

RENEWAL OF THE STUDENT RESIDENCE PERMIT

File submission and collection of receipt notification: Residence Permit Office on each campus
Receipt and/or Permit collection : Préfecture de Lille, 12 rue Jean Sans-Peur, 59000 Lille.

- 4 ID photos** from a French photo booth (Photomaton) conforming with French applicable standards.
- Valid passport**, copy of the pages regarding personal data and validity.
- Residence permit** from last year, copy back and front of the card **OR** if VLS-TS, copy of the Visa + OFII sticker (in the passport) + French entry stamp (in the passport).
- Summer residence permit extension**, if applicable.
- Birth certificate** (only for students with a VLS-TS last year).
- Family book** (only for married students) + birth certificate of the student's children, if applicable.
- Proof of address:**
 - **Private housing:** gas, electricity, water or internet bill for the current month with the student's name **OR** lease contract for the full academic year + rent receipt for current month.
 - **Student hall:** certificate delivered by the student hall office (ex: CROUS) with arrival and departure dates.
 - **The student is hosted:** the host has to fill the "déclaration de domicile" directly in the file (p.2) and attach the supporting documents + copy of ID or valid residence permit
- Proof of resources for the current academic year:**
 - **Financial support from a non-French resident:** certified document proving the guarantor will support the student for the full duration of the current academic year by regular bank transfer of the equivalent of at least 615€ per month **OR** a bank certificate proving that a permanent and irrevocable transfer of the equivalent of 615€ was made, that it will be sent monthly and for the full duration of current the academic year.
 - **Financial support from a French resident:** the guarantor must fill the "certificat de prise en charge" directly in the document (p.5) and attach the supporting documents + copy of ID or valid residence permit.
 - **Scholarship students:** scholarship certificate for the current academic year.
 - **French bank account holders:** bank account certificate with the student's name, address and account number proving that it contains at least 6150€ for the full academic year (615€ x 10 months).
 - **The student is employed:** copy of employment contract for the full academic year + 3 last pay slips.
- Certificate of enrollment** to the University for the current academic year.
- Health Insurance certificate** for the current academic year.
- Transcript of records** from last year (you can get them at the U.F.R) **OR** for PhD students, a letter from the thesis supervisor detailing the topic and duration of research and the date of the viva if already planned.
- 1 small size envelope with you name, surname and date of birth.**

You have to come in person to the office to a short meeting in order to submit your file and you have to bring the originals of all the documents required above. NO INCOMPLETE FILE WILL BE SUBMITTED.