

# DUEF registration procedure

## Follow the guide

### Step 1

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Go to our web page and read all the information on it. It is imperative that you take note of all the registration procedures and all the steps to follow to finalize your application.

Here is the link to the DUEF website :

<https://i-fle.univ-nantes.fr/fr/les-formations/cours-semestriels-duef/duef-diplome-universitaire-detudes-francaises>

### Step 2

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On our web page, click on the link "REGISTRATION". You will be directed to the "Simplified Procedures" platform. You will need to create your account and then complete the DUEF application form, attaching all the official documents requested:

- Your high school diploma translated into French by a sworn translator
- A copy of your passport or if you do not have one, your birth certificate translated into French by a sworn translator
- A CV

## Step 3

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Once your application is registered, it will be reviewed according to the application review schedule at the bottom of our web page. Check your email regularly as it will indicate the progress of your application.

If the committee gives an unfavorable opinion, you will receive a refusal of registration.

If the committee decides to continue the study of your file, you will receive a written test to be completed online. You will have 7 days from the date of the test to complete it. After this date, it will no longer be possible to take this test into account and your file will be closed.

## Step 4

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Upon receipt of the results of your written test and if your application is accepted, you will receive a message containing a link allowing you to download your enrollment agreement for 2 semesters. This document will allow you to apply for your visa.

The enrollment agreement is valid for two semesters. However, if you do not attend the first semester of your agreement, your application will be cancelled and you will have to reapply online to enter the program the following semester.

## Step 5

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As soon as you have obtained your visa, you must send it to us by email at the following address : [scolarite.fle@univ-nantes.fr](mailto:scolarite.fle@univ-nantes.fr). In return, we will send you the link allowing you to pay the CVEC and your training fees online.

**Please note that from the date of sending this message, you will only have 7 days to make your payment. If you do not pay within this time, your agreement will be cancelled and you will not be able to register. For your information, you can pay in 1 time (1400 €) or in 3 times (468 €- 466 €)**

## Step 6

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Once your payments (CVEC + Training) have been made, you will have to send a passport photo as well as the certificate of payment of the CVEC to the following email address :  
scolarite.fle@univ-nantes.fr

At the end of all these steps, your registration will be final and we will send you all the information about the beginning of the school year and the training program.