

CHANGE OF STATUS FROM STUDENT OR “JOB SEARCH / BUSINESS CREATION” TO “EMPLOYEE”



There are two steps in requesting a change of status from “student” or “job search / business creation” (“Recherche d’Emploi / Création d’Entreprise” - RECE) / APS to “employee” (“salarié”):

- 1) The online **work permit request**,
- 2) The **residence permit request** with the prefecture of the applicant’s place of residence.

Quick tip: If you are a “student” resident permit holder, and you wish to change status towards a “salarié” residence permit, but you do not have all the necessary documents in your possession yet to complete the request, apply for the renewal of your “student” residence permit between 4 and 2 months before your residence permit expires, explaining your situation in the “observations” section. You will receive an “attestation de prolongation d’instruction” during the period you need to gather the necessary document to process your request.

THE WORK PERMIT REQUEST

This step in the process is to be carried out [on the ANEF website](#), by either the employer or the applicant in possession of a “student” or RECE / APS residence permit.

Even if the applicant in possession of the “student” or RECE / APS permit submits the request, they must select “Je suis une entreprise, une association, un employeur particulier” (“I am a business, an association, an individual employer”) and their employer shall provide them with a mandate (“mandat” template available on ANEF) authorising them to carry out the procedure for the company.

Quick tip: 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. It is advised to contact the CCC in writing in order to keep track of the administration’s answers.

Important note:

For holders of a student residence permit (except Algerian nationals): pending the decision on the application filed, they are allowed to work within the limit of 964 hours during the year of validity of their student residence card.

Holders of a “job search / business creation” (“Recherche d’Emploi / Création d’Entreprise” - RECE) residence card or APS are allowed to work full-time as long as they work in their field of studies or research and earn a gross salary of at least 1,5 times [the SMIC](#) (€2 702,70 per month in July 2025).

THE RESIDENCE PERMIT REQUEST

Once the work permit has been obtained, individuals living **in Paris** (75) must submit their application online:

- on the [following page](#) for Algerian applicants
- on the [following page](#) for applicants of other nationalities.

The documents to be provided must be uploaded on the platform as PDF documents only. After processing the documents on the platform, the prefecture will invite the person to go to an appointment to the prefecture of Paris.

For people living **outside of Paris**, it’s necessary to consult the website of the prefecture of residence to check the local application procedure.

The following documents must be submitted:

- ☐ Valid student residence permit: visa + confirmation of online validation of the visa, or student residence card, “récépissé”, or “Job Search / Business Creation” (RECE) residence card or APS.
- ☐ Passport (pages related to identity information, validity dates and entry stamps). If you have an appointment at the prefecture, passport will be requested.
- ☐ Recent proof of address (less than 6 months):
 - 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 in a hotel: hotel certificate and bill;
 - if staying at someone’s house: dated and signed statement from the host, copy of their 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). A template of a housing certificate from a host (“attestation d’hébergement”) can be found [here](#).
- ☐ Recent passport photographs complying with current standards (no e-photo).
- ☐ Work permit for foreign employee obtained online (first step).
- ☐ *New from July 2024: “Contrat d’engagement à respecter les principes de la République” (Agreement to respect the principles of the Republic) in French* completed and signed. Signing this agreement is mandatory (subject to exceptions). This document is to be added to your residence permit application. More information and a template of the agreement can be found [here](#).

During the appointment, the originals and copies of the documents must be presented to the agent, and a “récépissé” of residence permit application is delivered to the applicant.

Quick tip: on the day of the appointment and before leaving the prefecture, check the récépissé issued to make sure it allows you to work. It should be written “autorise son titulaire à travailler” at the bottom.

AFTER SUBMITTING THE APPLICATION

The récépissé obtained after the approval of the file by the préfecture, along with the work permit that was issued online, allows the applicant to work.

When the residence card is ready to be collected at the prefecture, a text message is sent to the applicant’s mobile phone. In most prefectures, it’s necessary to make an appointment on the prefecture’s website before going to collect the residence permit. People living in Paris will find information about collecting the card and making the needed appointment [on the Préfecture de Police de Paris website](#).

On the day of the appointment, the original of the passport and a €225 printed tax stamp will be requested. Tax stamps can be bought [on the tax department’s website](#).

Quick tip: **The residence card must be collected before it expires** because no new application for a residence card will be possible if the card has not been collected.

If the applicant hasn’t received a text message within 2 months after collecting their récépissé, they can write to the prefecture to ask if the residence permit is ready to be collected and/or make an appointment to collect it. **It is advisable to book for an appointment to collect the card just before the expiry date of the récépissé.** If the card is not ready, the prefecture will have to give a new récépissé.