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## « Etudes en France »

### *Pre-consular procedure*

<https://pastel.diplomatie.gouv.fr/etudesenfrance/>

If you are a Kuwaiti, or a foreign student who is from a country that does not belong to the Schengen area and residing in Kuwait, and you already have a registration certificate obtained outside the « Etudes en France » platform or you are travelling to France for a university exchange program between your current institution and its French partner:

-You must follow the pre-consular procedure of Campus France Kuwait on the « Etudes en France » platform before going to Capago (externalized French visa center). We proceed with the pre-consular procedure only to apply for the visa. You can't submit your student visa application file to Capago more than 3 months and less than 3 weeks prior to the start of your program (take into consideration that during peak activity in Capago, especially in the summer, waiting time increases).

#### → When to register on the « Etudes en France » portal?

You must follow the pre-consular procedure of Campus France Kuwait on the « Etudes en France » platform « *Students already accepted* » tab, once you have received a registration certificate. It is important to carry out the pre-consular procedure at least 3 weeks before the departure date; otherwise, Campus France Kuwait does not guarantee to process your application on time.

Please make sure to check that your passport is valid and that your documents are ready to be presented at Capago (externalized French visa center).

#### → When to pay the « Etudes en France » application fees?

We only process the files if they are complete, submitted (online transmitted) and paid. **Application fees of 70 KWD** must be settled by bank card at the reception of the Institut français of Kuwait. Also, it is possible to pay by bank transfer.

**ATTENTION:** In case of bank transfer, (bank identity statement available on « Bank Identity Statement » sheet), the student must mention on the transfer: his/her surname and name and his/her « Etudes en France » ID number which begins with "KW" (in the top left of the screen), then send a proof of transfer (copy of the transfer slip or screenshot of the transfer transaction) to [info@institutfrancais-koweit.com](mailto:info@institutfrancais-koweit.com)

Payment must be made **before the Campus France interview**. These fees cover the processing of your file, **they are not a guarantee** for obtaining a visa. **They are non-refundable**, even in case of visa refusal. It is essential to ensure that you are not exempt from paying the fees of Campus France Kuwait before making the payment. **Please refer to the « Exemption cases » sheet.**

#### → How to register on the « Etudes en France » portal?

### 1. Create an account online

Create an account with a valid email address by logging into the « Etudes en France » application: <http://pastel.diplomatie.gouv.fr/etudesenfrance/>

After creating your account, an email will be sent to the address you have specified. This email contains a link that you must click on to activate your account. To confirm the creation of your account, you must enter your email and set your password.

After entering your password, you can log into the « **Etudes en France** » application to submit your application online. Then you choose: « *Students already accepted – I am NOT an exchange student AND I have been accepted to a French institution* » or if you are an exchange student « *Students already accepted – I am an exchange student* ».

## 2. Specify your situation

In the category « *Students already accepted – I am NOT an exchange student AND I have been accepted to a French institution* » or « *Students already accepted – I am an exchange student* »:

- In the catalogue, select the type of study you were accepted in. If you can't find this specific study, describe it: beginning of the academic year of that study, level of the study, prepared diploma, etc.
- Indicate the dates of your stay in France
- State your motivations for choosing this study
- Scan the acceptance letter which must include the start and end dates of the program, the level of entry and the name of the program, the method of enrollment (competition, interview, etc.) and the language of your study (French, English)

## 3. Enter your personal information

**Current status:** enter your personal information and scan the following documents: passport (Kuwaiti) or passport and Kuwait civil ID card (two-sided copy) for foreign residents. You must also scan a recent photo (max. 50 Ko).

In « *Special status* »: indicate if you have a scholarship. If there is no status, you must tick the following option: « *My situation doesn't apply to any of the above* ». Scan de scholarship certificate, if applicable.

**Career and diplomas:** scan your last transcripts of records and diplomas, and your CV.

In « *Add* » an activity = 1 cycle of studies. Each activity must be justified by the documents you will have scanned.

**Language skills:** complete your levels of French and English and scan your documents proving your language level.

### **ATTENTION:**

-All documents must be translated in French or English;

-All documents must be scanned (maximum size for each document: 300 Ko in pdf or jpg).

## 4. Save your electronic file and submit it online

When your electronic file is done, make sure it is complete and submit it online. Once your electronic file is submitted, Campus France Kuwait will process your request. If an element or supporting document is missing, Campus France Kuwait will notify you by sending a message. You must then complete or correct your file and then save it again. Incomplete or poorly scanned documents will require a longer period of treatment.

Once Campus France Kuwait validates your file, you will receive a message asking you to pay the application fees.

## 5. Pay the application fees

**Pay the application fees of 70 KWD** by bank card at the reception of the Institut français of Kuwait. Also, it is possible to pay by bank transfer.

**ATTENTION:** In case of bank transfer, (bank identity statement available on « *Bank Identity Statement* » sheet), the student must mention on the transfer: his/her surname and name and his/her « *Etudes en France* » ID number which begins with "KW" (in the top left of the screen), then send a proof of transfer (copy of the transfer slip or screenshot of the transfer transaction) to [info@institutfrancais-koweit.com](mailto:info@institutfrancais-koweit.com)

Payment must be made **before the Campus France interview**. These fees cover the processing of your file, **they are not a guarantee** for obtaining a visa. **They are non-refundable**, even in case of visa refusal. It is essential to ensure that you are not exempt from paying the fees of Campus France Kuwait before making the payment. **Please refer to the « Exemption cases » sheet.**

## 6. Pass the Campus France interview

Once Campus France Kuwait validates your payment, you will receive a message in your « *Etudes en France* » personal account asking you to set your appointment online for the Campus France interview. You choose the day and

time of your appointment yourself. If you have an impediment or in case you can't make it, you can cancel your appointment. Just cancel the invitation to your interview. You will have the opportunity to set a new appointment based on available time slots.

**You will present yourself during this interview with your identity document, receipt of payment, all original documents you have scanned and the invitation to your interview.**

The candidate must go in person to the Espace Campus France of Kuwait to pass the interview. The Campus France interview is used to authenticate documents, check your motivations as well as your project of studies, your level of French, etc.

## 7. Apply for your visa

After the Campus France interview, you will be able to **download your « Etudes en France » admission certificate which will be required for your visa application.** You will also receive a message authorizing you to do your visa application.

After having finalized the « Etudes en France » procedure you will **create your account and fill in the online visa application form on « France-Visas »** (official visa website for France) <https://france-visas.gouv.fr/> and **take an appointment online on Capago website** (externalized French visa centre) <https://fr-kw.capago.eu/booking> in order to submit your student visa application file to Capago.

*Capago Arraya Shopping Centre, Tower 1, 26th Floor, Al Shuhada Street, Sharq, Kuwait City (+965) 22285785*  
[infofrance-kw@capago.eu](mailto:infofrance-kw@capago.eu)

## 8. Prepare for your arrival in France

**ATTENTION:** If you obtain a student visa, and depending on the type of student visa, please consult the administrative procedures to be done upon arrival in France on [Campus France Kuwait](#) website.

**ATTENTION:** The « Etudes en France » procedure does not guarantee obtaining neither a pre-registration nor the issuance of a visa. The « Etudes en France » application fees are non-refundable.

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[www.koweit.campusfrance.org](http://www.koweit.campusfrance.org)