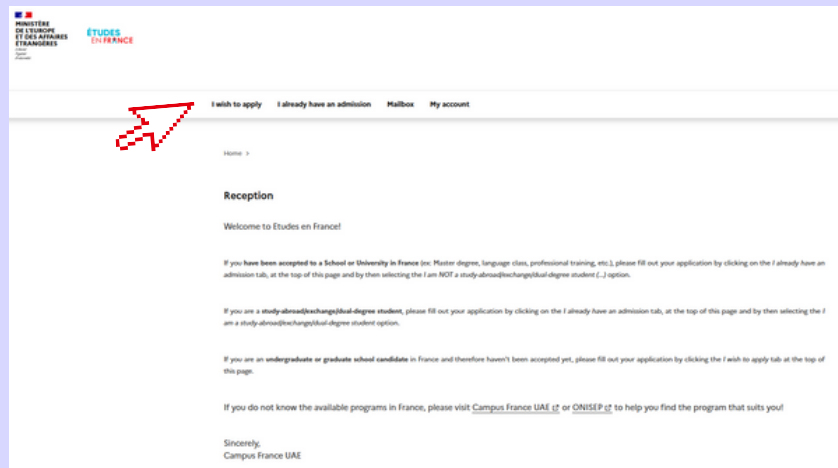
The screenshot shows a 'Confirmation of creation' page with the heading 'Activate your account'. The text reads: 'Your account creation request is being processed. An e-mail has been sent to your inbox. The e-mail contains a link you must click on to activate your account and create a password. If you do not receive an e-mail within 24 hours, please contact Campus France UAE.'



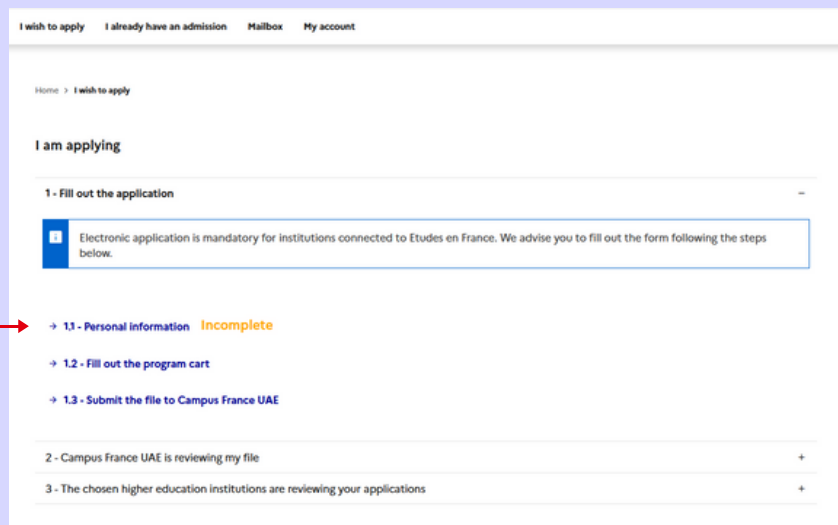
Once you activate your account, you will be redirected to EeF platform to choose a password. Then you can have access to EeF app.

## 2- Start the admission procedure

Choose "I wish to apply".



Complete your personal information and upload the requested documents (photograph, passport & Emirates ID & UAE residency visa, scholarship certificate & French language certificate if applicable).



