

LAST NAME of the applicant:

First Name:

APPLICATION FORM 2022 - 2023 academic year



IDF INSTITUT DE
FRANÇAIS
ORLÉANS



Your picture

How to contact the French Institute ?

10, rue de Tours

BP 46527

45065 ORLEANS Cedex 2

Phone : +33 (0)2 38 49 45 03

Email : scolarite.idf@univ-orleans.fr

Site web : www.univ-orleans.fr/idf

I wish to apply for:

- DUEF (Diplôme Universitaire d'Etudes Françaises)
- DU Passerelle FLE (*only for asylum seeker, refugees or beneficiary of subsidiary protection*)

Period of studies:

	<input type="checkbox"/> 2 semesters or <input type="checkbox"/> 1 st semester only Please return this file before May 15 th 2022	<input type="checkbox"/> 2 nd semester only Please return this file before October 15 th 2022
Requirements DUJEF	<ul style="list-style-type: none">• Holding a diploma equivalent to the French « baccalaureat » or secondary school diploma,• Mother tongue or schooling language is different from French.	<ul style="list-style-type: none">• Holding a diploma equivalent to the French « baccalaureat » or secondary school diploma,• Mother tongue or schooling language is different from French.
Requirements DUP	<ul style="list-style-type: none">• Holding a diploma equivalent to the French « baccalaureat » or secondary school diploma,• Providing a minimum A2 certification (évaluation en test d'admission),• Mother tongue or schooling language is different from French.	<ul style="list-style-type: none">• Holding a diploma equivalent to the French « baccalaureat » or secondary school diploma,• Providing a minimum A2 certification (évaluation en test d'admission),• Mother tongue or schooling language is different from French.

WARNING : past these dates, no application will be considered

IDENTITY OF THE APPLICANT

Please write in capital letters

LAST NAME :

MARITAL NAME :

First name(s):

Date of birth : Cliquez ici pour entrer une date. Sexe : M F

Place of birth (town and country)

Nationality :

Native language :

Schooling language :

Spoken language(s) :

Phone number :

Email :

Curent postal address:

Other postal address available from Cliquez ici pour entrer une date.

STATUS OF THE APPLICANT

Individual application

Have you ever been registered in a French university ?

Yes, please write your student national number (INE) :

No

Are you « Au pair » ?

Yes

No

Other situation :

Continuous training application*

Registration fees will be paid by your company

Registration fees will be paid in the framework of a « compte personnel de formation »

Job seeker

Pôle Emploi number :

Other :

***In these cases, please send directly your application form to :**

**Service de Formation Continue de l'Université d'Orléans
(SEFCO)**

5 rue de Carbone

BP 6749 - 45067 ORLEANS CEDEX 2

☎ : +33 (0)2 38 49 43 38

✉ : milene.carme@univ-orleans.fr

EDUCATION OF THE APPLICANT

When did you obtain your secondary school diploma ?

Date : Cliquez ici pour entrer une date. Place :

Have you undertaken university studies : yes no

If yes, which one(s) ?

Higher diploma obtained : Date : Cliquez ici pour entrer une date.

FRENCH LANGUAGE STUDIES

- Please list the French studies you have undertaken.

<i>Years</i>	<i>Name, town and country of institution</i>	<i>Total number of hours</i>
/		
/		
/		
/		

- Indicate the last French certification you obtained :

TCF TCF Score : Date : Cliquez ici pour entrer une date.

DELF DALF Level : Mark(/100) : Date : Cliquez ici pour entrer une date.

Other: Level : Date : Cliquez ici pour entrer une date.

- If you haven't any certification, which level do you think you are ?

Beginner A1 A2 B1 B2 C1

APPLICANT PROJECT

Why do you want to register at the Institute of French language?

- to continue higher education in France
 to seek employment on the French territory
 other (specify) :

APPLICATION AND REGISTRATION CONDITIONS

TO READ ABSOLUTELY

FINAL DEADLINE

No additional time will be allowed.

All application forms received after the final deadline will be refused.

ADMISSION PROCEDURE

The schooling service of the Institute will send you an email to confirm the reception of your application form.

DUEF ADMISSION

After the deadline of application, your application will be presented to an educational commission and you will receive an answer maximum 15 days after this commission.

DUP ADMISSION

After the deadline of application, your application will be presented to an educational commission and you will receive an answer maximum 15 days after this commission.

If you are pre-admitted, you will be called for an admission interview including written test.

