

This document is intended for **students, residing in the 75 (Paris) or 92 (Hauts-de-Seine) department** who have **not** obtained a so-called VLS-TS visa (Visa long séjour valant titre de séjour) and need to apply for the French residence permit or what is called in French “Carte de Séjour Temporaire” or “Titre de Séjour Temporaire”.

If you have obtained a VLS-TS visa, please read the document entitled “I’ve got a VLS-TS visa, what should I do now that I’m in France?”.

Caution! Bear in mind that the Office of Student Affairs has no influence whatsoever neither on French laws regarding foreign citizens residing in France, nor on any change that may occur between the moment you read this document and the date of its application.

Contacts

ESSEC Business School

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1. Documents required for your first application in the 75 department
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1. Documents required for your first application in the 75 department (Paris)

- PASSPORT
- EXTRACT OF YOUR BIRTH CERTIFICATE (in French)
- A CERTIFICATE OF ENROLMENT (in French)
- PROOF OF RESIDENCE IN FRANCE
- PROOF OF FINANCIAL RESOURCES
- 3 IDENTITY PHOTOGRAPHS (75) OR 4 IDENTITY PHOTOGRAPHS (92)
- 1 ENVELOPE A5-SIZE, STAMPED AND A REGISTERED-LETTER FORM
- COPY OF YOUR CAMPUS FRANCE ID NUMBER IF APPLICABLE
- REQUEST SHEET FOR THE MEDICAL VISIT (provided by the OSA at ESSEC)
- “CERFA” FORM (provided by the OSA at ESSEC)

- APPLICATION FILE FOR 75 OR 92 (provided by the OSA at ESSEC)**
- “ATTESTATION DE DEPOT” (provided by the OSA at ESSEC)**

All photocopies must be:

- ⇒ **in A4 portrait size (21 cm x 29.5 cm)**, please verify length and width to comply with those requirements. Paper in North and South America has a different size.
- ⇒ **clear and legible**
- ⇒ **not stapled.**

When completing your file at ESSEC, you will **enclose only photocopies**. However, you must be able to show original documents upon specific request by the Prefecture.

Passport

Please photocopy:

- the **identity** page (make sure that the photograph appears clearly),
- the page bearing the **passport number**,
- the **validity** page of your passport, and
- **the stamp of first entry**. If there is no stamp, make a copy of your flight ticket or train stub or any other means of transportation, in order to prove when you arrived in France.
- the **visa** page

The visa must be a student visa (visa D), **not** a tourist visa.

It must state: “*demande de carte de séjour dès l’arrivée en France*” or “*voir carte de séjour,*” even if you are staying for a short period of time.

If it states: “*dispense de carte de séjour,*” this means you are not entitled to get a residence permit.

Extract of your birth certificate

Please make a **photocopy of the original extract** and (if need be) of its **French translation**, stating:

- your family name,
- first name,
- date and place of birth, and
- the first and last names of your father and mother (maiden name).

All of the above requested information on this document is *absolutely mandatory* for all CST applicants without any exception.

Caution! When having your **birth certificate translated**, please make sure that your name is spelled **exactly the same way as it appears on your passport**. If this is not the case, you will have to obtain from your consulate in Paris an attestation certifying that both spellings are valid. This procedure might be quite time consuming.

The photocopies will be kept by the Prefecture. Therefore, you will keep your original certificate and its original translation, but you must be able to show them upon request. If your original birth certificate is not in French, it **must be translated into French by a certified translator**. In order to save you time, money and energy, we strongly suggest that you have your documents translated before arrival. Furthermore, we recommend that you get **two original extracts** of your birth certificate, the first one to be kept by the ESSEC program for issuance of your future diploma, the second one for your own use whenever requested.

Reminder! An extract is an official affidavit of your birth records delivered by the registry office of the city where you were born.

A certificate of enrolment in French (“certificat de scolarité”)

→ provided by your ESSEC program, which specifies the period of study.

The wording “**est inscrit**” (is enrolled) must clearly appear.

in A4 size, 21 cm X 29,5 cm (only photocopies in A4 size are accepted)!

Proof of residence in France

This may be in the form of:

→ EITHER a **copy of your lease contract**.

