

RENEWAL OF STUDENT RESIDENCE PERMIT



students wishing to stay in France beyond the expiry date of their residence permit must apply for renewal **four to two months before** the expiry date of the residence permit.

DOCUMENTS TO BE SUBMITTED

your file is to be submitted online at the following page:

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

The documents to be submitted are as follows:

- valid student residence permit: visa + confirmation of online validation of the visa or student residence card;
- passport (pages related to marital status, validity dates and entry stamps);
- extract of birth certificate indicating filiation or full copy of birth certificate;
- proof of address less than 6 months old:
 - if tenant: electricity bill (or gas, water, landline telephone or internet service bill) or rental lease agreement less than 6 months old 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);
- e-photo;
- final proof of enrolment for the coming school year issued by the French educational institution. A pre-registration certificate will not permit a residence permit to be issued;
- if the person is a trainee: internship agreement in addition to the registration or proof of enrolment;
- proof of sufficient means: the applicant's financial resources must be at least equal to €615 per month (bank statements of regular transfers or sufficient credit balance, sworn statement of payment of sums needed to complete the required amount if resources are provided by a third party, pay slips, scholarship certificate specifying the amount and duration of the scholarship);
- proof of studies successfully undertaken: transcript of the academic year or certificate of attendance and presentation for examinations.

students will first receive confirmation of online document submission ("confirmation de dépôt"), then a certificate of extension that functions as a *récépissé* (temporary residence permit that serves as proof of file submission) called "attestation de prolongation d'instruction", and then they will be contacted to retrieve their residence permit. On the day of the appointment, students must pay a € 75 tax in the form of a tax stamp.

INFORMATION ABOUT E-PHOTO

only professional photographers and approved photo booths such as photomats can provide photographs and a digital signature that are compatible with the visa request teleservice. they can be identified by a blue sticker that indicates "Agréé services en ligne ANTS" ("online approval services from the french national Agency for secure documents"). once you have taken your photo, you will be asked to sign using a stylus on a tablet or touch screen. it is important to use your real signature and not just a period or symbol in order for your residence permit to be produced. your photos will be printed in the same way as they are for a normal photo. you will also receive an individualised 22-number code. when you are filling out your online residence permit request form on the ANEF website, you need just indicate this number in order to link it to the photo and the digital signature.

PURCHASE OF TAX STAMP

online at <https://timbres.impots.gouv.fr/> (save and print it). there is no need to buy a tax stamp (timbre fiscal) when you submit your residence permit request (the stamp may expire before use). it will only be requested when you receive your residence permit. thus, you can purchase it just before retrieving your residence permit at the police headquarters (prefecture).



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