

ACADEMIC YEAR 2021-2022 REFERENCE GUIDE FOR ONLINE CAMPUS FRANCE APPLICATIONS 2nd AND 3rd YEAR LICENSE STUDENTS, DUT AND MASTER STUDENTS

SUMMARY

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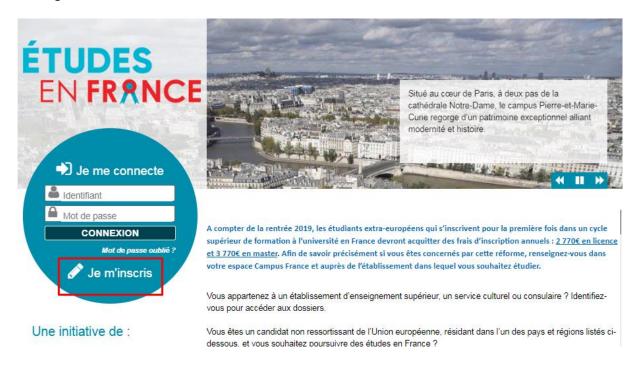


I. ONLINE APPLICATION TO CAMPUS FRANCE

To start the procedure and obtain the Campus France number, register now from the home page of the site **www.turquie.campusfrance.org** by clicking on "**Candidature en ligne**" at the top right of the page :



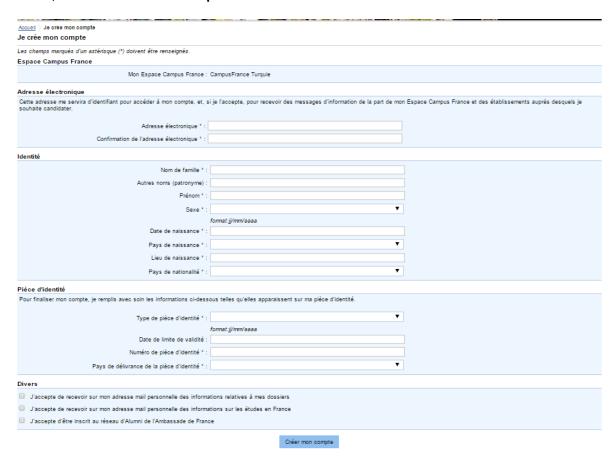
You will be redirected to the connection page then, you can start to build your Campus France file by clicking on "Je m'inscris".





You will be taken to the "Création d'un compte" page.

Fill in all the requested information marked with an asterisk*. (Attention: be careful not to use Turkish characters). Write your date of birth in numbers. Indicate your email address. Once the form is filled, click on "Créer mon compte".



To activate your account, you need to go to your **inbox** and click on the **activation link**. If you have not received the activation link, please check your spam.

Once the account is activated, you will receive a message as below.





Type your email address and set a password (your password must contain at least 8 characters containing numbers and letters, at least one in lowercase and one at least in uppercase). (Attention: Be careful not to use Turkish characters)

Once the form is filled, click on « Confirmer la création de mon compte »



After validation of your account, the validation message will appear. Then, click on « **Me connecter à l'application Etudes en France** ».







Enter your email address (username) and password. Then click on « Connexion ».



Tous droits réservés - mentions légales - Ministère de l'Europe et des Affaires étrangères 2019 - v3.50.0

To access to your profile later, click on "Candidature en ligne" at the top right of the home page.





Once the connection is established, you will be redirected to the page below and click on "Je suis candidat".



Take note of your Campus France number which starts with **TR** at the top right of the page above. You will be asked about it regularly.

II. PROCEDURE OF APPLICATION

Click on "Je saisis mes informations personnels" in the "Je saisis mon dossier" section.



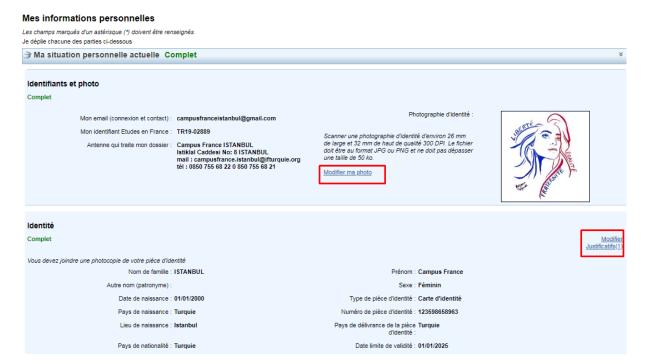


Then click on « Ma situation personnelle actuelle »



Fill in your personal information:

- Add a photo ID by clicking on "**Modifier ma photo**". The scanned document must be in jpeg or png format and must not exceed 50 KB.
- Upload a scanned copy of your identity card by clicking on "**Identité**". The scanned document must be in jpeg or png format and must not exceed 300 KB.





