

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.
 - ♦ **1 stamped envelope** for a letter weighing less than 20g, bearing the student's name, surname and your address in the front, format 16x11cm or 11x22cm
 - ♦ **Valid passport covering the whole academic year** (copy of pages relating to civil status and duration)
 - ♦ **2019-2020 residency permit: Recto-verso copy of the card or VISA D expiring in 2020+ OFII certificate + stamp indicating your arrival in France** for which the renewal request is being made
 - ♦ 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 2020-2021** 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)
- ♦ **Proof of university registration** for the **2020-2021** academic year
 - ♦ **Definitive academic transcript for 2019-2020 (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 2020-2021 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 **2020-2021 academic year and your last 3 bank statements** in which the euro payments appear.
 - **Or** Verified statement that the person overseas undertakes to send you **€615** each month during the 2020-2021 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 2020-2021 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 2020-2021
 - **Or** 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 (2020-2021) 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.

IMPORTANT

You can come at the Maison Internationale to control the documents with the administrative staff. You have to make an appointment. When you have all the PHOTOCOPIES of the documents requested in your dossier, you have to post them to the Prefecture by registered mail. The address :

**Prefecture du Nord – Bureau de admission au séjour- Pôle étudiant
12 Rue Jean Sans-Peur
CS 20003
59039 Lille CEDEX**