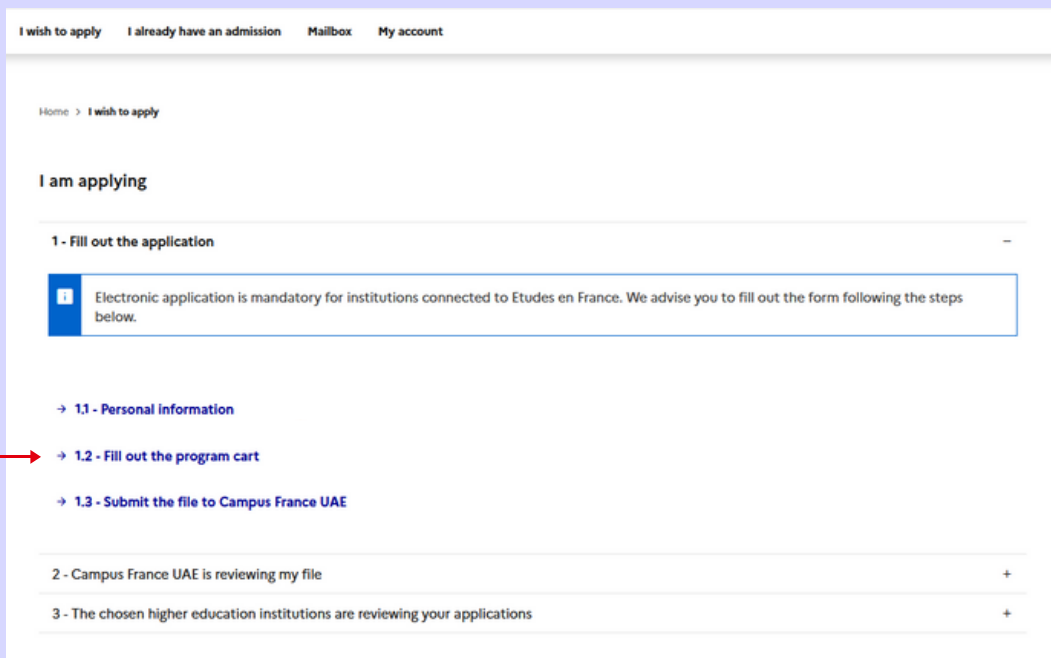
## 3- Apply to French universities connected to the platform

Fill out the program cart by clicking on "*Fill out the program cart*". Please note that you are entitled to a certain number of choices :

- All kinds of study fields (*except architecture*) : **3 programs** sorted by priority either in the same university or different universities.
- Architecture field: 2 programs sorted by priority.



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




I wish to apply | I already have an admission | Mailbox | My account

Home > I wish to apply

### I am applying

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

→ 1.2 - Fill out the program cart

→ 1.3 - Submit the file to Campus France UAE

2 - Campus France UAE is reviewing my file +

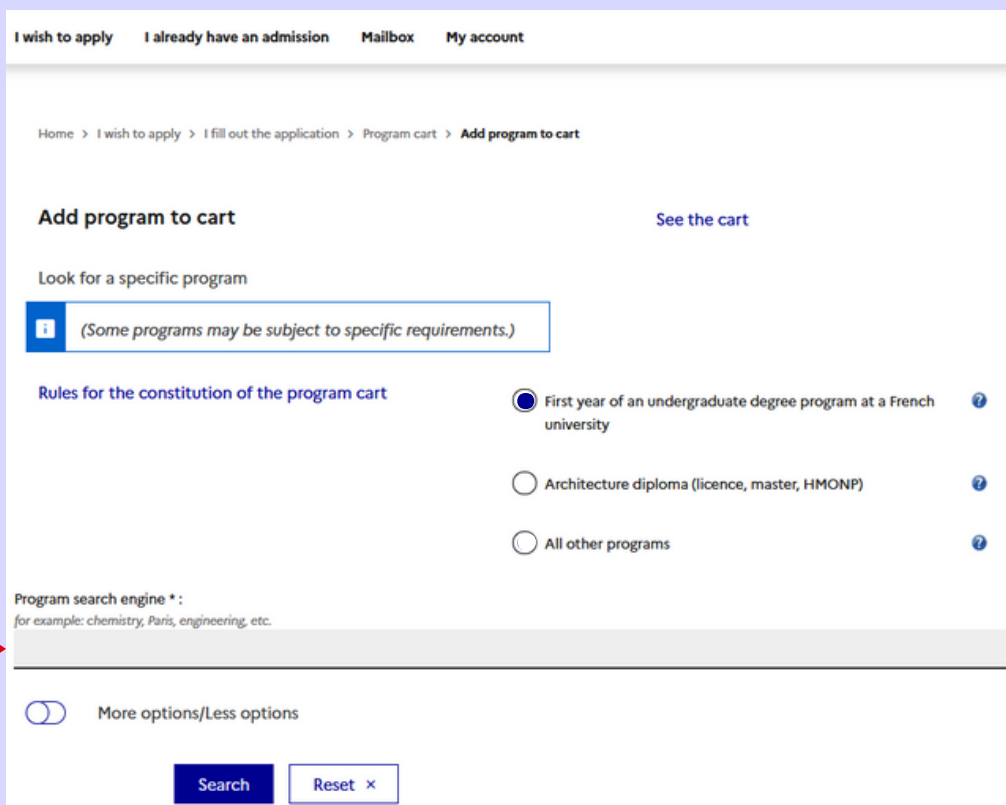
3 - The chosen higher education institutions are reviewing your applications +