In the "Coordonnées" section you must enter your address, telephone and mobile phone. Then, click on "Enregistrer".

coordonnées				
	N°, rue, complément			
Adresse *:	Campus France	Province / état / région *	Région Marmara	▼
		√ille *	Istanbul	▼
			Si elle n'est pas présente dans la liste, je sélectio la mention Autre et je saisis son nom ci-dessous	nne :
Code postal *:	45896			
	Indicatif Numéro		Indicatif Numéro	
N° de téléphone fixe :		N° de téléphone portable :		
	Enre	gistrer Annuler		

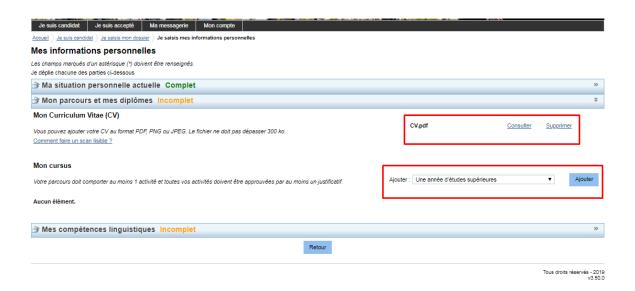
In the next step, click on "Mon parcours et mes diplômes" as below.





Upload your CV. The scanned document must be in jpeg or png format and must not exceed 300 KB. (The CV must be in French).

Then, build your academic file by clicking on "Ajouter". For each line, fill in the required parts and add the official document proving the situation. Uploading this document is mandatory. The scanned document must be in jpeg or png format and must not exceed 300 KB. (Uploading the French translation with the originals is mandatory).



IMPORTANT: For each year of study, you must enter the year in which you completed your cycle.

Ex: to download the 2015/2016 academic year, you must enter 2016.

THESE LINES BELOW MUST BE COMPLETED FOR A MASTER APPLICATION:

For undergraduate students:

- Senior students (in the last undergraduate year): Graduate year / BAC + 4
- Junior students (in 3rd year: Graduate year / BAC + 3
- Second year students: Graduate year / BAC + 2
- First year students: Graduate year / BAC + 1
- For a high school diploma: a baccalaureate or equivalent / BAC

For students already graduated:

- For the Bachelor: Graduate Studies / Master 1 (this line should only appear by graduate students)
- For 4-year diplomas: Year of higher studies / BAC + 4
- For 3-year diplomas: Year of higher studies / BAC + 3
- For diplomas of 2 years: Year of higher studies / BAC + 2
- For diplomas of 1 year: Year of higher studies / BAC + 1



For students who already have a Master degree:

- For the Master's degree: Graduate diploma / Master 2 (this line should only appear by graduate students)
- Master 2nd year: Year of higher studies / BAC + 6
- Master 1st year: Year of higher studies / BAC + 5
- For the Bachelor: Graduate Diploma / Master 1
- For 4 year diplomas: Year of higher studies / BAC + 4
- For 3 year diplomas: Year of higher studies / BAC + 3
- For diplomas of 2 years: Year of higher studies / BAC + 2
- For diplomas of 1 year: Year of higher studies / BAC + 1

FOR STUDENTS IN THE 3RD YEAR OF FIRST CYCLE (Examples can be found below):

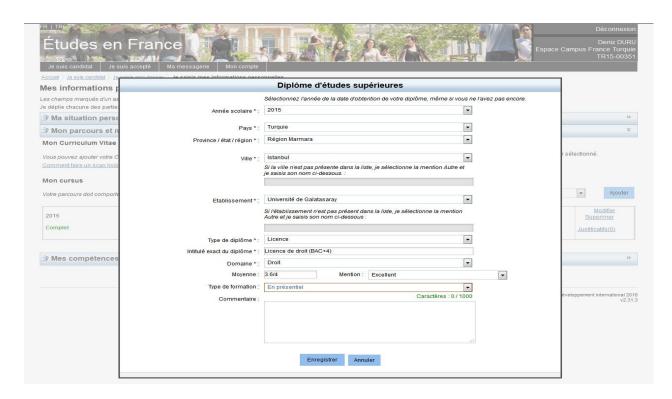
- For the 2nd year license: Year of higher studies / BAC + 2
- For the 1st year: Graduate year / BAC + 1
- For a high school diploma: a baccalaureate or equivalent / BAC

FOR STUDENTS IN THE 2nd YEAR OF FIRST CYCLE (Examples can be found below)

