



# 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.paris](http://www.prefecturedepolice.paris)

Standard

• **01 53 71 53 71 / 01 53 73 53 73**

Démarches administratives

(CNI, passeports, certificats d'immatriculation et permis de conduire)

• **01 58 80 80 80**

Serveur vocal

• **08 91 01 22 22** (0,225 € la minute)

Service des objets trouvés

• **0 821 00 25 25** (0,12 € la minute)

Application mobile

• **Préf.Police**

Localisation d'un véhicule en fourrière, coordonnées des services de police, objets trouvés et démarches administratives.

Téléchargement gratuit sur Apple Store et Google Play.

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## Procedure to follow for your first year of studies in France

### ■ You should carry out the residence formalities

- from 12 September to 25 November 2015 at noon:

Report without any prior appointment,  
From Monday to Thursday 09.00 AM to 04.30 PM  
and Friday 09.00 AM to 04.00 PM:

**Cité Internationale Universitaire de Paris**

Maison internationale

17, boulevard Jourdan • 75014 Paris

ⓇⓇ / ⓉⓈ Cité Universitaire

- from 25 November 2015 at noon:

**If your passport does not include a VLS/TS**

[long term visa valid as residence permit] (art R311-3 6°)

Report without any prior appointment,  
From Monday to Thursday 08.35 AM to 04.30 PM  
and Friday 08.35 AM to 04.00 PM

**Centre des étudiants étrangers**

92, boulevard Ney • 75018 Paris

~~SNIEF~~ ⓈⓈ ⓂⓈ ⓉⓈ ⓂⓈ ⓂⓈ Porte de Clignancourt

**If your passport includes a VLS/TS**

Send your file to: **OFII** • 48 rue de la Roquette • 75011 Paris

ⓂⓈ ⓈⓈ ⓈⓈ ⓈⓈ Bastille

### ■ To apply for a change of status from student to paid employee

For those who will be paid employees, send your file directly by mail to the following address:

**Préfecture de Police**

**Direction de la Police Générale – 6<sup>e</sup> bureau**

**Centre des Etudiants Etrangers – SLU**

9 boulevard du Palais • 75195 Paris cedex 04

You will find the necessary information and the list of documentation to provide on the website of the Police Prefecture.

## ■ To obtain the renewal of your student residence permit or a duplicate or to report any change of address

- Make a prior appointment with:  
[www.prefecturedepolice.paris](http://www.prefecturedepolice.paris)  
click on « services en ligne » « prise de rendez-vous » option  
« étudiants étrangers ».
- In case you encounter difficulties on the Internet,  
call: **01 56 95 26 80**

## ■ What is the VLS/ TS procedure? [long term visa /residence permit]

Before you left your country to France, the French consulate there affixed a visa on your passport.

**Territorial validity:**  
**France (EXCENT OVERSEAS COUNTIES) « student »**  
**«CESEDA R 311-3 6°» and «60% STATUTORY WORKING**  
**TIME authorized»**

This is the visa that allows you to enter the territory of the French Republic as a student. **It allows you to stay for 3 months only. Should you need to stay longer, then you are under the obligation to follow a procedure to change your visa in a residence permit.**

### **PLEASE NOTE:**

That authorization will be valid for your first year of presence in France only! For the following years a residence permit will be required.

## ■ How to make your visa valid as a residence permit?

### **FIRST STEP: MAKING UP A FILE**

You should fill in the form that you have received from the French consulate, entitled: **“Applying for the OFII Attestation”**.

### **PLEASE NOTE:**

that form should be filled in carefully (notably your address in Paris, your parents' name, and the number of your visa) along with copies of the pages from your passport showing: your identity, the visa, the stamp affixed by the Border Police on your passport mentioning your date of entry in France.

That file should be submitted to the French Office for Immigration and Integration (OFII). There are three available options for **foreign students domiciled in Paris**, according to their period of arrival or to the host establishment:

- **Over the start of the new school year from 12 September 2015 till 25 November 2015** they can be filed directly at the **OFII desk specially opened at the Cité Universitaire Internationale** in Paris, boulevard Jourdan in Paris 14<sup>e</sup>, Salle Haraucourt from Monday to Friday 09.00 AM till 04.00 PM.
- **If you are a pupil or a student in an establishment listed as partner of the university liaison service of the Police Prefecture.** Whatever the period of the year, your host establishment will make up the file with you and will have it processed by the competent authorities.
- **Outside new school year period and if you are not registered in an establishment listed as partner of the university liaison service of the Police Prefecture:** to be sent by registered mail at the following address:

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

## SECOND STEP: THE MEDICAL CHECK

Upon receiving your application, OFII will issue a receipt ascertaining that you have started the process and will give you the day and time of a **medical check which is compulsory**. For the students proceeding at the Cité Universitaire Internationale in Paris, the receipt and the appointment will be given to them directly on the premises.

### PLEASE NOTE:

that document is important and can be requested from you in case of control.

You will call at that appointment and bring the following documentation:

- **Your passport**
- **A passport photograph, full-face and bareheaded**
- **A justification of residence** (rent agreement, water or gas or electricity bill in your name or proof of accommodation).

You should also pay registration fees of € 58 payable as tax stamps.

After payment of the tax and the medical check, OFII will affix on your passport a sticker that will give to your passport the validity of a residence permit over the period of validity of your visa.

