

Form

Faster and Easier

The group mailing service allows you to send in a batch all of your students' applications and to keep track of them. This option reduces processing time from 3 weeks to 5-7 business days.

Contact information

University Name: _____

Contact Name: _____

Phone number: _____

Email address: _____

Mailing Information (if applicable)

Exact mailing date: _____

Sent by: UPS _____ FedEx _____ USPS _____

Tracking Number: _____

Number of students participating in the program: _____

Terms and conditions

Personal checks are not accepted. Payment of Campus France processing fee for individual applications will be accepted online only. A global check can be issued by the university to cover the entire group as long as the amount covers an exact number of students (n students X \$190).

All students' applications included in the group mailing must be complete with the required documents uploaded, and submitted. If one or more application(s) are incomplete, student(s) and advisor(s) will be notified. Students will be allowed a period of 48 hours to complete their applications. If still incomplete after 48 hours, these applications will be removed from the group mailing and will be processed individually. The processing time will be modified and then set up to three weeks upon reception of the group mailing.

A minimum of 5 applications by batch is required to take advantage of this service.



Date and signature

Steps

- 1) Make sure all of your students' applications are complete with the required documents (headshot, photo ID, acceptance letter) uploaded. Your students' applications must also be submitted.

If not, the processing of the group's applications will be delayed.

- 2) **Send** the following documents to Campus France

By E-MAIL if students pay individually	By MAIL if a group payment is provided
<p>Email address: applicationfileUSA@campusfrance.org Subject line: "GROUP MAILING + INSTITUTION NAME"</p>	<p> 4101 Reservoir Rd NW, Washington, DC 20007</p>
<ul style="list-style-type: none"> The list of students (name, student's Campus France ID number: US XX-XXXXX) 	
<ul style="list-style-type: none"> A copy of each student's acceptance letter with the student's Campus France ID number (USXX-XXXXX) written on it Followed (for each acceptance letter) by the student's receipt of payment 	<ul style="list-style-type: none"> A check* from the university to cover the group of students, (\$190 X number of students), made out to: MCFEU + a copy of the check <p><i>(*Please note: We <u>cannot</u> accept personal checks from students. However, we can accept a check issued by the university to cover a group of students).</i></p>
	<ul style="list-style-type: none"> A copy of each student's acceptance letter with the student's Campus France ID number (USXX-XXXXX) written on it
<ul style="list-style-type: none"> The signed group mailing form 	<ul style="list-style-type: none"> The signed group mailing form <p style="text-align: center;"></p> <p>A copy of the group mailing form must also be sent to Campus France via email to applicationfileUSA@campusfrance.org, with the following in the mandatory subject line: "GROUP MAILING + INSTITUTION NAME"</p>



Our website contains a **step-by-step guideline**, designed to assist students with their online *Campus France* application. Please check: <http://www.usa.campusfrance.org> and click on "Application" / "Students" / "3-week application process" and "I am a study-abroad/exchange/dual-degree student".