

# CHANGE OF STATUS FROM STUDENT - SEEKING EMPLOYMENT / STARTING A BUSINESS (FORMER APS) TO EMPLOYEE



there are two steps in requesting a change in status from "student" or "job search — company creation" (ex-APS) to "salarié":

- 1) the work permit request
- 2) the applicant submits their file to the police headquarters (*préfecture*) of their place of residence.

## THE WORK PERMIT REQUEST

this step in the process is to be carried out at the [following website](#) by either the employer or the applicant in possession of a "student" or "job search" residence permit. if it is the latter who submits the request, they must select "je suis une entreprise" ("I am a business") and their employer must supply them with power of attorney (*mandat*) authorising them to carry out the request in their stead.

The applicant can benefit from the support of the *centre de contact citoyen* who can be contacted by phone at 0 806 001 620 or using the contact form built into their website.

## FILE SUBMISSION TO THE PREFECTURE

once the work permit has been obtained, individuals living in Paris (75) must make their request for an appointment with the police headquarters (*préfecture*) using the [contact form](#) and by choosing the immigration service for skilled professionals (*service de l'immigration professionnelle qualifiée*).

The following documents (originals and photocopies) must be provided on the day of the appointment:

- student residence permit (visa + confirmation of online validation of the visa, student residence card or receipt) or valid residence permit for seeking employment/starting a business or valid APS;
- passport (pages related to marital status and validity dates);
- proof of address dated within the last 6 months:
  - if tenant: electricity bill (or gas, water, landline telephone or internet service bill) or rental lease agreement or rent receipt or housing tax statement;
  - if staying at a hotel: hotelier's certificate and bill;
  - if staying with an individual: dated and signed statement from the host, copy of his/her identity card or residence card, deed of ownership (or the host's statement of residence tax or copy of the rental lease agreement or the host's electricity, gas, water, landline telephone or internet service bill);
- 3 recent passport photographs (35 mm x 45 mm format) up to current standards (no copy);
- information form and "studies undertaken in France" form;
- work permit obtained online

A notice of an appointment for the submission of the residence card will then be sent within at least two months. A € 225 tax in the form of a tax stamp must be paid on the day of the appointment.

## AFTER SUBMITTING THE APPLICATION

proof of filing (récépissé) will be issued upon submission of the file if the applicant's residence permit has expired. when accompanied by the work authorisation that was issued online, this proof of filing permits the applicant to work.