Application file
DUEF 2023-2024

(University Diploma of French Studies)

# General information

# Training periods and prices(Beginner not accepted)

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| --- | --- | --- |
| **Training** | **Periods20h a week during 12 weeks**(out of school holidays) | **Prices** |
| **Fall semester\*** |

|  |
| --- |
| From 4th September to 8thDecember 2023 |

 | €1,590\*\* |
| **Spring semester\*** |

|  |
| --- |
| From 15th January to 7th May 2024 |

 | €1,590\*\* |
| **Fall and spring semesters\*** | From 4th September 2023 to 7th May 2024 | €3,030\*\*(€1,590 + €1,440) |
| **Spring and fall semesters\*** | From 15th January to 13th December 2024 | €3,180\*\*\*(€1,590 + €1,590) |

\* Due to the health crisis linked to the COVID-19 epidemic, on-site teaching modalities could change to online courses to ensure the safety of the teachers and students. In the case of online courses, you must have a computer or tablet and an internet connexion.

\*\* University fees included for one year

\*\*\* University fees included for two years

# Application steps

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| --- | --- | --- | --- | --- |
|  | **Steps** | **Fall semester****or**

|  |
| --- |
| **Fall and spring semesters** |

 | **Spring semester****or****Spring an fall semesters** |
| 1 | Application period | From 6th March to 4th June 2023 | From 1stSeptember to 18th October 2023 |
| 2 | Selection and admission response | From 5th to 7th June 2023 | From 19th to 20th October 2023 |
| 3 | Payment period (if you are accepted) | From 8th to 13th June 2023 | From 23th to 27th October 2023 |
| 4 | Sending of enrolment certificate and accommodation certificate (if necessary) | From 14th to 16th June 2023 | From 30th to 31st October 2023 |
| 5 | Applications for a long-stay student visa\*  | From 14th June 2023 | From 30th October 2023 |

\*The application for your long-stay student visa must be made at the French embassy in your own country.

# Payment modalities and refund conditions

For admitted candidates, the registration fees (excluding CVEC) will be paid during the period indicated above **by credit card online or by bank transfer**. International bank fees will be paid by the student. The University must receive the exact amount corresponding to the rate of the desired training period. The cancellation will be possible only in the following cases: refusal of visa, failure to the examination at the end of secondary school, serious illness, death of one of the two parents or brothers and sisters, training not open due to the establishment.

For any refund request, please send an E-mail with enclosed all supporting documents translated into French (medical certificate, etc.) to the following address: cilec@univ-st-etienne.fr.

If the answer is positive, refund will be made.

**WARNING:** Please note that in case of refund request, a holdback of **€85** relative to administrative charges will be deducted.

Cancellations for other reasons (registration in another university for example), before or during the semester, are not eligible for refunding.

# Registration terms

The administrative and pedagogical registration will become definitive when the student:

- shows up on the day of the language placement test,

- provides the necessary documents for the administrative registration

- pays the amount of the CVEC (Contribution de Vie Etudiante et de Campus, indicative price 2022-2023: €95) to the CROUS.

Return **the application form on page 3**

**completed and signed** (directly on the digital document)

to cilec@univ-st-etienne.fr with the following supporting documents:

* Copy of high school diploma
* Copy of your passeport
* Proof of your level of French (diploma or certificate from an institution specifying the number of hours and the level taken)

**Any incomplete file will not be processed**

# **Application form**

## **Your identity**

[ ]  Ms. [ ]  Mr.
Last (Family) Name: Cliquez ou appuyez ici pour entrer du texte.
Birth Name: Cliquez ou appuyez ici pour entrer du texte.
First Name: Cliquez ou appuyez ici pour entrer du texte.

Date of birth: Cliquez ou appuyez ici pour entrer une date.
Country of birth: Cliquez ou appuyez ici pour entrer du texte.
City of birt : Cliquez ou appuyez ici pour entrer du texte.
Nationality: Cliquez ou appuyez ici pour entrer du texte.

Cell phone number: Cliquez ou appuyez ici pour entrer du texte.
E-mail (@): Cliquez ou appuyez ici pour entrer du texte.

**Academic study level (last diploma or last class followed in your country):**

Cliquez ou appuyez ici pour entrer du texte.

## **Your French level (choose from the drop-down list):**  Choisissez un élément.

Beginner not accepted. The minimum level required is A1 (TCF, DELF).

Your French level must be justified by a diploma (TCF or DELF) or a certificate from an institution specifying the number of hours and the level followed **(unless you are taking courses this semester at CILEC)**

## **The training period (choose from the drop-down list):** Choisissez un élément.

## **Do you need accommodation?**

[ ]  Yes, in a private student residence (furnished studio flats). Monthly rent: from €350 to €480

[ ]  Yes, in a host family with full board (breakfast, lunch and dinner included). Monthly rent: €690

[ ]  No

**Acceptance of payment terms and registration procedures:**

[ ]  I have read and accept the payment and cancellation conditions mentioned in paragraph 3, page 2.

[ ]  I have read and accept the terms and conditions for final registration at Jean Monnnet university mentioned in paragraph 4, page 2.

**Applicant’s signature
Read and approved the:** Cliquez ou appuyez ici pour entrer une date.

Cliquez ou appuyez ici pour entrer du texte.