- For the 1st year: Graduate year / BAC + 1
- For a high school diploma: a baccalaureate or equivalent / BAC
- For the high school in the last year: High school year, BAC level
- For the school before last year (1st year class): Year of high school, level BAC-1
- For high school in second grade: Year of high school, level BAC-2

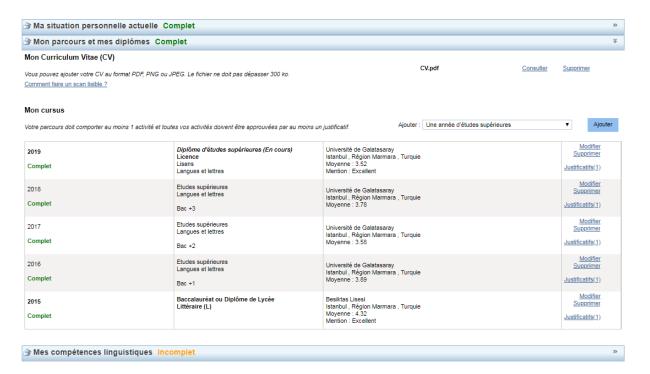


The page when adding courses will be as below:



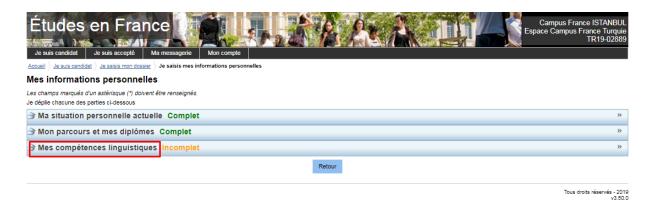
After completing your training, for example for graduate students, the screen should look like this page below.

For last year's high school students, the line "Diplôme d'études supérieures" should not appear.





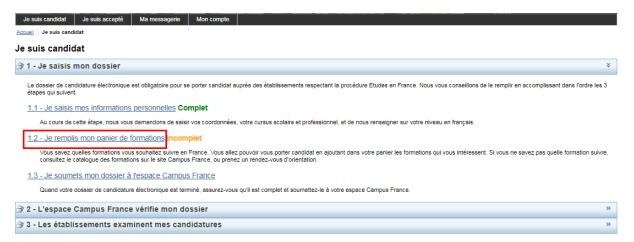
After this step, please click on « Mes compétences linguistiques »



Complete this section regarding your situation. Don't forget to add the supporting documents for each test.



After this step, please click on "Je remplis mon panier de formation" in the "Je saisis mon dossier" section as below.

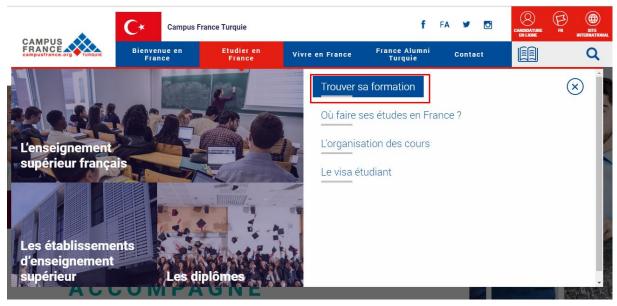




The page below will appear, you can add your education.



Perform your search from the main page according to the options offered.







TROUVER UNE FORMATION AU NIVEAU MASTER

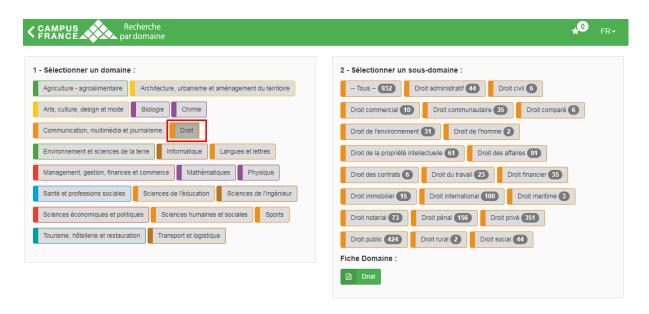
Pour trouver une formation au niveau master, le catalogue des masters de Campus France peut vous aider.





