

This document is intended for **students, residing in the 75 and 92 departments**, who want to **renew** the French residence permit or what is called in French “Carte de Séjour Temporaire” or “Titre de Séjour Temporaire”.

However, you should 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.

Please read entirely and carefully!



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1. When to renew the temporary residence permit?

The renewal of your residence permit must be requested **two months before its expiry date or two months before a documented early departure.**

Reminder! If you are doing an internship or apprenticeship, the company has the right to suspend your internship so long as your residence permit has not been renewed. If you are leaving France during

summer and plan to come back after your “carte de séjour” has expired, it is strongly recommended that you **renew it before leaving France.**

Under exceptional circumstances, such as **internships or exchange programs abroad** agreed upon by ESSEC, an extension of your current “carte de séjour” may be processed before you leave. All documentary evidence (internship agreement, letter of acceptance for an exchange program) must be enclosed in your file.



Starting April 2011, the law stipulates that any student holding an expired student residence permit for more than two months can be deported in compliance with “OQTF” which means obligation to leave the French territory.

To settle his case, the student will be required to pay a settlement tax that amounts to:

305 euro = 220 € + 55 € OFII + 30 € renewal



Caution! In case your **CST expires while you are outside France**, depending on your nationality, you may not re-enter France without any visa..

1. Since the procedure is rather lengthy and complicated, contact the nearest French consulate upon your arrival in the country where you do your internship or exchange program.
2. It is most likely that you’ll be granted a VLS-TS type visa, like the one you obtained the first time you came to France as a student.
3. This means that you’ll have to go again through the same formalities as the first time upon your arrival in France...

After this warning, please read carefully what you should do for a regular renewal.

2. What kind of information must absolutely appear on the required documents ?

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 (**if need be, remember to renew your passport before renewing the French residence permit – please check your own passport!**)
- the **visa** page.



Copy of your last “carte de séjour” or OFII stamp/label and OFII medical certificate if any

Either you’ve already got a laminated “*carte de séjour*” → make a clear photocopy of **both sides**
Or you had a **VLS-TS visa** and it’s your **first renewal** → make a clear photocopy of both **the VLS-TS visa and OFII stamp/label** (see below). If applicable, make also a copy of the **OFII medical certificate**.



Example of OFII label with OFII stamp. In this template, the date of 4 February 2010 is the date when the medical visit was completed.
It is NOT the expiry date of the visa!

Groupe ESSEC (Association Loi 1901)

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In this VLS-TS template the expiry date is 24 March 2010.
So, look at your visa in your passport and verify the actual expiry date of your own visa!

A certificate of enrolment in French - valid for the next academic year or new period (“certificat de scolarité”)

→ provided by your ESSEC program, which specifies the period of study or the details of your studies (course registration, internship, thesis, graduation, etc.).

The wording “**est inscrit**” (is enrolled) and the **new period** must clearly appear.

Invalid, i.e certificates issued for the preceding school year are useless.

in A4 size (only photocopies in A4 size are accepted)!

.....est inscrit, est inscrit, est inscrit, est inscrit, est inscrit, est inscrit.....

Proof of residence in France - again, must be valid for the new period!!!! and bearing a less than 3- month old date of issuance. If need be, have these documents updated.

This may be in the form of:

- EITHER a **copy of your lease contract (only if you just moved to Paris)**
- 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.

- OR a **copy of your electricity bill (EDF) - less than 3 months old.**

→ In addition, you must join a **copy of your housing insurance contract bearing the address you indicate for the Carte de Séjour. Housing insurance is OBLIGATORY!**

Proof of financial resources

Unstapled photocopies of your **last three bank statements of your French bank account** showing that you have the required **minimum income** of 650 euros/month or 7800 euros/year.

Your name must also appear clearly and your address must be the same as mentioned on your proof of residence. **No inconsistent data can be accepted.**

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 completed by one or more of the following:

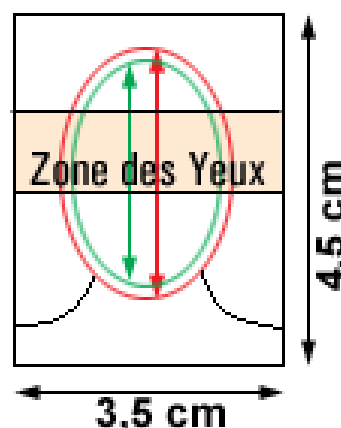
- EITHER a **deposit slip** when you open your **bank account in France**, bearing your name and the requested minimum amount per year in your account,
- OR an **original attestation from the bank in the country of origin**, certifying that the minimum requested amount will be **transferred to a French 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,

Three (3) identity photographs

Caution: take actual measurements of your photographs.
These photos must be recent and show your actual face.