- If you are admitted, you will receive an admission certificate and a notification for the placement test. Do not forget to confirm that you will take the test.
- If you are not admitted, you will receive an email telling why your application has been refused.

REGISTRATION FEES

DUEF REGISTRATION

- Administrative fees : 170€
- Training fees : 1300€ per semester
- Student life contribution : 92€

Fully payment at the administrative registration time :

- in September for the semester 1,
- in January for the semester 2.

Payment by cash, cheque in Euros or bank card or bank transfer.

WARNING: registration in DUEF can not be exempted of registration fees.

DUP REGISTRATION

This training does not involve any administrative or training fees by individual payment.

It is only open to financing within the framework of continuing education (Pôle Emploi or a company) or by other organisations.

Please contact us directly to find out the terms and conditions for financing this course.

VISA

If your application is accepted you will receive an **admission certificate**. With this document and if you are not a European citizen, you can apply for a visa called « Etudiant » (delivered by the French Embassy). This visa will allow you to obtain a residence permit once in France without going back to your home country after the test.

CONDITIONS FOR CANCELLATION

Your definitive registration takes place only at your arrival when you will pay the fees, after the assessment test. Until the payment, you can cancel your application to the French Institute. After the payment, **no refund is possible.**

ACCESSIBILITY OF THE TRAINING

The French Institute's courses are accessible to anyone, regardless of the temporary or permanent difficulties they encounter (health problems, sensory, motor, psychological or cognitive disabilities or any other particular situation). A specific service of the University of Orléans, the "Passerelle Handicap", is dedicated to supporting students with disabilities.

I need specific support to follow the course.

Please specify which type(s) of support/assistance you need :

I hereby certify the above information and confirm I have read the application and registration conditions enclosed.

Data protection :

En cochant cette case, vous consentez au traitement des données à caractère personnel fournies dans le présent formulaire afin de pouvoir examiner votre dossier de candidature à l'IDF. Seuls le service de scolarité de l'IDF et la commission de sélection des candidatures seront destinataires des présents renseignements, qui sont limités à ce qui est strictement nécessaire au traitement de votre demande, finalité déterminée, explicite et légitime qui empêche tout traitement ultérieur incompatible. Vos données personnelles seront conservées de manière sécurisée et ne seront accessibles par les services opérationnels que pendant le temps nécessaire à l'accomplissement de la finalité poursuivie lors de leur collecte, soit 1 an.

Conformément au règlement européen 2016-679-UE du 27 avril 2016 et à la loi n°78-17 du 6 janvier 1978, vous disposez d'un droit de retrait de votre consentement. Sur les mêmes fondements, vous disposez d'un droit d'accès, de rectification, et en cas de motifs légitimes de suppression, de limitation et d'opposition au traitement de vos données. Vous bénéficiez également du droit à la portabilité de vos données.

*Vous pouvez exercer ces droits en adressant un courriel à l'adresse : idf@univ-orleans.fr
Pour l'exercice de ces droits ou pour toute question relative aux traitements de données, vous pouvez contacter le Délégué à la Protection des Données de l'Université d'Orléans : delegueprotectiondesdonnees@univ-orleans.fr . Par ailleurs, vous pouvez, le cas échéant, introduire une réclamation auprès de la Commission Nationale de l'Informatique et des Libertés (CNIL).*

Applicant signature :

Deadline reception for the application form

- **May 15th 2022**, if you apply for the full year 2022/2023 or the semester 1 2022/2023
- **October 15th 2022**, if you apply for the semester 2 2022/2023

Postal address where to send the form:

Institut de français de l'Université d'Orléans
10 rue de Tours - BP 46527
45065 Orléans Cedex 2
FRANCE

or by email :

scolarite.idf@univ-orleans.fr

DOCUMENTS TO BE ENCLOSED WITH THIS FORM

Only duly completed applications will be considered

- 1 ID picture (to be add on the first page of this file)
- 1 resume
- 1 copy of your **secondary school diploma, officially translated into French**
- 1 birth certificate in French or English
- 1 copy of your national ID card or passport
- a hand written covering letter in French about your motivations to study French language and your university/ professional project.
- Copy of your official certification in French language along with the results obtained (TCF, DELF or DALF)
- Written proof of the French studies undertaken (number of hours, level and results)
- If you were registered as a student in a French University,* copy of your student card and school certificate
- For DU Passerelle FLE applicant, a proof of your status : asylum seeker, refugees or beneficiary of subsidiary protection