

To **renew** the Residence Permit (“Carte de Séjour Temporaire”, CST) in the **95 department**

Document prepared by the Office of Student Affairs

This document is intended for **students, residing in the Val d’Oise – 95 department** (where ESSEC and its students residences are situated), 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.

Contacts

ESSEC Business School, Office of Student Affairs

reception desk H103 C - iso@essec.fr

fax +33 (0)1 34 43 28 20

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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, and
- 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!



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

- provided by your ESSEC program, which specifies the period of study.
in A4 size (ONLY photocopies in A4 size are accepted)!

Proof of residence in France – valid for the new period

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

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.

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:

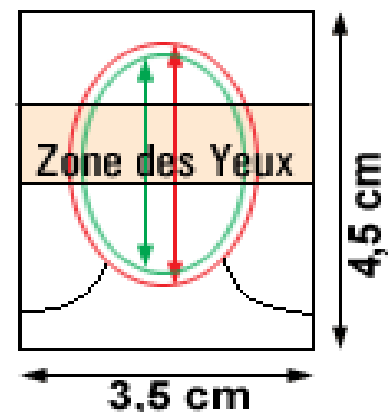
- EITHER a **deposit slip** when you open your **bank account in France**, bearing your name and the requested minimum amount per year in your account,
- OR an **original attestation from the bank in the country of origin**, certifying that the minimum requested amount will be **transferred to a French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



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.

CERFA Form

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

To assist you in completing and signing the forms correctly, from myessec, a document entitled “I have to renew my residence permit, my address will be in 95, how do I fill out and sign correctly the forms for 95?” can be downloaded.

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!

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!

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.

“OMI Stamp” of an amount of 49 euros = 30+19 euros (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 timbre OMI à 30 (trente) euros, s’il vous plaît* » + « *un timbre à 19 (dix-neuf) euros* ». The combination does not matter, only the total amount must be 49 euros. If need be, specify that it is for the « *carte de séjour* ». You may pay in cash, by credit card 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 95 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**
- PROOF OF FINANCIAL RESOURCES – YOUR LAST 3 BANK STATEMENTS**
- 3 IDENTITY PHOTOGRAPHS NEATLY CUT**
- EXTRACT OF YOUR BIRTH CERTIFICATE (in French)**
- “CERFA” FORM (provided by the OSA at ESSEC), CORRECTLY SIGNED**
- TRANSCRIPT OF YOUR LAST GRADES FOR THE ENTIRE YEAR**
- INTERNSHIP AGREEMENT (if applicable)**
- “OMI STAMP(S)” OF 49 EUROS IN TOTAL (to be paid at the prefecture ONLY when you retrieve your card, NOT at ESSEC)**

All documents must be **valid for the future period**.

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**

Please join your ESSEC student code, B00XXXXXX, as well as your cell phone number.

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.

4. How to submit your renewal application file

ESSEC Business School having signed an agreement with the Prefecture in Val d’Oise, the OSA is authorized to handle CST application process of students residing in the 95 department.

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

5. When and how will you get your “*récépissé*” and your definite card?

If you live in the 95 department and therefore apply for your residence permit at the Prefecture of Val d’Oise, the OSA will retrieve from the Prefecture a “*récépissé*” (provisory document). **You then will be informed per e-mail by the OSA how to retrieve this “*récépissé*” from the OSA desk at ESSEC.**

We’d like to remind you that a so-called “*récépissé*” is a provisory document bearing your photograph while waiting for your definite card (which comes in the form of a plastic card). The “*récépissé*” is valid 3 months maximum and can, if need be, be renewed by the Prefecture.

Note that the “*récépissé*” of a renewal is **accepted for housing subsidy (APL) application**. Therefore, if you reside in one of the ESSEC student residences, you should **as soon as possible bring a copy to Alegessec** to complete your file.

The renewal process takes, **in general, some 6 weeks**. It may be longer in “peak” periods, i.e. September and October. It is the **OSA at ESSEC that will be informed** directly by the Prefecture when your definite card is available at Cergy. **The OSA will then inform you per e-mail**. You will then go to the Prefecture **in person**, along with your passport and your “*récépissé*”.

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 near and wait for your call. Then, show your passport and your “*récépissé*”. Mentioning that you are an ESSEC student will help you there as well. The “*récépissé*” will have to be returned on exchange of the card.

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.

Once you have your new residence permit, please make 3 photocopies because

- ⇒ **You must bring 1 copy to the Office of Student Affairs (OSA) to justify that your residence permit allows you to continue to study at ESSEC.**
- ⇒ 1 for Alegessec (if applicable, for APL purpose)
- ⇒ 1 for you to be kept in a safe place.

You will find below a template form you can use for proof of accommodation if you stay by a friend's. Do not forget to join all documentary evidence required from this friend!

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), datée de moins de 3 mois.
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.