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.**



CERFA Form

This document called “CERFA” is provided by the OSA. You have to **sign** this form on both sides as follows

Signature ONLY

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 image shows the front of the CERFA form. It has a white background with a green border. At the top, there is a large upward-pointing arrow. Below it, the text 'DEMANDEUR DU TITRE DE SÉJOUR' is followed by a rectangular box for the signature. To the right of this box is another empty rectangular box. Below these, the text 'RENSEI GNEMENT DU TITRE DE SÉJOUR' is followed by two more rectangular boxes. The entire form is enclosed in a thin black border.

Signature ONLY

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 image shows the back of the CERFA form. It has a white background with a green border. At the top, the text 'DEMANDE DE TITRE DE SÉJOUR' is followed by a rectangular box for the signature. To the right of this box is another empty rectangular box. Below these, there are several lines of text for personal information, including 'NOM', 'PRÉNOM', 'DATE DE NAISSANCE', 'LIEU DE NAISSANCE', 'ADRESSE', 'TÉLÉPHONE', and 'CARTON D'IDENTIFICATION'. The entire form is enclosed in a thin black border.

Application form for 75

You have to fill in the application file specific to the 75 department, comprised of the form **ETUD** (to be filled with your previous studies, your financial resources and your study projects), and the form **ETR** (to be filled with your personal information). These forms are provided by the OSA.

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

It is imperative that you fill out and sign these forms correctly. We have prepared a document entitled “ I have to renew my French residence permit. My address is in Paris, how should I fill out and sign correctly the forms for 75?”. Please download this document from myessec.com and follow the instructions. We have experienced too many failures in that stage.



« 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.

- ❶ 1st copy must be left in your application file,
- ❷ 2nd copy must be kept with your passport.

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

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

16 cm

23 cm

Monsieur Jean DUPONT
 18 rue Bonaparte
 75006 PARIS

4.50 €

Affix the stamp in the upper right corner of the envelope

Write your name and address

The Prefecture will use it to send you the "récépissé" of your residence permit and your appointment letter to retrieve the card when it is ready.



You must also join a form for registered letter available at any post office for free. Please follow instructions to fill it in.

LA POSTE

Destinataire

RECOMMANDÉ AVEC AVIS DE RÉCEPTION

Numero de l'envoi: 1A 003 968 6101 4

Expéditeur

PREUVE DE DÉPÔT

Take note of the tracking number!! So you can track the mail on the postal service website. This is YOUR responsibility. Neither can the prefecture nor ESSEC do this!

Again, fill in the upper left box "Destinataire" (receiver) with your address in France:

- 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 the person
- 2) Street N° and Street name + anv other information (floor, room n°)

Here will be the address of the Prefecture. **DO NOT WRITE ANYTHING**

Transcript of grades obtained during the school year preceding the current application



A photocopy of your last ESSEC transcripts; certificates of attendance are not acceptable. If you were not enrolled at ESSEC the preceding year you must also provide copies of your grades and/or diplomas received before. **You must justify your activities during the entire year preceding your renewal application.**

In case, you have not got any evidence for one trimester, ask the office of academic affairs for a special attestation covering the whole year as your file will inevitably be rejected by the prefecture.

Internship agreement

A photocopy of your **internship agreement** (“convention de stage”) or **exchange program letter of acceptance** (“lettre de selection à un programme d’échange”), if applicable. **Again, you are required to prove your activities during the entire school year preceding your renewal application** in case you cannot provide any grade.

In case you cannot provide anything at all, you might be in trouble...as the Prefecture expects evidence of...student activities in order to issue a...student residence permit.

Caution! You must give evidence of your activities during the whole school year preceding your application. If you did not obtain any grade, you must provide a copy of your internship agreement and/or exchange program. In case you have no evidence at all for one trimester, ask the academic affairs for a special attestation covering the entire period since your file will inevitably be rejected by the prefecture.