## Supporting documentation outside VLS TS procedure

Your passport does not include VLS/TS and you are:

### ■ **Citizens of the European Union, of the European Economic Space and of Switzerland**

They are not obliged any more to have a « student » residence permit:

- the citizens from Germany, Belgium, Italy, Luxembourg, Netherlands, Denmark, Ireland, UK, Greece, Spain, Portugal, Austria, Finland, Sweden.
- the citizens of the member states that joined the EU on 1st May 2004: Cyprus, Estonia, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Czech Republic, Hungary.
- the citizens of the member states that joined the EU on 1st January 2007: Bulgaria and Rumania.
- citizens of Croatia;
- citizens of Iceland, Norway and Liechtenstein.

### **A proof of identity at your option**

(originals and photocopies):

- **your valid passport** (photocopies of the pages pertaining to your civil status and the validity period of your visa);
- **your national identity card** still valid;
- **3 identity photographs** full face, bareheaded, recent, format 3,5 cm x 4,5 cm.

### **A proof of residence in Paris:**

- a declaration of residence in Paris on plain unheaded paper.

### **A proof of resources :**

- An affidavit stating that you have sufficient resources for the student and, if applicable, for his family if he has family responsibilities.

### **A medical insurance** (students older than 28)

**A document justifying your studies** (originals and photocopies):

- your **student card** or a **certificate of school** attendance issued by the academic institution;
- an **attestation of a European studies programme** (Erasmus, Leonardo, European Volunteer Service) if applicable.

## ■ Non citizens of a member state

**of the EU** Your passport does not include VLS TS, you should apply for a residence permit. For that purpose you should call with:

### A proof of identity at your option

(originals and photocopies)

- **your valid passport** (photocopies of the pages pertaining to your civil status and the validity period of your visa);
- an **abstract of the birth certificate** or birth certificate translated into French by a sworn translator;
- in case of marriage and in case the recent surname does not appear on the passport, submit a **copy of the marriage certificate or judgment of divorce or a certificate of identity issued by the Consulate**;
- **3 passport photographs** full face, bareheaded, format 3,5 cm x 4,5 cm, recent and identical.

### A proof of legal entry on the territory

- A **long-stay visa**, valid over 3 months, with the mention “étudiant” or
- a **short-term visa** with the mention “étudiant-concours” (student exam) and an examination certificate as proof of passing the exam for which the visa has been issued.

### A proof of residence in Paris (originals and photocopies)

**For your personal residence:**

- The last electric or gas bill dating from less than 3 months or an EDF (national electricity company) schedule from less than 3 months along with an attestation stating your recent subscription.
- a house insurance contract from less than 3 months
- a rent agreement dating from less than 3 months.

**If you live in a private person’s home:**

- an affidavit issued by your host on a plain paper dating from less than 3 months stating that you live at the address he/she provides.
- a copy of your host’s identity card or residence permit.
- a proof of your host’s residence (for example, a gas or electricity bill from less than 3 months).

**If you live in a hostel:**

- an affidavit issued by the hostel manager (dating from less than 3 months).

**Proof of resources** (originals and photocopies)

**Proof of resources for a minimum of € 615 per month according to your situation:**

- A certificate of scholarship;
- an affidavit signed by a guarantor in France including his name, his address and the amount of the monthly allowance and the duration of his/her commitment to support you;
- a promise to hire or payslips of the student (in case of work on an ancillary basis);
- If your resources are provided by funds coming from abroad: exchange forms or any documents proving that you regularly receive funds from abroad and indicating their monthly amount;
- If you are an au-pair: the au-pair contract signed by the Service de la Main d’Oeuvre Etrangère.

### A health insurance certificate (students older than 28)

#### Document justifying your studies

(originals and photocopies)

- Attestation of registration in a private or public educational institution - higher, secondary or technical studies – or in an establishment providing continuing professional training.
- a tripartite internship contract
- a professional training contract

## ■ Additional documentation to submit for the renewal of student residence permit

### Justification of the reality and seriousness of studies followed:

- results of exams passed or registration for future exams;
- regular class attendance over the previous academic year and academic transcript;
- diplomas obtained since the entry in France.

### Proof of residence: last residence permit

(originals and photocopies)

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## Formalities for students working on an ancillary basis, within the limit of 964 hours per annum

Since 1<sup>st</sup> July 2007, students do not need a working permit any more.

Thus the employer who wishes to hire a student will submit to the Préfecture which issued the residence permit of said student, 48 hours prior to the starting period of the working agreement, the following documentation:

- registered name or name and given name of the employer, address of the employer, number at the business register or by lack of such information, number under which social security contributions are being paid;
- surname, given name, nationality, birth date and place of the paid employee;
- number of the residence permit of the foreigner;
- nature of the work, duration of contract and number of working hours per annum;
- planned hiring date;
- transmittal of a copy of the permit submitted by the foreigner.

The Police Prefecture puts to the disposal of employers liable to hire a student residing in Paris the following address to submit the required documentation and elements (JPEG or PDF): [www.prefecturedepolice.paris](http://www.prefecturedepolice.paris)

click on: [Demarches/Particulier/Ressortissants-etrangers/Titre-de-sejour/Contacts](#)

Postgraduates, persons working as interns in the hospitals, temporary teaching and research fellows, doctoral research fellows and Algerian nationals working under a bilateral agreement still come under the working permit regime.