

CHANGE OF STATUS FROM STUDENT - SEEKING EMPLOYMENT / STARTING A BUSINESS (FORMER APS) TO EMPLOYEE: « SALARIÉ »



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 submit their application online:

- at the [following page](#) for Algerian applicants
- at the [following page](#) for other applicants

The following documents must be submitted (PDF only):

- 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);
- recent passport photograph up to current standards;
- information form and "Studies undertaken in France" form;
- work permit obtained online

If the application is complete the applicant is notified of an appointment for the submission of a paper copy (picture on phone not accepted) of each document he/she uploaded and receives a *récépissé*, then is informed by text as soon as his/her residence card is available.

AFTER SUBMITTING THE APPLICATION

This *récépissé* along with the work permit that was issued online allows the applicant to work. To collect their residence card people living in Paris must make an appointment at the following page:

<https://pprdv.interieur.gouv.fr/booking/create/989>