“OMI Stamps” of 30 € +19euros (for the new biometric card): where to buy them?

You can buy these at 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** ». Ask for « *un ou plusieurs timbres OMI pour un montant de 49 euros, s’il vous plaît* ». If need be, specify that it is for the « carte de séjour ». You may pay in cash or by check drawn on a French bank.

You should keep these stamps until you go to the prefecture and retrieve the laminated card. You should NOT give these stamps to ESSEC Office of Student Affairs.

3. Summary of Documents required for your CST renewal application in the 75 department

- PASSPORT, identity, number, validity, visa
- EITHER COPY OF YOUR LAST « CARTE DE SEJOUR » (BOTH SIDES)
OR COPY OF OFII LABEL/STAMP + OFII MEDICAL CERTIFICATE (IF YOU HAD A VLS-TS VISA AND IT'S YOUR FIRST RENEWAL).
- A CERTIFICATE OF ENROLMENT (in French) FOR THE NEXT ACADEMIC YEAR, A4 SIZE
- PROOF OF RESIDENCE IN FRANCE FOR THE NEW PERIOD + INSURANCE
- PROOF OF FINANCIAL RESOURCES – YOUR LAST 3 BANK STATEMENTS
- 3 IDENTITY PHOTOGRAPHS, NEATLY CUT
- “CERFA” FORM (provided by the OSA at ESSEC), CORRECTLY SIGNED
- APPLICATION FORM FOR 75 (provided by the OSA at ESSEC), CORRECTLY COMPLETED AND SIGNED
- 1 ENVELOPE A5-SIZE, STAMPED AND A REGISTERED-LETTER FORM
- “ATTESTATION DE DEPOT” (provided by the OSA at ESSEC)
- TRANSCRIPT OF YOUR LAST GRADES FOR THE WHOLE YEAR
- INTERNSHIP AGREEMENT OR EXCHANGE PROGRAM (if applicable)
- “OMI STAMP(S)” of 49 € = 30 euros +19 euros (to be paid at the prefecture ONLY when you retrieve your card, NOT at ESSEC)

Please read again the details of these documents so you comply with the requirements.

All documents must be **valid for the future period** and data must be **consistent**.



All photocopies must be :

- ⇒ in **A4** portrait size (21 cm x 29.5 cm), please verify length and width to comply with those requirements
- ⇒ **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.

Please join your ESSEC student code, **BOOXXXXXX**, as well as your cell phone number so we can join you easily.

4. Summary of Documents required for your CST renewal 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**

And 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 with your previous studies in France),
- 4 IDENTITY PHOTOGRAPHS, complying with the instructions !**

5. How to submit your renewal application file ?

ESSEC Business School having signed an agreement with the Prefecture in Hauts-de-Seine and Paris, the OSA is authorized to handle CST application process of students residing in the 75 and 92 department.

Part of the file are **two “attestations de dépôt”** (i.e. proof of deposit). You have to fill in both of them with your personal information.

- ❶ 1st copy must be left in your application file,
- ❷ 2nd copy must be kept with your passport.

The OSA will process your file directly with the Prefecture 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.



Caution! All files that do not meet the Prefecture’s requirements are automatically rejected. So, try to READ all instructions and join ALL required evidence.

6. When will you get your definite card?

The renewal process takes, **in general, about 6 weeks**. It may be longer in “peak” periods, i.e. September and October. You **will be informed** directly by a letter from the Prefecture when your definite card is available. You then need to go **in person** to the address mentioned in the letter, bringing your passport and if applicable, the “*récépissé*” which you’ll have to return.

Once you’ve got your residence permit card, please make 2 photocopies

- ⇒ **you must bring 1 copy to the Office of Student Affairs (OSA) to justify that your new valid residence permit allows you to continue to study at ESSEC.**
- ⇒ 1 for you to be kept in a safe place

Experience has shown that this last piece of advice can be useful when some of you lose their residence permit or have it stolen...



Contacts

ESSEC Business School

Office of Student Affairs (reception desk H103C)

iso@essec.fr

fax +33 (0)1 34 43 28 20

Following is a template you can use if you do not rent your own apartment. Do not forget to join ALL documentary evidence required from your host.

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.