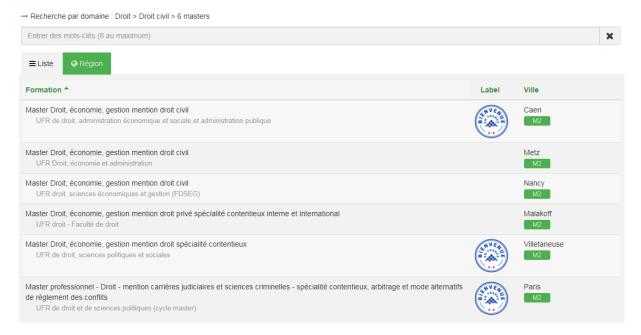


In the example below the "Droit/Law" is selected. Then you can select a subdomain.

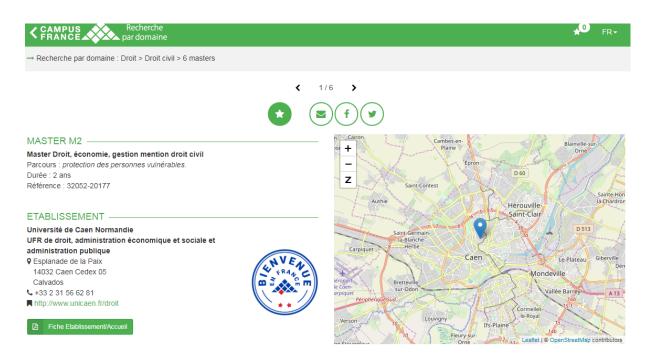




After selecting the subdomain, a screen similar to the screen below will appear.



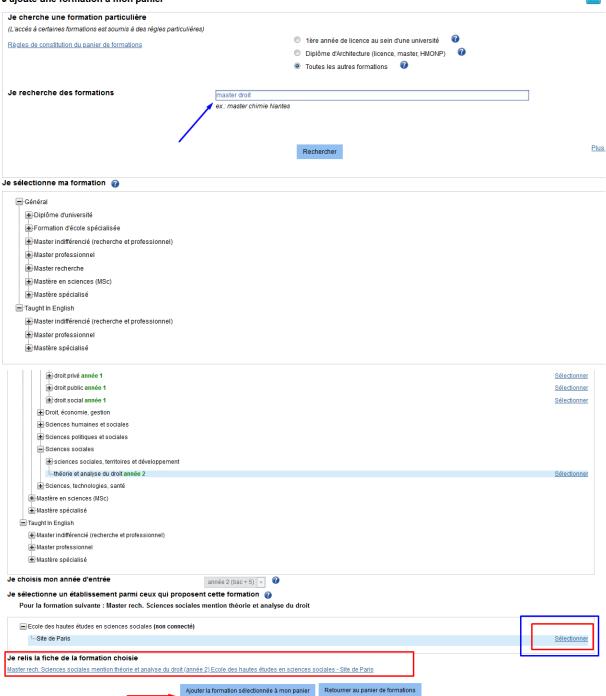
By clicking on one of the courses, you can access more details about the university and the course.



After having carried out your research on the training and the university of which you wish to integrate, you can finally make your request from the account of Campus France.



voir re parirer

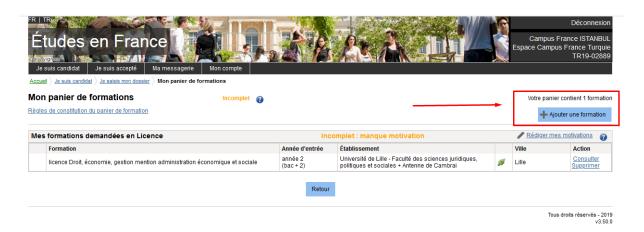


By clicking on "Ajouter la formation sélectionnée à mon panier", you can add your choice to the basket.





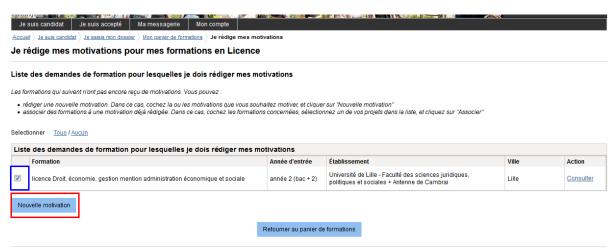
Repeat the procedure for your other choices.



Don't forget to write a cover letter for each application.

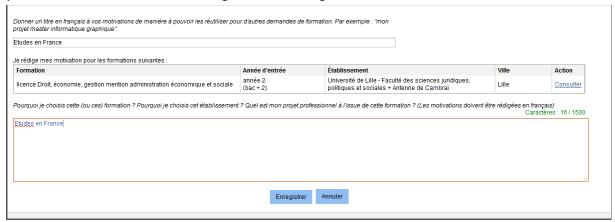


You can write your cover letter by clicking on "Nouvelle Motivation" as below.