→ OR in absence of lease contract, an **accommodation letter** (“attestation d’hébergement”) that must be completed by the person you are staying with.

See sample form for the “attestation d’hébergement” at the end of this document.

You can also use an original letter signed by the person you are staying with **stating** all relevant information such as **names, dates of birth, nationality for both parties, and the address**.

Along with this form or letter, two (2) more documents must be provided by the person you are staying with: a copy of his/her identity card and “carte de séjour” if applicable and a copy of his/her last (less than 3 months) electricity bill (EDF).

Caution! If the person you are staying with has a residence permit, please check the validity period of his/her residence permit. The validity of your own residence permit may not exceed the validity period of this person’s residence permit.

Proof of financial resources

You need to prove a minimum income of 650 euros/month or 7800 euros/year.

This document must **imperatively be in French** and the amount **must be shown in euros**. **Your name** must also appear clearly. As regulations are rather strict on this matter, we highly recommend that you comply with these instructions to avoid delays in processing your file.

This may be in the form of one or more of the following:

- EITHER a **deposit slip** when you open your **bank account in France**, bearing **your name** and the requested minimum amount per year in your account,
- OR an **original attestation from the bank in the country of origin**, certifying that the minimum requested amount will be **transferred to your French bank account**, along with the receipt for opening the French bank account,
- OR an **original attestation from the bank in the country of origin**, and all necessary documents (**credit card**) proving that you have access to your financial resources even if you do not open a French bank account,
- OR a **certificate of scholarship award**,
- OR a notarized letter written by the person acting as **guarantor**, along with a copy of this person’s proof of identification and his/her financial resources,
- OR **bank statements of your French bank account** with monthly deposits.

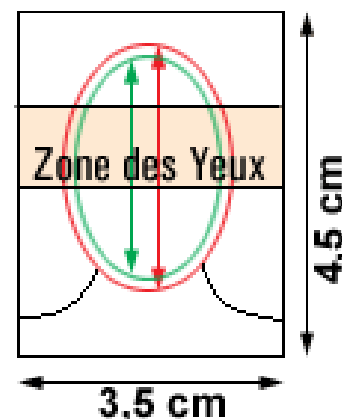
ESSEC foreign students may open a French bank account upon their arrival **at banks near ESSEC, before** they obtain their residence permit. To do so, you must show original documents and furnish a copy of your passport, the letter of admission to ESSEC, and your proof of residence in France. **Once you have obtained your residence permit, you must imperatively bring a photocopy of it to the bank.**

Three (3) identity photographs

Caution: take actual measurements of your photographs

Requirements :

- portrait size (**3.5 cm x 4.5 cm**)
- **all identical, not blurred**
- **no colored background**
- **not scanned**
- you must be **bareheaded** on the photograph
- **no glasses**
- **no smile, mouth closed**
- **both ears**
- **DO NOT WRITE ANYTHING** on the back of the photographs
- **cut each of your photographs neatly.**



