



DÉMARCHES ADMINISTRATIVES

Facilitez vos démarches,  
renseignez-vous avant de vous déplacer

Foreign Students

Pour obtenir une information ou connaître l'adresse du point d'accueil le plus proche de chez vous (Paris, Hauts-de-Seine, Seine-Saint-Denis et Val-de-Marne) :

[www.prefecturedepolice.fr](http://www.prefecturedepolice.fr)

Services d'informations téléphoniques

Standard :

. 01 53 71 53 71 / 01 53 73 53 73

Démarches administratives :

. 01 58 80 80 80 (du lundi au vendredi, de 8h45 à 17h15)

Serveur vocal fourrières :

. 0 891 01 22 22 (serveur vocal, 0,225 € la minute)

Informations valables au 01 08 11 sous réserve de modifications ultérieures

Préfecture de police - service de la communication  
ppservicecom@interieur.gouv.fr



# The administrative procedures you must follow for your first year of studies in France

## ■ You must complete your residence requirements

- from 5 September to 10 November 2011 before 12 noon:

Turn up without a scheduled appointment from Monday to Thursday, from 8:35 a.m. to 4:30 p.m. and on Friday from 8:35 a.m. to 4 p.m.:

**Cité internationale universitaire de Paris**

Maison internationale

17, boulevard Jourdan • 75014 Paris

ⓇⓇⓇ B / ⓉⓃ Cité Universitaire

- from 14 November 2011:

**If your passport does not have the VLS/TS (Art. R311-3 6°)**

Turn up without a scheduled appointment, from Monday to Thursday from 8:35 a.m. to 4:30 p.m. and on Friday from 8:35 a.m. to 4 p.m.:

**Centre des étudiants étrangers**

92, boulevard Ney • 75018 Paris

ⓂⓄ Porte de Clignancourt

**If your passport has a VLS/TS (Art. R311-3 6°)**

Send your application file to:

**OFII** • 48 rue de la Roquette • 75011 Paris

## ■ In order to change status from student to employee

For future employees, bring an employment contract or a letter of intent, your residence permit, your passport and a proof of residence:

Turn up without a scheduled appointment from Monday to Friday, from 1:30 p.m. to 4 p.m.:

## Centre des étudiants étrangers

92, boulevard Ney • 75018 Paris

ⓂⓄ Porte de Clignancourt

## ■ In order to renew a student residence permit or obtain a duplicate or indicate a change of address

- Schedule an appointment by going to:  
[www.prefecturedepolice.fr](http://www.prefecturedepolice.fr)  
**rubrique «prise de rendez-vous»** (schedule an appointment)  
**option «étudiants étrangers»** (foreign students)
- In case of a problem using the Internet, call:  
**0821 00 19 75**  
*(€ 0.033 including tax per minute after a time credit of 56 seconds at € 0.112 including tax)*

## ■ What is the VLS/ TS procedure?

Before your departure for France, the French consular services in your home country affixed a visa to your passport.

Territorial validity: France (EXCLUDING CTOM)

“student”

“CESEDA R 311-3 6” and “authorises part time employment up to 60 % of the legal time”

This visa authorises you to enter the territory of the French Republic for your studies. **It only authorises you to stay for three months. If you intend to stay in France longer, you must complete administrative procedures to convert your visa into a residence permit (*autorisation de séjour*).**

**Attention:** this permit will only be valid for your first year in France! For subsequent years, you must obtain a residence permit (*carte de séjour*).

## How to convert your visa into a residence permit

### Complete the application file

You must fill out the form issued to you by the French consulate titled: “*Demande d’Attestation OFII*” (OFII attestation request).

**Attention:** this form must be filled out carefully (particularly your address in Paris, your filiation, and your visa number) and be accompanied by photocopies of the pages of your passport where the following appear: your identity, the visa, the stamp affixed by customs officials which shows your date of entry into France.

This application file must be submitted to the *Office Français de l’Immigration et de l’Intégration* (OFII – French office of immigration and integration). To do so, three methods are available for foreign students residing in Paris depending on when they arrive or their host institution:

- **At the start of the new school year** from 6 September to 10 December 2010 by direct submission to the counter opened especially by the OFII at the *cit  internationale universitaire de Paris*, boulevard Jourdan • 75014 Paris • Harraucourt Room, from Monday to Friday from 8:30 a.m. to 4:30 p.m.
- **If you are a student at an institution that is partnered with the university liaison department of the police prefecture.** No matter what time of the year, your host institution will compile the application file with you and will make sure that it is processed by the proper authorities.
- **If you are not enrolled at an institution affiliated with the university liaison department of the police prefecture and it is outside the back to school period:** by sending the application file by registered letter to the following address:  
**OFII** • 48 rue de la Roquette • 75011 Paris, France

### Medical exam

Upon receiving your application file, the OFII will send you a receipt certifying that you have begun the administrative process and which gives you the date and time of your mandatory medical exam. For students who go to the

cit  internationale universitaire de Paris, the receipt and appointment will be given to them directly on the spot.

**Attention:** this document is important and you may be asked to present it in the event of a police check.

You must bring the following documents with you for the appointment:

- **your passport**
- **a bareheaded identity photograph**
- **a proof of residence** (rent receipt, water, gas, electricity bill in your name or a lodging declaration).