### 3- Apply to French universities connected to the platform

Select "*First year of an undergraduate degree program at a French university*" and add the programs you are interested into your cart. Please note that you can choose 7 programs in total (3 programs within public universities and 4 programs within private universities OR 7 programs within private universities).

When searching for a program in the cart, it is highly recommended to search by the university's name. Therefore, please make sure to write the exact name of the university.

For each program you add to your cart, you will have to write a personal statement / cover letter explaining why you would like to join the program. The statement must not exceed 2500 words.



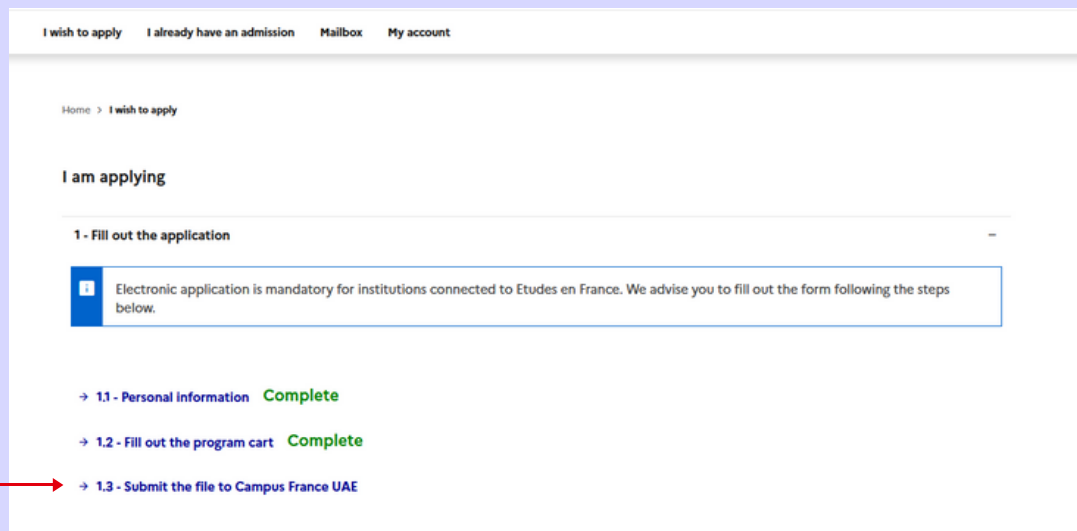
The screenshot shows the 'Add program to cart' page. At the top, there are navigation links: 'I wish to apply', 'I already have an admission', 'Mailbox', and 'My account'. Below this is a breadcrumb trail: 'Home > I wish to apply > I fill out the application > Program cart > Add program to cart'. The main heading is 'Add program to cart' with a 'See the cart' link. A search bar is present with the placeholder text '(Some programs may be subject to specific requirements.)'. Below the search bar, there are 'Rules for the constitution of the program cart' with three radio button options: 'First year of an undergraduate degree program at a French university' (selected), 'Architecture diploma (licence, master, HMONP)', and 'All other programs'. At the bottom, there is a 'Program search engine \*' section with a text input field and a red arrow pointing to it, and a 'More options/Less options' toggle. The page ends with 'Search' and 'Reset x' buttons.

