

This document is intended for **students who have not obtained a so-called VLS-TS (Visa long séjour valant titre de séjour), residing in the Val d’Oise – 95 department** (where ESSEC and its student residences are situated), who 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, please read the document entitled “I got a VLS-TS, 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 time you read this document and the date of its application.

### Contacts

**ESSEC Business School**

**Office of Student Affairs (reception desk H103 C)**

[iso@essec.fr](mailto:iso@essec.fr)

**fax +33 (0)1 34 43 28 20**

1. Documents required for your first application in the 95 department
2. How to submit your application file?
3. What comes next after you have submitted your application file?
4. What is a “*récépissé*”?
5. Medical Visit
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### 1. Documents required for your first application in the 95 department

- 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
- 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)

### 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 is of 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

→ 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 an original **certificate of residence provided by Alegessec** Student Housing Association, indicating your name, the dates of accommodation, and the complete address of residence (street, number, postal code, city).
- OR for non-Alegessec residents, 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, the following documents must be provided by the person you are staying with: a copy of his/her identity card (or “carte de séjour”) 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 7 800 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 a **bank statements of your French bank account** with monthly deposits.

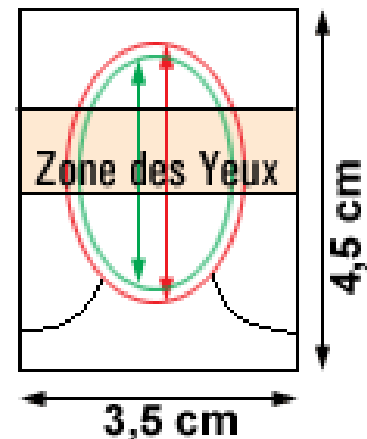
ESSEC foreign students may open a French bank account upon their arrival **at banks near ESSEC, before** they obtain their residence permit. To do so, you must show original documents and furnish a copy of your passport, the letter of admission to ESSEC, and your proof of residence in France. **Once 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 visible**
- **DO NOT WRITE ANYTHING** on the back of the photographs.
- **cut each of your photographs neatly.**



### Copy of your Campus France attestation

In case you had to register to Campus France before applying for your visa at the French consulate, you must provide a copy of your Campus France attestation received from the French consulate. This is required by the prefecture to process your file.

### Request sheet for the medical visit

This request sheet is provided by the OSA. You have to sign this form for the medical visit when you apply for the first time for the French residence permit. This **medical visit is mandatory**, except for French government scholars who have had the medical visit in their country of origin. It is arranged by the OFII (**Office français de l'Immigration et de l'Intégration**), national agency handling foreigners and migrations, and must not be confused with any other medical visit organized at ESSEC.

**A residence tax of 55 euros** must be paid to the OFII for the medical visit.

## CERFA Form

This document called “CERFA” is also provided by the OSA. You have to **sign** this form on both sides, following the instructions below.

### **Signature ONLY.**

Sign inside the black box  
« *signature du  
demandeur* » **with a black  
ink pen without writing  
on the border !**

**Do NOT fill in anything  
else.**  
**Do NOT stick your photo  
either!**

The diagram shows the front side of the CERFA form. A pink arrow points to a black rectangular box labeled 'SIGNATURE DU DEMANDEUR'. Above this box is a large upward-pointing arrow. Below the signature box is a smaller box for a photo. The text 'DEMANDEUR DU TITRE DE SÉJOUR' is visible above the signature box, and 'REMISE DU TITRE DE SÉJOUR' is visible below it.

### **Signature ONLY.**

Sign inside the box  
« *signature du  
demandeur* » **with a  
black ink pen without  
writing on the inner  
green border !**

**Do NOT fill in anything  
else.**  
**Do NOT stick your  
photo either!**

The diagram shows the back side of the CERFA form. A pink arrow points to a black rectangular box labeled 'SIGNATURE DU DEMANDEUR'. To the right of this box is a smaller box for a photo. The text 'DEMANDE DE TITRE DE SÉJOUR' is visible at the top and bottom of the form.

## 2. How to submit your application file?

ESSEC Business School having signed an agreement with the Prefecture in Val d’Oise (administrative body that delivers residence permits) the OSA is authorized to handle CST application process of students residing in the 95 department.

