



DÉMARCHES ADMINISTRATIVES

Foreign students

EXTRAIT du Registre des Actes de
Naissance pour l'an 811 (X^e arrondissement)



Your administrative procedure

■ In order to obtain a first student residence permit

Turn up without a scheduled appointment from Monday to Thursday, from 8:35 a.m. to 4:30 p.m. and on Friday from 8:35 a.m. to 4 p.m.

- from 8 September to 17 December 2008 at noon

**Cité internationale universitaire de Paris
Maison internationale**

17, bd Jourdan • 75014 Paris

ⓇⓅ / ⓉⓃ Cité Universitaire

- from 22 December 2008

Centre des étudiants étrangers

13, rue Miollis • 75015 Paris

ⓂⓉ Cambronne ou Ségur

■ In order to change status from student to employee

For future employees, bring an employment contract or a letter of intent :

- from 8 September to 16 December 2008

Turn up without a scheduled appointment from Monday to Friday, from 1:30 p.m. to 4 p.m.:

**Cité internationale universitaire de Paris
Maison internationale**

17, bd Jourdan • 75014 Paris

ⓇⓅ / ⓉⓃ Cité Universitaire

- from 22 December 2008

Turn up without a scheduled appointment from Monday to Friday, from 8:30 a.m. to 12 noon:

Centre des étudiants étrangers

13, rue Miollis • 75015 Paris

ⓂⓉ Cambronne ou Ségur

■ In order to renew a student residence permit or obtain a duplicate or indicate a change of address

- Schedule an appointment at :
www.prefecture-police-paris.interieur.gouv.fr
section "prise de rendez-vous" (make an appointment)
option "étudiants étrangers" (foreign students).
- In case of a problem using the Internet, call :
+33 (0)821 00 19 75 (€ 0.033 including tax per minute after a time credit of 56 seconds at € 0.112 including tax).

Supporting documents

■ European Union, European Economic Area, Swiss Confederation Nationals

No longer require a "student" residence permit :

- nationals from Germany, Belgium, Italy, Luxemburg, the Netherlands, Denmark, Ireland, United-Kingdom, Greece, Spain, Portugal, Austria, Finland, Sweden.
- nationals from Member States joining the EU on 1 May 2004 : Cyprus, Estonia, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Czech Republic, Hungary.
- nationals from Member States joining the EU on 1 January 2007 : Bulgaria and Romania *.
- nationals from Island, Norway or Liechtenstein.

Proof of identification (originals and photocopies) of your choice :

- **your valid passport** (photocopies of pages related to civil status and term of validity) ;
- **your valid national identity card** ;
- **3 identical, recent, bare headed, face identity photographs**, 3.5 cm x 4.5 cm format.

Proof of place of residence in Paris :

- a simple letter certifying your place of residence in Paris.

* Except with the intention of benefiting from rules and regulations related to additional work for students.

Proof of sufficient resources :

- a sworn declaration stating that you have sufficient resources for yourself and potentially for your family if you have dependents.

Supporting documents for your study programme (originals and photocopies) :

- **your student card or admission certificate** issued by the educational institution ;
- **a European studies programme certificate** (ERASMUS, LEONARDO, European voluntary service) if applicable.

■ Non-European Union Nationals

Proof of identity (originals and photocopies) :

- **your valid passport** (+ photocopies of pages related to the civil status, the term of validity and the visa) ;
- **a birth certificate** or its translation into French by a sworn translator ;
- in the event of marriage or divorce and should your new surname not appear on the passport, submit **a copy of the marriage or divorce certificate or an identity certificate drawn up by the consulate** ;
- **3 identical, recent, bare headed, face identity photographs**, 3.5 cm x 4.5 cm format.

Proof of regular entry onto the territory :

- **a long-term stay visa** for a period longer than three months bearing the mention student ;
- **a short-term stay visa** bearing the mention student-exam and the attestation of passing said exam.

Proof of place of residence in Paris (original and photocopy) :

- for personal residence :
 - the last electricity or gas bill dating less than 3 months or the payment schedule dating back more than 3 months and a recent customer declaration ;
 - home insurance dating less than 3 months ;
 - the lease agreement if it dates back less than 3 months.

- if you receive boarding at someone's home :
 - the boarding declaration drawn up by the landlord ;
 - a photocopy of the landlord's identification or residence permit ;
 - the landlord's proof of residence dating back less than 3 months.
- if you live in a hostel :
 - declaration by the hostel manager dating back less than 3 months.

Proof of sufficient resources of € 450 monthly and € 536 for post-graduate students depending on the situation :

- scholarship attestation ;
- attestation by the guarantor responsible for the student specifying the amount, term and identification and proof of sufficient resources ;
- letter of intent or pay slips of the student (if employed, not mandatory) ;
- an exchange slip should resources be in foreign funds ;
- an au pair contract endorsed by the foreign labour department ;
- for the previous year : any supporting documents of the amount perceived during the previous year.

Proof related to study programme (originals and photocopies) :

- attestation of enrolment in a public or private higher education institution, general or technical secondary education institution, or professional continuing training institution ;
- tripartite internship agreement ;
- professional training contract.

■ Additional documents to be submitted when renewing a student card

Documents proving the genuine and serious nature of the study programme :

- results of exams taken or attestation of enrolment in forthcoming exams ;
- attendance during the previous year and transcript of marks obtained ;
- diplomas obtained since arrival in France.

Proof of residence : last residence permit (photocopy and original).

Formalities prior to students working in addition to studying limited to an annual term equal to 964 hours

As of 1 July 2007, work permits for students have been eliminated. Therefore, an employer planning to hire a student must submit the following documents to the prefecture issuing the residence permit to the student in question, 48 hours prior to the effective date of the work contract :

- corporate name or surname and first name of the employer, address of the employer, company registration number or, failing this, the number under which social security contributions are paid ;
- surname, first names, nationality, date and place of birth of the employee ;
- residence permit number of the foreigner ;
- nature of the employment, term of the contract and number of hours worked annually ;
- scheduled date of employment ;
- submission of the copy of the foreigner's permit.

The prefecture of police has made the following address available to employers likely to hire a student residing in Paris in order to send the documents and elements required (in JPEG or PDF format) :

PREFPOL.DPG-SDAE-6B-DECLAR-PREALABLE-ETUDIANT@interieur.gouv.fr

Doctorate students, people working as interns, temporary education and research associates and Algerian nationals who benefit from a bilateral agreement still fall under the work permit system.



Facilitez vos démarches, renseignez-vous avant de vous déplacer

www.prefecture-police-paris.interieur.gouv.fr

Services d'informations téléphoniques :

• **0 891 01 22 22** (serveur vocal, 0,225 € la minute)

Rubriques :

Points d'accueil, titres d'identité et sorties du territoire, titres de séjour, fourrières (possibilité de savoir si votre véhicule a été enlevé et où il se trouve), recrutement, permis de conduire et cartes grises, prévention et sécurité, autres démarches, etc.

• **01 58 80 80 80** (du lundi au vendredi, de 8h45 à 17h15)

Rubriques :

Cartes nationales d'identité, passeports, cartes grises et certificats d'immatriculation, permis de conduire.

Informations valables au 01 09 08
sous réserve de modifications ultérieures