

## Formalities for a temporary resident's permit for a student (visas with the mention 'titre de séjour à solliciter')

### IMPORTANT STEPS TO CARRY OUT :

You should contact the foreign students information service *Accueil Info-Etudiants / Guichet Unique* to book an appointment:

**Present you passport and if possible the documents required (list of documents)**

Those living outside the greater area of Nancy should make an appointment to apply for the resident permit at :

the sub-head of the préfecture **or**  
the police station of the town they live **or**  
the town hall if there is no police station

### 3 important points

**1** On your arrival in France, one of the first step to take is to confirm your academic inscription.

**2** Algerians students and students with visa 'concours' or visa 'stagiaire' should apply for the resident's permit within two months on their arrival in France.

**3** Students with long stay visa should send the form 'demande d'attestation OFII' and other documents ([see file 3a](#)) within three months of their arrival to the French Immigration Office (OFII).

PRES de l'Université de Lorraine

Nancy-Université



### First arrival :

Students with visas with the mention 'titre de séjour à solliciter' *should ask for a resident's permit*

- visa 'étudiant' CESEDA 313-7
- visa 'concours' CESEDA 313-7 2°
- visa 'stagiaire' CESEDA 313-10

- The visa **313 -7** for Algerians students
- The short stay visa '**Concours' CESEDA 313-7 2°** for students whose final registration in a French higher educational institution depends on succeeding in a preliminary or competitive examination. If you succeed in the exam and if you are admitted in the educational institution, you will be able to obtain your resident's permit without returning to your home country to ask for a long stay visa.
- **The visa 'Stagiaire' CESEDA 313-10** for students on intern-ship contract to train in a company during their university curriculum.

**On your arrival in France and as soon as possible but within 2 months on your arrival,** you must make an appointment at the Foreign Students reception desk at *Accueil Info Etudiants / Guichet Unique* for those in Nancy or Ile de Saulcy Metz for those in Metz.

If you live in a different region or town, you have to make the appointment in your new place of residence, either at the Police station, the town hall or at the *Prefecture*.

**For your appointment you must present your passport !**

### MORE INFORMATION

At the Accueil-Infos Etudiants / Guichet Unique – of Pres de l'Université de Lorraine in **Nancy** - 34 Cours Léopold, 54052 NANCY Cedex - Telephone : 00 33 (0)3 54 50 54 00 in **Metz** – Maison Alfred Grosser - Ile du Saulcy – 57000 METZ - Telephone : 00 33 (0)3 87 54 77 77

**Guide Pratique :** <http://www.nancy-universite.fr/guide.pratique/fr/indexfr.php>