

# RESIDENCE PERMIT: WHAT SHOULD I DO?

## YOU HAVE JUST ARRIVED IN FRANCE WITH THE FOLLOWING VISA:

### 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 ANEF 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 for all formalities.

### Long-stay visa ("VLS" or "visa D"), valid and carrying the mention:

- "C.SEJ A SOLLIC"
- or
- "Mineur Scolarisé" (Schooled Minor) **ONLY if the validity date of your visa does not exceed 3 months.**

→ Submit your request on the ANEF platform:

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

## YOU WISH TO CHANGE YOUR STATUS TOWARD A PROFESSIONAL VISA:

### You have a diploma at least equivalent to a Master's degree and are requesting a change of status to a "Passeport Talent" residence permit

→ Submit your request on the ANEF platform:

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

### You are requesting a change of status to an "employee/temporary worker" residence permit

→ Make an appointment online to submit your file at the counters of the prefecture:

🔗 <https://www.rhone.gouv.fr/Prendre-un-rendez-vous/Accueil-des-etrangers/Vous-etes-ressortissant-non-europeen-ou-europeen-hors-beneficiaire-d-une-protection-internationale3>

Reason: "I wish to renew my annual or multi-year residence permit outside the ANEF procedure"

**⚠ CAUTION:** the work permit application must be made online on the ANEF, by your employer, at least 1 month before the date of your appointment.

If you are a **doctoral student-researcher**, the Espace Ulys will help you with the different formalities:

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

### A technical difficulty on the ANEF platform?

Contact the Citizen Contact Center (CCC), either via the online contact form online, or by calling +33 (0)806 001 620 (free call from a landline)

### Still unable to submit your file to the ANEF platform?

The procedure to follow depends on where you live. All the information on:

🔗 <https://www.universite-lyon.fr/swd>

→ Contact the International Relations officer of your institution. You will find all the contact details on our page:

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

## YOU WANT TO RENEW YOUR STUDENT RESIDENCE PERMIT:

### If you already have a:

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

→ Submit your request on the ANEF platform:

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

**⚠ CAUTION:** submit your application online on the ANEF platform four months before the expiration date on your visa or residence permit.

*Example: if your long-stay visa expires on September 10, 2023, you must file with the ANEF platform between May 10 and July 10, 2023.*

**A late penalty of 180 euros** will be applied upon withdrawal of the card if you file your application less 2 months before the expiry of your residence permit (articles L436.5 and R431.5 of the CESEDA).

### If the above situations do not apply to you (residence permit expired for more than six months, entry with a short-stay visa...)

→ Make an appointment online to submit your file at the counters of the prefecture:

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

## 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 renewal file on the ANEF platform, attaching a letter from your institution such as a "certificate of extension of the academic year" and explaining your situation in the "Observations for the administration" section.

### You hold a professional Bachelor's degree or a diploma at least equivalent to Master's degree, and you wish to stay in France and apply for a "Recherche d'Emploi Création d'Entreprise (RECE)" residence permit

→ Submit your application online along with your certificate of successful completion of the diploma before the end of validity of your "student mention" residence permit

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

### If you do not yet have your certificate of successful completion of the diploma:

→ First, submit a request for extension of your student residence permit on the ANEF platform by attaching a certificate of extension of the university year, or a letter from your institution specifying the date on which you will obtain your diploma.



# 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.

## PERSONAL INFORMATION

### IDENTIFICATION

- A valid residence permit or long-stay visa
- 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 with your name on it
- A copy of a rental receipt with your name on it

**⚠ CAUTION: Rental contracts and rent receipts between individuals are not accepted.**

→ 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
- **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

### SUPPORTING DOCUMENTS

→ 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:

- Non-Algerian national: apprenticeship contract validated by the OPCO
- Algerian national: apprenticeship contract and work permit to be requested online on the ANEF platform

→ If you are on professionalization contract:

- Professionalization contract and work permit to be requested online on the ANEF platform

## RESOURCES

In the event you have several sources of income reaching €615, 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

→ If you have a scholarship:

- Scholarship certificate

→ If you are employed:

- Your three most recent pay slips and work contract

- If you have sufficient resources:

- Bank statement showing sufficient funds (€6,000).



IN ORDER TO BE REIMBURSED  
for your health care  
during your stay in France

Do not forget to join the  
Social Security on the dedicated site:

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