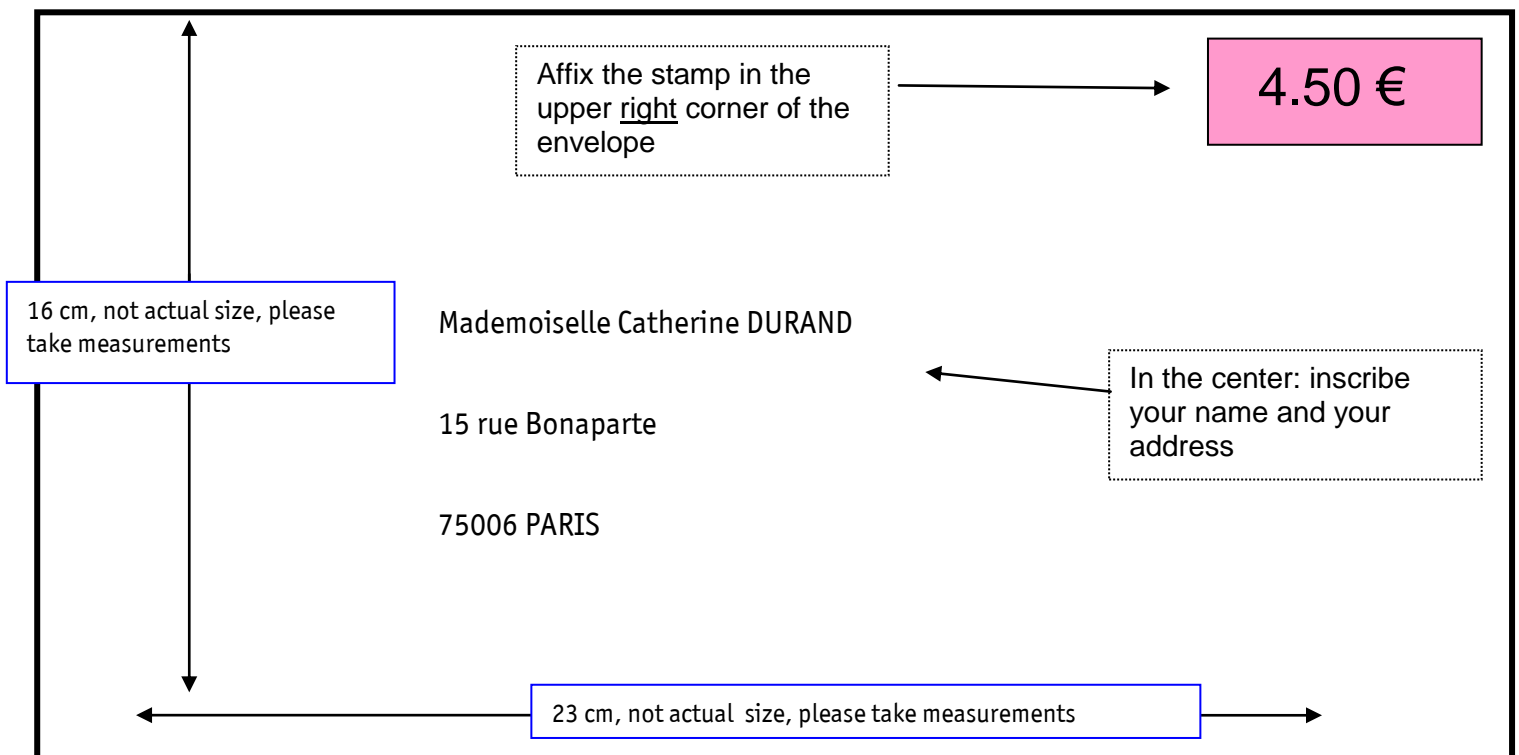
Please verify that you have **completed all** required items and **signed** the forms correctly since any missing piece of information will delay your application.

« Attestation de dépôt » (i.e. proof of deposit)

Part of this file are **two “attestations de dépôt”**. You have to fill in both of them with your personal information and enclose one copy in your application file. Keep the second copy with your passport.

1 envelope A5-size, stamped and a registered-letter form

You need to join one envelope, **A5 size (23 x 16 cm)**, with a **4.50 € stamp** (tariff for a registered letter).



You must also join a registered-letter form - « *formulaire de recommandé avec Accusé de Réception (AR)* » (available at any post office).

It will be used to send you the "récépissé" of your residence permit.

Note this tracking number!!!!

Fill in the upper left box "Destinataire" with **your address in France** since you are to be the receiver:

1) your First name + NAME

1a) *If you live with someone and your name is not on the mailbox, inscribe*

Chez + first name and NAME of your host

2) Street N° and Street name + any other information (floor, room n°)

3) Postal Code + CITY

In the box "Expéditeur" will be the address of the Prefecture which is the sender –

DO NOT WRITE ANYTHING IN THAT BOX!

2. Documents required for your first application in the **92** department (Hauts-de-Seine)

The OSA can **transmit** your application file to the Prefecture of the 92 department, but we do **no** longer have **contacts** like in Cergy or Paris.

