**Pre-procedure to renew student residence permits**

 **expiring before September,15th, 2019.**

In order to facilitate the renewal procedure and the circulation – until the next academic year begins – of students whose resident permits (Visa Long séjour equivalent to a residence permit – Titre de séjour) expires before September, 15th, 2019, the following procedure should be respected:

All students will be received at the Préfecture from May, 13th to July, 31st, 2019.

Students will make an appointment online from May, 3rd, 2019 on the Préfecture’s website:

<http://www.nord.gouv.fr/booking/create/33553>

They will come in person, on the day of the appointment, to the general reception desk of the Préfecture (12-14 rue Jean sans Peur à Lille – Métro République), in possession of the following documents (originals and copies):

* **Titre de séjour** (plastic card or one year Visa + OFII sticker = VLSTS) valid for the academic year 2018/2019,
* A valid **Passport**,
* **Original birth certificate** and its translation in French, only for students who do not yet have a residence permit plastic card.
* **Proof of accommodation** :

Either a lease contract in your name + rent receipt for the current month, or a gas, electricity or internet bill in your name for the current month; or the certificate delivered by student hall office for the current academic year (ex: CROUS)

 Or you are hosted: in this case, a declaration of residence letter from your host, your host’s ID or residence permit/titre de séjour and a utility bill in your host’s name for the current month.

* **Certificate of enrollment** for the academic year **2018-2019**.
* **Transcript of records 2018-2019** obtained this year: at least for the first semester or a certificate of attendance (classes and final exams) to withdraw from your department’s secretariat.
* **3 photo ID** (PHOTOMATON machine with the passport format)
* **Convocation email**: Email received after making appointment on the Préfecture’s website.

Students will receive a receipt for the **exceptional extension** of the rights obtained for the academic year 2018/19 during the appointment at the Préfecture. Caution: this receipt **does not count as a residence permit renewal application and will not be extended further**.

In everyone’s best interest, please respect the chosen time of your appointment and come with all necessary documents as listed above (original and copies).

At the start of the 2019/20 academic year, students will hand in their full renewal application to the university office in order to obtain a new residence permit (titre de séjour) for the whole academic year 2019/20.