

RESIDENCE PERMITS: WHAT SHOULD I DO?

YOU HAVE JUST ARRIVED IN FRANCE

With a long-stay visa valid as a residence permit for students (VLS-TS "étudiant")

Within three months following your arrival in France, you must validate your VLS-TS on the website:

<https://administration-etrangers-en-france.interieur.gouv.fr>



CAUTION: once your VLS-TS has been validated, you will receive a confirmation e-mail with your ID number. You can then use this number to connect to the ANEF platform.

With a valid long stay visa («VLS» or «visa D») carrying the mention «C.SEJ A SOLLIC.»

Submit your request on the ANEF platform:

<https://administration-etrangers-en-france.interieur.gouv.fr>

With a valid long stay visa («VLS» or «visa D») carrying the mention «mineur scolarisé» (underage student)

ONLY IF the validity date of your visa does not exceed three months

Submit your request on the ANEF platform:

<https://administration-etrangers-en-france.interieur.gouv.fr>

To be able to get reimbursed for your health related costs during your stay in France, don't forget to affiliate yourself to Social Security (Sécurité sociale) on the dedicated website:

<https://etudiant-etranger.ameli.fr>



YOU WANT TO RENEW YOUR STUDENT RESIDENCE PERMIT

On the ANEF platform:

<https://administration-etrangers-en-france.interieur.gouv.fr>

This online application concerns you if you have:

- A long-stay visa valid as a residence permit ("VLS-TS") that is currently valid;
- A valid residence permit.



CAUTION: submit your application online on the ANEF platform, ideally four months before the expiration date on your visa or residence permit to allow sufficient time for the Prefecture to process the application. We recommend that you prepare any formalities well in advance.

If you submit your request on the ANEF platform and your residence permit has expired less than six months ago penalty fees may apply when retrieving your card.

Example: Your long-stay visa expires on September 10, 2022, ideally you need to submit your application on the ANEF platform between May 10 and July 10, 2022.

If the above situations don't apply to you (residence permit expired for more than six months, entry with a short stay visa...)

Ask for an appointment online:

<https://www.demarches-simplifiees.fr/commencer/premiere-demande-titre-de-sejour-prefecture-rhone>

on the tab «accueil étranger» / then «Première demande de titre de séjour» so that the Préfecture evaluates your situation.

YOUR COURSE IS COMING TO AN END AND YOUR RESIDENCE PERMIT WILL EXPIRE SHORTLY OR HAS ALREADY EXPIRED

You still have exams to take to complete your studies in France before returning to your home country

Submit your application for renewal on ANEF, along with a letter from your institution in the form of a "certificate of extension of the academic year" and explain your situation in the section "Observations à destination de l'administration" (Comments to the administration).

You hold a professional license or a diploma at least equivalent to the Master's level, you want to stay in the territory and apply for a "job search" residence permit

You have a diploma certificate:

Submit your APS application along with your **certificate of graduation** before the end of the validity of your residence permit (marked student, student – mobility program, researcher or researcher – mobility program) on the website:

<https://www.demarches-simplifiees.fr/commencer/pref-rhone-demande-titre-sejour-recherche-emploi>

You do not yet have your graduation certificate:

Submit your application for renewal on ANEF, along with a **certificate of extension of the academic year** or a letter from your institution specifying the date at which you will graduate.

YOU WISH TO OBTAIN A «PASSEPORT TALENT» RESIDENCE PERMIT

You would like to renew your "talent passport" residence permit

You have a "student" residence permit, a degree equivalent to at least a Master's level and would like to request a "Passeport Talent" residence permit

Submit your request on the ANEF platform:

<https://administration-etrangers-en-france.interieur.gouv.fr>

Ideally four months before expiry of your visa or residence permit.

If you are a **doctoral student-researcher**, the Espace Ulys will help you with the different formalities and in particular with the renewal of your residence permit:

<https://espace-ulyss.universite-lyon.fr/>

• **You are unable to submit your application on ANEF:** Write using the "Contact" form on the ANEF platform.