- Same documents as mentioned for the 75 department, but → No stamped envelope.**

In addition to the aforementioned documents:

- APPLICATION FORM FOR THE 92 DEPARTMENT** provided by the OSA as well as the form called “*Etudes poursuivies en France*” (to be filled in with your previous studies in France),

- 4 IDENTITY PHOTOGRAPHS**

3. How to submit your application file?

ESSEC Business School having signed an agreement with the Prefecture in Hauts de Seine, and the Prefecture de Police Générale in Paris (administrative body that deliver residence permits), the OSA is authorized to handle CST application process of students residing in the 75 and 92 departments.

Two (2) “attestations de dépôt” (i.e. proof of deposit) will be given to you by the OSA. This is your proof that you handed in your application file for the residence permit. **Enclose one copy in your application file** and keep one copy with your passport and show it in case of an identity control.

Each term, in particular between August and October, the OSA holds a permanence **on-campus** in order to assist students to complete their **residence permit applications**. Information regarding dates and places is provided, prior to your arrival, by the ESSEC program that you are enrolled at, and/or by the OSA directly. It will also be available on ESSEC’s intranet www.MyEssec.com. You can also submit your application directly at the OSA reception desk (Room H103C).

The OSA can only accept those files that comply with French government requirements. Then, your file must be verified and stamped by the OSA before it is submitted to the Prefecture for processing.

The OSA will provide the following documents for your application file:

- ⇒ application forms of 75 and 92 departments to be filled in
- ⇒ CERFA form, to be signed by you (with only a **black-ink pen**)
- ⇒ Medical visit form to be signed, dated, where you indicate whether you speak French or not
- ⇒ “*Attestations de dépôt*” (i.e. proof that you have submitted your file)

The OSA will process your file directly with the Préfecture of Hauts de Seine and Paris. This will save you from having to make an on-line individual appointment which can be scheduled up to 6 weeks later at peak times.

4. What comes next after transmission of your application file?

The OSA will keep you informed about processing of your application file, **by e-mail**. Please **check your ESSEC e-mail account regularly**.

Within 2 to 4 weeks, a **letter** with the information necessary **for your medical appointment** will be sent by the **OFII** to your address. As the appointment can be scheduled for the next day, **please check your postal mailbox every day**.

You must buy a “**timbre fiscal**” (it looks like a stamp) in order to pay for the 55 euro tax **before** you go to OFII. You may not use any other form of payment. You may buy this 55 euro stamp at the “*recette fiscale*” or “*Trésorerie*” office in the Préfecture of Val d’Oise, next to ESSEC, paying in cash, credit card or by check drawn on a French bank (see further explanations below).

5. Medical Visit

The medical visit takes place at the OFII in Paris 11th arrondissement (75011). Try to comply with the date of the appointment and **be on time**.

Please inform the OSA immediately if you cannot take the medical visit on the scheduled date.

OFII - 48, rue de la Roquette – 75011 PARIS

How to go there: → Metro lines N° 1, 5 or 8

→ Get off at Metro station: **BASTILLE**.

See metro network on: <http://www.ratp.info/orienter/plans.php#>

You do not need to go to the appointment with an empty stomach (“être à jeun”).

If you have a vaccination booklet or had recent lung x-ray, bring those along to your medical appointment.

Do not forget to bring your passport and your “récépissé” (temporary document) if you have one.

The visit is compulsory and costs 55 € to be payed by a “*timbre fiscal*” (fiscal stamp).

How to buy the so-called « *timbre fiscal* » (stamp) :

- 1) Go to the Prefecture of Val d’Oise, which is located across ESSEC, looking like an inverted pyramid. Opening hours are from 9 a.m. to 4 p.m. Get inside. On your left handside, there is a glass-windowed office named « **Trésorerie Générale** ».

- 2) Ask for « *un timbre fiscal à 55 (cinquante-cinq) euros, s’il vous plaît* ». You may pay in cash, credit card or by check drawn on a French bank.
- 3) Affix the stamp on the OFII letter where it states « *Coller le timbre ci-dessous* ».
- 4) **Make one photocopy** of that letter, with the stamp on it, to keep for yourself as a proof of payment.
- 5) Go and take the medical visit at the OFII as indicated on your convocation letter.

