

RENEWING YOUR STUDENT RESIDENCY PERMIT

ORIGINALS and PHOTOCOPIES must be presented in the order indicated in the list

- ♦ **4 identical and recent ID photos**, without headwear and against a pale background (**white background not allowed**), NOT CUT, undamaged, format 3.5x4.5cm, with student's name and surname on the back
- ♦ **1 UNSTAMPED envelope** for a letter weighing less than 20g, bearing the student's name, surname and date of birth on the front, format 16x11cm or 11x22cm
- ♦ **Valid passport covering the whole academic year** (copy of pages relating to civil status and duration)
- ♦ **2018-2019 residency permit: Recto-verso copy of the card or VISA D** expiring in 2019 + **OFII sticker + stamp indicating your arrival in France** for which the renewal request is being made
- ♦ **Summer receipt** ("récépissé d'été" – if issued by the Prefecture this year for a visa or residency permit expiring before 15/09/19)
- ♦ Proof of family status (**details of spouses if married and birth certificates for each child**)
- ♦ **Recent proof of address:**
 - if you have your own residence:
Bills: electricity (payment schedule not accepted) **or water or gas or landline less than 1 month old, or leasing agreement** (covering the whole academic year) + **rent receipt** for the current month, **or proof of university residence for 2019-2020** bearing your name and surname
 - if you are a lodger:
 - Declaration of residence for 2019-2020, drawn up by the person lodging you (document can be downloaded online or completed on page 2 of the form) + copy of his/her national ID card or **valid** residency permit + copy of current leasing agreement **and** rent receipt (not handwritten) for the current month, **or** electricity bill (payment schedule not accepted), **or water or gas or landline** for the current month and for the residence of the person lodging you

(NB: Foreign nationals are required to indicate any change of address within 8 days of arriving at their new address)

- ♦ **Birth certificate indicating filiation translated into French for students with VISA D expiring in 2019**
- ♦ **Proof of university registration** for the **2019-2020** academic year
- ♦ **Definitive academic transcript for 2018-2019 (semesters 1 & 2, and any repeat exams)**
- ♦ For **doctoral researchers only: letter from thesis supervisor** indicating progress of work and expected thesis defense date
- ♦ **Proof of means of subsistence: €615 per month for the 2019-2020 academic year:**
 - **Your expenses are covered**
 - By a person overseas:
 - Proof drawn up by that person's bank indicating that a **monthly, permanent and irrevocable wire transfer of €615** will be made **for the 2019-2020 academic year and your last 3 bank statements** in which the euro payments appear.
 - Verified statement that the person overseas undertakes to send you **€615** each month during the 2019-2020 academic year **and your last 3 bank statements** in which the euro payments appear.
 - By a person living in France: (document can be downloaded online or completed on page 5 of the form)
 - That person must complete the form directly, undertaking to send you **€615** each month during the 2019-2020 academic year. He/she must include his/her last 3 pay slips, a copy of his/her national ID card or valid residency permit. **And** you must include **your last 3 bank statements** in which the euro payments appear.
 - **You are a grant recipient:**
 - CROUS grant: definitive proof of grant awarded for 2019-2020
 - Overseas grant: proof of grant drawn up by foreign country **and your last 3 bank statements** in which the euro payments appear.
 - **You have a bank account in France containing at least €6,150:**
 - typed statement from your bank, stamped and bearing your name, surname, address and bank account number
 - **You have a job:**
 - Photocopy of employment contract covering the whole academic year (2019-2020) and your last 3 pay slips.
 - For interns: photocopy of your last 3 assignment declarations (covering the academic year) and your last 3 pay slips.
 - ♦ **Proof of social welfare protection:** statement of social welfare rights for 2019-2020

IMPORTANT

**You must PERSONALLY be in possession of
the ORIGINALS and PHOTOCOPIES of the documents requested.
INCOMPLETE dossiers will be REJECTED and cannot be submitted to the Prefecture.**