An “**attestation de dépôt**” (i.e. certificate 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. Keep it with your passport and show it in case of an identity control.

Each term, between August and October, the OSA holds a permanence **on-campus** 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](http://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:

- ⇒ a folder for your documents
- ⇒ CERFA form, to be signed by you on both sides (with only a **black-ink pen**)
- ⇒ Medical visit sheet to be signed, dated and where you stipulate whether you speak French or not

⇒ “Attestation de dépôt” (i.e. proof that you have submitted your file)

The OSA will process your file directly with the Prefecture of Val d’Oise, which saves you at least one trip there.

### 3. What comes next after you have submitted 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.

In about two weeks, a **letter** with the information necessary for your **medical appointment** will be sent by the OFII to your address. Make sure that you **check your residence mailbox** everyday.

Meanwhile the OSA will retrieve from the Prefecture a “*récépissé*” (provisory document) and a copy of your medical appointment. You will be informed per e-mail how to retrieve this “*récépissé*” from the OSA desk at ESSEC.

### 4. What is a “*récépissé*” ?

If you live in the 95 department and therefore apply for your residence permit at the Prefecture of Val d’Oise, you will receive 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). The “*récépissé*” is valid 3 months maximum and can, if need be, be renewed by the Prefecture. You should keep a photocopy of this “*récépissé*” since you’ll be required to return it to the Prefecture when retrieving your definite card.

**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.

### 5. Medical Visit

The medical visit takes place at 2 distinct places that vary depending on the year period. Enclosed in the mail sent to your domicile by the OFII you will find instructions on how to get to those places. You can also see the website [www.mappy.fr](http://www.mappy.fr) for a street map and [www.transilien.com](http://www.transilien.com) for the train itinerary.

Try to comply with the date of the appointment and to **be on time**.

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

If you have a vaccination booklet or had recent lung x-rays, 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 paid in the form of 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 hand side, 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, by 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 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 your personal copy in a safe place for your personal use as this document may be requested for your renewal file or change of address.

**To retrieve your definite "carte de séjour"** you need to bring to the Prefecture the following:

- 1) the original letter received from OFII for your medical visit entitled : "**Taxe perçue à l'occasion de la délivrance d'un premier titre de séjour**" on which you have affixed the original fiscal stamp
- 2) the "**Certificat de contrôle médical**" intended for the Prefecture.
- 3) The "**récépissé**".

Our advice is to keep copies of those documents.

**Caution! It is possible that you are notified by the OSA that your residence permit is available at the prefecture before you have actually been to the medical visit. However, please remember that you must wait until you've been through the 2 steps of the medical visit before you can go to the prefecture and retrieve your French residence permit.**

## **6. When will you get your definite card?**

It is the OSA at ESSEC that will be informed directly by the Prefecture when your definite card is available at Cergy. You then need to go there **in person**, along with your passport and your "*récépissé*" as well as the two documents of the medical visit.

When you enter, take a number from the main reception desk ("*Accueil*"). Please **mention that you are an ESSEC student**, "*Je suis étudiant(e) à l'ESSEC*" and that you are coming to retrieve your

residence permit, “Je viens **retirer** ma carte de séjour.” Then, go to the right, have a seat and wait for your call. Then, show your passport and your “*récépissé*”. Mentioning that you are an ESSEC student will help you here as well.

**Do NOT go through the “*pré-accueil*”** as this is for ALL individual applicants whose files must be processed from the very beginning.

**Prefecture of Val d’Oise office hours:** Monday to Friday: 9:00 to 16:00.

**Please make 3 photocopies of your definite card**

- ⇒ 1 for Alegessec
- ⇒ 1 for the OSA
- ⇒ 1 for you to be kept in a safe place

Nota Bene: Students housed by Alegessec should not personally undertake the administrative formalities relating to the housing subsidies (**APL**). These formalities are handled by Alegessec.

**Once you have obtained your residence permit, you must bring a photocopy to Alegessec as quickly as possible in order to avoid being charged the full rent rate.**

You will find below templates for accommodation if you stay by a friend’s and for financial support.

# ATTESTATION D'HEBERGEMENT/ HOUSING ATTESTATION

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

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 on the 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 /** ***JOIN :***

- Justificatif prouvant les revenus du garant (attestation bancaire, bulletin de salaires...)

*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*