

RENEWAL OF STUDENT RESIDENCE PERMIT



Students wishing to stay in France must apply for renewal **between 4 and 2 months before the residence permit expires** (VLS-TS or residence card).

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 [on the ANEF website](#):

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 identity information, validity dates and entry stamps).
- ☐ 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](#).
- ☐ E-photo. [Photomaton](#) photo booths delivering e-photos can be identified by a blue sticker indicating "Agréé services en ligne ANTS".
- ☐ Final proof of enrolment for the coming school year issued by the French educational institution.

A pre-registration certificate will not allow a residence permit to be issued. In that case, the final certificate will be requested as an additional document during the processing of the file. The certificate must mention the study level and must be written or translated in French.

[This document is essential in the residence permit request procedure.](#)
- ☐ Proof of studies successfully undertaken:
 - Transcript of the past academic year (all trimesters and semesters).

If you haven't taken any class during the past year or haven't received any results, submit all supporting document explaining your situation. If you haven't any supporting document, submit a letter explaining your situation.
 - The last diploma obtained in France or the certificate of achievement written in French.

Online courses and courses taken as a free auditor do not allow to obtain a student residence permit.

The number of times a student can repeat a school year is limited to 2 times during the "licence" and 2 times during the master's degree (maximum twice per university cycle).

Change of field is possible during the first year or at the end of the first year if the student has failed their school year. After a successful first year, the student must have strong reasons to change especially if the enrolment is at a same or lower level.

- ☐ If the student is carrying out an internship: internship agreement in addition to school or university proof of enrolment.
- ☐ Proof of sufficient means: the applicant's financial resources must be at least equal to €615 per month
 - If supported by another person: other person's identity card, and either bank statements of regular transfers, in French mentioning the amount in euros, or sworn statement in French by the person of transfers of the sums, mentioning the amount in euros.
 - If scholarship student: scholarship certificate written in French specifying the amount in euros and the duration of the scholarship.
 - If working student: the last 3 pay slips.
 - If sufficient financial means: bank statement in French and in euros with sufficient credit balance (minimum €6000).

You can combine several types of resources in order to reach the required minimal amount. You must provide the different supporting documents for each type.

The housing allowance is taken into account in the resource calculation. Free accommodation is considered as a benefit in kind and is taken into consideration to lower the amount of €615 required.

- ☐ *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 uploaded online when reaching the stage "supporting documents" ("Justificatifs") in the section "proof of address" ("Justificatifs de domicile"). More information and a template of the agreement can be found [here](#).

AFTER SUBMITTING THE APPLICATION

Once the student submits their application, a "**confirmation de dépôt**" is issued on the ANEF account. It is a confirmation that your request has been filed.

The student may then receive an "**attestation de prolongation d'instruction**" during the process of the residence permit request. During the renewable process, this document is an extension of the previous residence card. Therefore, the student can work (equivalent to a part-time contract) and can travel.

Additional information or document might be requested by the prefecture. The student must reply within the specific deadline or your application will automatically be closed.

Once the application is approved by the prefecture, an "**attestation de decision favorable**" is issued. This document indicates the validity period of the residence permit to be issued.

All these documents can be downloaded on the student's ANEF account.

The student receives a text message on their phone once the residence card is ready to be collected at the prefecture. The residence card must be collected before it expires, or the student will not be able to renew their residence permit. In most prefectures, it is necessary to make an appointment on the prefecture's website in order to collect your residence permit. At this appointment, the original of the passport and a €75 printed tax stamp will be requested. Tax stamps can be bought [on the tax department's website](#).

- ☐ *Quick tip:* if the student has not received a text message within 2 months after the "attestation de decision favorable" was issued, 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.