You must also pay registration tax (  55) in the form of a specific stamp.

After paying the tax and following the medical exam, the OFII will affix a vignette in your passport which will give it the status of a one-year residence permit as from your date of entry in France.

## Supporting documents outside the VLS/TS procedure

Your passport does not have a VLS/TS and you are:

### ■ European Union, European Economic Area, Swiss Confederation Nationals

No longer require a "student" residence permit:

- Nationals from Germany, Belgium, Italy, Luxembourg, the Netherlands, Denmark, Ireland, the United Kingdom, Greece, Spain, Portugal, Austria, Finland, Sweden.
- Nationals from Member States which joined the EU on 1 May 2004: Cyprus, Estonia, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Czech Republic, Hungary.
- Nationals from the Member States which joined the EU on 1 January 2007: Bulgaria and Romania\*.
- Nationals from Iceland, Norway or Liechtenstein.

\* Unless nationals have the intention of benefitting from regulatory provisions concerning student supplementary employment.

### One of the following pieces of identification (original and photocopy):

- **your valid passport** (photocopies of pages related to civil status and the period of validity);
- **your valid national identity card;**
- **3 identical recent bareheaded face identity photographs,** format 3.5 cm x 4.5 cm.

### Proof of residence in Paris:

- a simple letter certifying residence in Paris.

### Proof of sufficient resources:

- a sworn declaration stating sufficient available resources for the student and, for his/her family if they have dependents.

### Proof of the study programme (originals and photocopies):

- **your student card or school attendance certificate** issued by the academic institution;
- **a European study programme certificate** (ERASMUS, LEONARDO, European Voluntary Service) if applicable.

## ■ Non European Union Nationals

If your passport does not have the VLS/TS, you must obtain a residence permit (carte de s jour). To do so, bring the following with you:

### A proof of identity (originals and photocopies):

- **your valid passport** (+ photocopies of pages related to civil status, the period of validity and the visa);
- **a birth certificate** or its translation into French by a sworn translator;
- in case of marriage or divorce and should your new surname not appear on the passport, present **a copy of the marriage or divorce certificate or an identity certificate drawn up by the consulate;**
- **3 identical recent bareheaded face identity photographs,** format 3.5 cm x 4.5 cm.

### **Proof of legal entry onto the territory:**

- a **long stay visa** for a period longer than three months bearing the student status;
- a **short stay visa** bearing the student-exam status and proof that the exam was passed.

### **Proof of residence in Paris (original and photocopy):**

- for a personal residence:
  - the last electricity or gas bill dating back less than 3 months or the payment schedule of more than 3 months and a recent customer statement;
  - home insurance dating less than 3 months;
  - a lease if it dates back less than 3 months.
  - if you receive boarding at someone's home:
    - a lodging declaration drawn up by the landlord;
    - a photocopy of the landlord's ID or residence permit;
    - the landlord's proof of residence dating back less than 3 months.
- if you receive lodging in a hostel:
  - declaration by the hostel manager dating back less than 3 months.

### **Proof of sufficient resources of € 450 monthly and € 536 for post graduate students, depending on the situation:**

- a bursary/scholarship attestation;
- declaration by the guarantor responsible for the student specifying the amount, term and a piece of ID and proof of sufficient resources of the guarantor;
- letter of intent or pay slips of the student (if employed, not mandatory);
- an exchange slip should resources be in foreign funds;
- an au pair contract endorsed by the foreign labour department;
- and for the previous year: any documents showing amounts received during the last year.

### **Proof related to the current study programme (originals and photocopies):**

- attestation of enrolment in a public or private higher education institution, general or technical secondary education institution, professional continued training institution;
- tripartite internship agreement;
- professional training contract.

## **■ Additional documents to be submitted when renewing a student card**

### **Documents proving the genuine and reputable nature of the study programme:**

- results of exams taken or attestation of enrolment in forthcoming exams;
- attendance during the previous year and transcript of marks obtained;
- diplomas obtained since arriving in France.

### **Proof of legal residence: last residence permit (titre de séjour) (photocopy and original).**

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## Requirements prior to student employment up to 964 hours/year

As of 1 July 2007, work permits for students have been eliminated.

Therefore, employers planning to hire a student must send the following information to the prefecture issuing the residence permit to the student in question 48 hours before the effective date of the work contract:

- corporate name or surname and first name of the employer, address of the employer, business registration number or the number under which social security contributions are paid;
- surname, first names, nationality, date and place of birth of the employee;
- residence permit number of the foreign national;
- nature of the employment, contract term and number of hours to be worked annually;
- scheduled date of employment;
- submission of a copy of the foreign national's permit.

The police prefecture has made the following address available to employers who may hire a student residing in Paris in order to send the required documents and information (in JPEG or PDF format):

**PREFPOL.DPG-SDAE-6B-DECLAR-PREALABLE-ETUDIANT@interieur.gouv.fr**

**Doctorate students, individuals working as interns, temporary education and research associates, research assistants and Algerian nationals who benefit from a bilateral agreement still fall under the work permit system.**