

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



persons who have obtained a degree in France at least equivalent to a master's 2 degree and who are offered an employment contract with a gross annual remuneration of at least two SMICs (French minimum wage) (€ 40,295) may apply for a "Passeport-talent – salarié qualifié" residence card with the prefecture of their place of residence, prior to the expiry of their residence permit.

## DOCUMENTS TO BE SUBMITTED

your file is to be submitted online at the following page at the earliest 4 months and at the latest 2 months before the expiry date of your permit:

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

The following documents must be provided:

- 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 six 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);
- e-photo;
- diploma at least equivalent to a master's 2 degree obtained in France or certificate of having passed the final examinations by the final examination board;
- detailed curriculum vitae;
- information form and "studies undertaken in France" form;
- CERFA (Government registration centre) passeport-talent - qualified employee no. 15614\*03;
- a recent up-to-date K bis (business registration) extract for companies;
- the employment contract signed and stamped by the employer;
- certification of payment of fees and social security contributions from your employer to the agency responsible for their collection

The applicant first automatically receives a confirmation of online documents' submission, the "confirmation de dépôt". As soon as the prefecture's department processes the dematerialized application, it issues a certificate of extension of instruction, the "attestation de prolongation d'instruction", that functions as a *récépissé*, and then a certificate of positive decision, the "attestation de décision favorable", pending the issuance of the residence permit.

once the decision is made, a residence permit is made. A text message informs that the residence card is ready. For the retrieving of the residence card, it is usually necessary to make an appointment on the website of the prefecture or sous-prefecture. On the day of the convocation at the latest, the applicant must pay a fee of €225 in the form of a tax stamp.

## INFORMATION ABOUT E-PHOTO

For the process of filing paper files in prefecture, it is necessary to provide printed identity photos.

For the paperless procedure, you must provide an e-photo. Beware: the e-photo is valid for 6 months.

only professional photographers and approved photo booths such as photomatons 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.

It is advisable to wait 24-48 hours before using the code or to renew your attempt in case of any problem with this code. If it is not recognized after 2 days, you must contact the technical service of the photobooth (contact details indicated on your documents).

## AFTER SUBMITTING THE APPLICATION

For those in possession of a student residence permit or an APS/RECE card: professional activity may be undertaken within the limit of the 964 working hours authorised per year while waiting to be notified of the decision regarding a submitted request.

once the request is approved, this limit no longer applies.

those in possession of a "recherche d'emploi — création d'entreprise" ("job search — company creation" residence permit) are authorised to work full time.



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