## 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.

In case some documents are missing, you will receive an email in order to complete your file with the missing documents

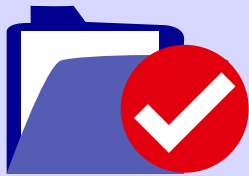
Once your file is validated, you will receive a message in order to proceed with the payment of the application fees (680 AED).



The screenshot shows the 'I wish to apply' section of the Campus France UAE application portal. The navigation bar includes 'I wish to apply', 'I already have an admission', 'Mailbox', and 'My account'. The breadcrumb trail is 'Home > I wish to apply'. The main heading is 'I am applying'. Below this, there is a progress bar for '1 - Fill out the application'. A message box states: 'Electronic application is mandatory for institutions connected to Etudes en France. We advise you to fill out the form following the steps below.' The progress bar shows three steps: '1.1 - Personal Information Complete', '1.2 - Fill out the program cart Complete', and '1.3 - Submit the file to Campus France UAE'. A red arrow points to the '1.3 - Submit the file to Campus France UAE' step.



## 5- Pay the application fees and meet your Campus France representative



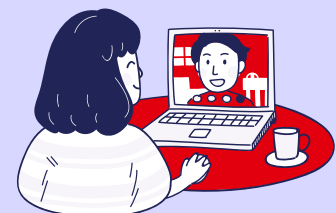
Once your file is reviewed by Campus France UAE, you will receive a confirmation email with the processing/service fees.



Pay the service fees 680 AED by bank transfer\*. Another email will be sent to you with the payment 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. After completing the interview, Campus France UAE will transfer your file to French universities.

\*The reference of your payment should be in the format "EEF + File number"  
**Example** : My file number is AE22-12345. The reference should be "EEFAE21-12345"

## 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 "Etudes en France" account by the 30th of April 2024.



You will have confirm your choice by 31st of May 2023 on "Etudes en France" platform.

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



Once you accept a university offer, Campus France UAE will approve your choice. Then you will be able to download the university acceptance letter.

The last step would be to gather the required documents for the visa application (please refer to the pre-consular procedure on our website) and book your appointment with the visa center VFS Global.

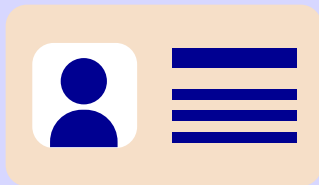
# CONGRATULATIONS!

*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.*



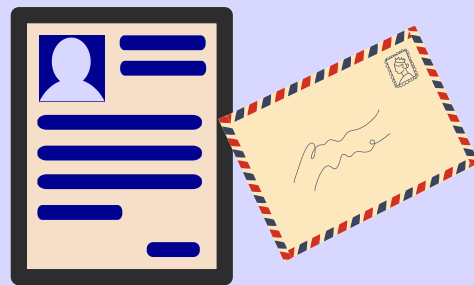
**Emirates ID, UAE  
residency visa &  
Passport**



**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.*



**Resume/CV**

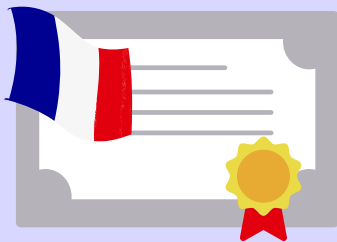
**Motivation letter**



**Last completed  
degree**



**Academic  
transcripts of  
the last 2 years**



**French Language  
certificate  
*If applicable***



**English Language  
certificate  
*If applicable***