

Our mission at the Office of Student Affairs (OSA) is to support you in your administrative tasks. The following document explains what the French residence permit is (called in French “*Carte de Séjour Temporaire*” or “*Titre de Séjour Temporaire*”) and who should apply for it. If, after reading this document, you realize that you should apply, please refer to the detailed document that applies to your specific place of residence in France.

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

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### 1. Who needs a temporary residence permit?

In order to receive a temporary residence permit **you must be a citizen from a country not listed below** (in section 2), you **must be over 18 years old**, and you **must have a visa** that specifically states “*voir carte de séjour*” or “*carte de séjour à solliciter à l’arrivée.*” All three of these criteria are **absolutely** necessary.

Caution! Students holding a visa that states: “*dispense de carte de séjour*” **are exempted from it and absolutely cannot** apply for a residence permit in France. You cannot change your status/visa once you have arrived in France.

## 2. Who is exempt from the residence permit?

- citizens of the **European Union**, citizens of the **European Economic Zone** (Austria, Belgium, Denmark, Finland, Germany, Greece, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, United Kingdom), and **Switzerland**.

You do not have to obtain the French residence permit, neither when studying or working.

If asked, you must prove your citizenship, identity, or residence, either as a student or as a salaried employee, by presenting a valid passport or another valid identity document.

- **minors living in France with their parents**
- **students holding a visa that specifically states “dispense de carte de séjour”**

**Caution!** Pending further instructions from the Ministry of the Interior, students from the ten countries that joined the **European Union on May 1<sup>st</sup>, 2004**: Cyprus (Greek part), the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, and Slovenia and those that joined the EU **on January 1<sup>st</sup>, 2007**: Bulgaria and Rumania, **must still apply** for the temporary residence permit (CST) **once they have obtained employment**. However, they are no longer required to have the medical visit.

## 3. What is the temporary residence permit (“Carte de Séjour Temporaire - étudiant,” CST)?

The **temporary residence permit** is a one-time permit valid for one year or less if the documents you submit cover a shorter stay. This validity period begins on the date stamped on your passport upon your arrival.

Once you have obtained the CST, it replaces your Schengen visa. So long as your CST and passport are valid, you may leave and re-enter France and travel (not reside) to other **Schengen** countries. If you want to reside, for an internship or an exchange program, you must enquire on visa requirements of the specific country you intend to go to.

The Schengen countries are: Austria, Belgium, Denmark, Finland, Germany, Greece, Iceland, Italy, Luxembourg, Norway, the Netherlands, Portugal, Spain, Sweden and Switzerland.

**Please NOTE** that the UK is not a Schengen country! To visit countries outside the Schengen area,

please inquire at the respective country's Consulate or Embassy located in Paris on whether you need a visa or not.

#### 4. When should you apply for the temporary residence permit?

The formalities for obtaining your residence permit must be undertaken **immediately** upon your arrival in France. Please check the validity period of your student visa in your passport.

**Note:** Some validity periods are as short as 8 days.

#### 5. Where should you apply for the temporary residence permit?

ESSEC Business School having signed an agreement with the Préfecture in Val d'Oise, Hauts de Seine, and the Préfecture de Police Générale in Paris (administrative bodies that deliver residence permits) the Office of Student Affairs (OSA) is authorized to handle your CST application process. However, this is **only possible** for students who live in one of the following "départements": **95 (Val d'Oise**, which includes all Alesgessec and Cergy residents), **75 (Paris)**, or **92 (Hauts de Seine)**.

The "**département**" is indicated by the **first two digits of your address postal code** in France.

**If you are coming with your spouse:** The OSA will handle your spouse's residence permit application files **only** if you reside in **95 (Val d'Oise)**. The spouses of students residing in other departments must apply on their own.

Along with your spouse's documents, you must attach: a copy of your documents or a copy of your residence permit (if you have one); your certificate of enrollment at ESSEC; and a copy of your marriage certificate. For the financial guarantee documentation: if you share a bank account, then both names must appear on the bank statements. Also, the minimum balance of your account in Euro must be twice as much.

#### 6. When do you obtain the temporary residence permit?

The application process for the CST could take **at least 4 to 6 weeks**. Since January 2006, the CST has no longer been affixed in the passport, but is in the form of a **separate plastic card**.

**Caution!** First-time applicants: the more you postpone your application for the residence permit, the longer it will take. Depending on your nationality and the wording on your student visa, you may have to wait until you receive your CST before traveling outside of France. As long as your student visa is valid, you are authorized to travel within the Schengen area for 3 months, whether it be a multiple or a one-entry visa.

## 7. Validity of the temporary residence permit:

The CST is valid for a **maximum of one year** or less, depending on your length of study.

## 8. How to apply for the temporary residence permit:

The OSA is authorized to handle your application, if you reside at Alegessec or elsewhere in the Val d'Oise department (**95**), the Hauts de Seine department (**92**) and in Paris (**75**).

**The process may be slightly different depending on the department** where you reside in France. Therefore, you should check your address in France beforehand, in particular the first two digits of the postal code. Then please read carefully the document that applies to your case.

You should bring along in your carry-on luggage, **all** of the documents that are required for a residence permit application. Please enquire for the procedure and application sessions upon arrival at ESSEC. Each term, the OSA organizes on-campus meetings for groups of 20-40 participants when students complete their residence permit applications. Information regarding group meetings is provided, prior to your arrival, by the ESSEC program that you are enrolled at, and/or by the OSA directly. Dates of collective sessions are available on the ESSEC intranet, [www.myessec.com](http://www.myessec.com), which can be accessed only once you have obtained your ESSEC electronic account and your password, at the beginning of the academic year. You are highly recommended to attend these group meetings as soon as possible. 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.

Caution! You must bring with you **original** documents **AND** photocopies.

Photocopies **must be in A4 portrait size (21cm x 29.5 cm), clear and legible. Please verify length and width to comply with those requirements. If the paper size is different in your country, make copies once you are in France.**

Please **do not staple** any document.

**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.**

## 9. Some useful links:

<http://www.egide.asso.fr/uk/guide/preparer/demarches/avant.jhtml> (English and French)

<http://www.prefecture-police-paris.interieur.gouv.fr> (French only)

<http://www.servicepublic.fr> (French only)