At the end of the medical visit, you’ll be given two (2) receipts called “**Certificat de Contrôle médical**”, one for you (“*l’intéressé*”), and one for the Prefecture. Keep the one for you in a safe place for your personal use as this document may be requested for your renewal file or change of address.

You will only be granted your residence permit **after** the medical visit at the OFII or given an additional appointment indicating where and when to pick up your residence permit.

6. What is a “*récépissé*” ?

A so-called “*récépissé*”, which is a provisory document bearing your photograph while waiting for your definite card (which is in the form of a plastic card) will be sent to your address using the registered envelope/form you joined in your file. You will have to sign the “*accusé de réception (AR)*” to get the letter. If you happen not to be present when the postman comes, you will find a note in your mailbox requiring that you go in person to the post office with a valid ID to retrieve the registered letter. This “*récépissé*” is valid 3 months maximum and can, if need be, be renewed by the Prefecture.

Caution! You are **not allowed to travel with a “*récépissé*” on a first time application**, that is you can leave France but you will not be able to come back!

Furthermore, as a general rule, we recommend, for any travel arrangements, to always enquire at the embassy of the country you want to travel to whether you need a visa or not. Indeed, regulations vary from one country to the other, depending on visitors’ nationality.

7. When will you get your definite card?

In general the whole process will take 6 to 8 weeks, medical visit included.

You will only be granted your residence permit **after** the medical visit at the OFII or given an additional appointment indicating where and when to pick up your residence permit.

Do not forget to bring your passport and your “*récépissé*” if you have one.

Please make copies of your “*récépissé*” as well as of your definite card

⇒ 1 for the OSA

⇒ 1 for you to be kept in a safe place

Following are templates you can use

- if you do not rent your own apartment
- if you are sponsored by another person.

ATTESTATION D'HEBERGEMENT

Je soussigné(e) / *I, the undersigned,*

Nom **Prénom**.....
Name First name

Né(e) le..... **à**.....
Date of birth place of birth

Demeurant / address

.....
.....
Certifie sur l'honneur héberger à mon domicile ci-dessus mentionné /
Certify on the honor to accomodate at my address mentioned above

A partir du..... **jusqu'au**.....
From (date) until (date)

M./Mme/Mlle.....
Mr./Mrs./Ms.

Né(e) le..... **à**.....
Date of birth place of birth

De nationalité.....
Nationality

Fait à....., **le**.....
City date

(signature)

- JOINDRE / JOIN :**
- La photocopie de la Carte Nationale d'Identité ou de la Carte de séjour du logeur
Photocopy of the lodging-house keeper's National ID card or residence permit
 - la dernière quittance d'électricité ou de gaz (EDF).
Last electricity or gas bill (EDF) less than 3 months old

ATTENTION : Tout courrier administratif adressé à la personne hébergée, dans son intérêt, doit lui parvenir rapidement. En effet, il peut faire courir des délais qui, non respectés, entraînent des conséquences graves pour son avenir (ex : délai de recours après un refus de séjour). – l'Article 441-7 du Code Pénal sanctionne d'une peine d'emprisonnement d'un an et d'une amende de 15 000 € toute personne ayant établis sciemment une attestation ou un certificat faisant état de faits matériellement inexacts.

ATTESTATION DE PRISE EN CHARGE

Je soussigné(e) / *I, the undersigned,*

Nom **Prénom**.....
Name First name

Né(e) le..... **à**.....
Date of birth place of birth

Demeurant / address

.....
.....

Certifie sur l'honneur prendre en charge toutes les dépenses de l'étudiant(e) /
Certify by my honor to be solely liable for all current expenses of the student

M./Mme/Mlle.....
Mr./Mrs./Ms.

Né(e) le..... **à**.....
Date of birth place of birth

De nationalité.....
Nationality

Fait à....., **le**.....
City date

(signature)

- JOINDRE /** - Justificatif prouvant les revenus du garant (attestation bancaire, bulletin de salaires...)
JOIN : *Documentary proof of guarantor's financial resources (bank certificate, payslip,...)*
- Reçu de virement(s) ou relevé bancaire du compte de l'étudiant en France prouvant l'arrivée des fonds
Receipt of bank transfer or bank statement of the student's French account showing funds arrival