Please write your cover letter which must be in 1500 characters. If the training you want is in French, please write it in French, if it is in English, write in English.



After having completed the first two steps, you can click on "Je soumets mon dossier à l'espace Campus France" as below.





Attention: Check that everything is complete, then check the box "J'ai bien relu mon dossier et je certifie l'exactitude des informations qu'il contient".

You can now submit your application to the Campus France area by clicking on **« Je soumets mon dossier à l'Espace Campus France »**.

Je soumets mon dossier			
Votre dossier a bien été soumis auprès d Merci de vous reconnecter régulièrement Vous recevrez des informations de suivi s	pour suivre l'avancement de votre dossier		✓
Je vérifie que mon dossier est com	plet, et je le complète si besoin		
Mes informations personnelles			
	Ma situation personnelle	Complet	Accéder à la section
	Mon parcours et mes diplômes	Complet	Accéder à la section
	Mes compétences linguistiques	Complet	Accéder à la section
Mon panier de formations			
mon panier de formations	Licence	Complet	Accéder à la section
Je relis mon dossier et je le soume	ts à mon espace Campus France		
Jai bien relu mon dossier et je certifie l'ex Attention, après la soumission de votre de	The second secon		
	Je soumets i	mon dossier à l'Espace Campus Franci	•
Les informations recueillies font l'objet d'un trai contacter par la suite pendant vos études en F		les étudiants souhaitant suivre des étu	des supérieures en France et sans opposition de votre part, à permettre de vous

You must complete and validate your online application until March 6, 2020, if not, your application will be refused.

In addition to this, you must pay the Campus France fees and submit the required documents to the Campus France space that concerns you during your appointment with Campus France before **March 5, 2021.**

CAMPUS FRANCE FEES

Fees: 170 Euros

If you have a scholarship in France or if you have a French baccalaureate obtained less than 4 years ago (as in the French High School Pierre Loti and Charles de Gaulle) to find out the fees you have to pay, please contact I Campus France area.

Payment:

Bank: TEB BANK

Recipient: FRANSA BUYUKELCILIGI

IBAN: TR55 0003 2000 0000 0048 7585 03

Beneficiary: Fransa Büyükelçiliği



IMPORTANT: Do not forget to indicate your Campus France number starting with TR with your first and last name when paying. Payments in cash and from ATMs are not accepted.

DOCUMENTS REQUIRED FOR YOUR FILE

BEFORE MARCH 5, 2021: You must bring the documents below to the relevant Campus France space (Ankara, Istanbul or Izmir) by appointment.

IMPORTANT: Documents must be translated into French by a sworn translator. (Certification by a notary is not necessary). Documents in English will only be accepted if you have applied to departments where English is the language of instruction.

- Photocopy of the national identity card
- An original copy of the debit slip showing that the CEF fees has been paid
- Your diplomas (official certification)
 - If you are still a student: High school diploma and certificate of registration
 - If you have a diploma: University diplomas (baccalaureate, license, master, others...)
- Printing your notes:
 - If you are still a student: Transcripts
 - If you are applying for a 2nd year license: High school transcripts or baccalaureate success document
- The level of competence in French language required by the department where you have applied: DELF B2, DALF C1 or C2, TCF or TEF (although the minimum level required is B2, for certain training programs, higher levels may be required.
 Please consult either on the website of the university concerned, or on the Campus France website after choosing your program).
- For programs in English, follow the skill levels determined by the institutions.

Cases where the level of skills in French is not required:

- French Baccalaureate holders
- Citizens of countries whose mother tongue is French: Benin, Burkina Faso, Congo, Democratic Republic of Congo, Ivory Coast, Gabon, Guinea Conakry, Mali, Niger, Senegal, Togo. If citizens of countries where French is not the only official language have completed a significant part of their secondary studies in establishments whose language of instruction is French, they will be exempt from French level tests.



- **Optional documents**: You can add language certificates, letters of reference, practical training documents or any document indicating academic and / or professional experience to your file

CAMPUS FRANCE APPLICATION INTERVIEW

The relevant Campus France advisor will contact you to invite you for an application interview. You will be asked questions related to your educational goals and projects. The interview will last approximately 20 minutes. If you were not invited before April 15, please contact the relevant Campus France office.

Some member universities of Campus France may ask you to fill in their own application documents filled in parallel to the Campus France application. For this reason, please contact all the universities you have contacted to find out about these additional procedures. Most universities do not generally inform Campus France of these parallel procedures. Campus France is therefore not responsible for refusals resulting from the failure to follow these parallel procedures. For universities not members of Campus France, you must consult the website of the university or contact them directly, if necessary. Then complete your application based on the information provided.