

RENEWAL OF STUDENT RESIDENCE PERMIT



students wishing to stay in France beyond the expiry date of their residence permit must apply for renewal at the earliest 4 months and at the latest 2 months before the expiry date of their validated VLS TS visa, beware: in case of delay, a penalty of 180 euros will be applied and will be added to the tax of the requested 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/#/>

Please check the FAQ for more details about the process and its steps (in French)

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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 first automatically receive 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. At the latest on the day of the convocation, the student must pay a fee of €75 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).

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) because it will only be requested when you obtain your residence permit. Thus, you can purchase it just before retrieving your residence permit at the police headquarters (prefecture).



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