• **Do you still have difficulties submitting on the ANEF platform?** The procedure depends on your place of residence. All the necessary information can be found at

<https://www.universite-lyon.fr/students-welcome-desk>

• **Please contact the International Relations office for your institution.** You will find all the contact details on our page:

<https://www.universite-lyon.fr/contactsRI>

YOU NEED TO MAKE AN APPOINTMENT ONLINE

TO RENEW A DIFFERENT TYPE OF RESIDENCE PERMIT

If you do not hold one of the above-mentioned visas and/or residence permits, then you are not concerned by the ANEF online procedure. You will need to make an appointment to submit your application in person at the Prefecture:

<https://www.rhone.gouv.fr/Prendre-un-rendez-vous>

section "accueil étranger"
(home page for foreign nationals).



RESIDENCE PERMITS: SUPPORTING DOCUMENTS

Herein is a list of supporting documents to provide for a request for renewal of a "student" residence permit on the ANEF digital platform.

You must provide digital copies of all the supporting documents listed below. Please make sure that the documents are legible and that they have been translated into French by a sworn translator if they are in a foreign language. Check all the administrative elements of your application for your student residence permit.

You must use the following formats: .jpg, .pdf, .png, .bcp and .tiff. (each file must not exceed 10 Mb).

PERSONAL INFORMATION

IDENTIFICATION

- A valid residence permit;
- **Passport** – if you do not hold a valid residence permit, please attach the pages of your passport relating to your identification, dates of validity, entry stamps and visas;
- **Digital signature and recent ID photograph in E-photo format.**

PROOF OF ADDRESS

You will need to provide one piece of proof of your address (less than six months old) within the following list:

- An electricity, gas, water, internet, landline or cell phone bill in your name;
- Home insurance certificate in your name;
- A copy of your rental agreement (only from an approved governing body – agreements made between individuals are not accepted) with your name on it;
- A copy of a rental receipt (only from an approved governing body – documents drawn up between individuals are not accepted) or property tax receipt with your name on it.

If you are staying at a hotel – one of the following documents:

- A certificate from the hotelier;
- A copy of the last month's bill.

If you are staying at a private individual's home – all three following documents:

- A dated and signed statement from your host (since less than six months);
- A copy of their identity card or residence permit along with their passport;
- If the address mentioned on their ID card is no longer up-to-date, a proof of address from the host (less than six months old).

REASON FOR YOUR STAY: RESIDENCE PERMIT FOR STUDY PURPOSES

- Enrollment certificate or pre-enrollment document from your educational institution. **If you do not have a pre-enrollment document and your permit expires soon:** submit your application on ANEF explaining your situation to the Prefecture in the section "Observations à destination de l'administration" (Comments to the administration).

CAUTION: the proof of enrollment certificate must be provided when collecting your permit at the Prefecture.

If you have received a text message or e-mail confirming the availability of your residence permit and are in possession of your definitive enrollment certificate, make an appointment online to collect your permit at the Prefecture.

- **Transcript:** all the academic transcripts for the period going back to when the last residence permit was obtained;
- Most recent diploma obtained in France;
- Graduation certificate issued by your institution;

- If you are a student in a "mobility program", you must also provide a document from your institution which proves that your course is part of a European Union mobility scheme.

- **If you are on an apprenticeship contract,** you must join your validation number given by the Opérateur de Compétence (OPCO) alongside your university registration. Algerian nationals must also send the temporary authorization to work (autorisation provisoire de travail) delivered by the ANEF platform:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

If you are on professionalization contract, you must send the temporary authorization to work (autorisation provisoire de travail) delivered by the ANEF platform alongside your university registration:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

RESOURCES

In the event you have several sources of income, please attach proof of each one.

If you are supported by a third party – the following two receipts:

- A copy of the third party's identity document;
- A statement from the third party's bank confirming that regular transfers have been scheduled to your account or a sworn statement of payment of enough money to reach the required amount of **€615/month**, drawn up by the third party.

If you have a scholarship:

- In your home country: scholarship certificate from the paying authority;
- From the French government and beneficiary of European schemes: supporting documents for this situation.

If you are employed: your three most recent pay slips.

If you have sufficient resources: please provide a bank statement showing sufficient funds.

