

Application for the renewal of a "student's" temporary resident's permit

Persons living in a town out of Nancy's and Metz's suburbs have to make an appointment and put in their application for the renewal of their resident's permit at :

The local police headquarters (Sous-Prefecture)

or

The police station of their town of residence

or

The town hall if there is no police station in their town of residence

4 very important points

1 Two months before the expiry date of your long stay visa (VLS) or your former 'Titre de Séjour' (resident's permit) you must book an appointment for its renewal.

2 The resident's permit is valid one year minus one day from the day you entered France.

3 To obtain your resident's permit, a tax stamp of 30€ will be necessary (for renewals and duplicates only).

4 It is absolutely necessary for all foreign students to justify minimum financial resources of 430 € per month, to stay in France.

Renewal :

If you continue your studies the following year, you have to make an appointment for the renewal of your stay permit 2 months before the expiry date of your long stay visa (VLS) or former resident's permit for those who already have one.

The appointment for the renewal must be at the Foreign Students reception desk '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, you have to make the appointment in your new place of residence; either at the Police station, the town hall or at the Préfecture.

Documents to provide (originals and photocopies) :

- 1 **Passport** and photocopy of passport pages with its number, civil status, photograph, validity date
- 2 Photocopy recto-verso of your former **resident permit** or the sticker (stamp) of OFII in your passport
- 3 **Four recent identity passport size photos** (full face, bare-headed and on a clear background), **it is absolutely necessary** to provide 3.5 cm × 4.5 cm size photos on photographic paper.
- 4 **Photocopy of your student's card** or proof of attendance or pre-inscription for the current academic year.
- 5 **Proof of financial resources.** 3 possible choices :
 - Photocopy of the grant certificate for the current academic year, translated into French and which mentions the total amount of the grant, **or**
 - A bank certificate that specifies the amount on your bank account (430€ minimum multiplied by the number of projected months of stay in France) **or** a certificate specifying that funds are regularly paid into the bank account from abroad. In this case, enclose the 3 latest bank statements, **or**
 - An agreement to bear on one's honour, established by a parent or a friend, translated into French and which mentions the monthly payment of 430€ minimum as well as the university year. This document must be accompanied by the photocopies of person's 3 latest pay slips, the copy of the person's ID card or passport and a copy of his/her resident's permit under validity if he/she is a foreigner living in France.
- 6 **Two stamped envelopes** (current postal stamp rate) with your name and address in France on them.
- 7 **Recent proof of where you live :**
 - Rental receipt **or** electricity or gas bill **or** fix telephone or Internet bill or university residence certificate or the student's hostel certificate.
 - If you are in lodgings, a certificate from the lodger with the photocopy of his/her identity card **or** passport **and his/her resident's permit if he/she is foreign** and a rent receipt **or** electricity or gas bill **or** fixed phone or Internet bill of the lodger.
- 8 Exclusively for **married students** or those with family :
 - Photocopy of the family's record book or the marriage certificate.
 - Photocopy of the spouse's passport and (the spouse's) valid resident permit.
- 9 **For wage-earning students** in France : copy of your 3 latest pay slips (and for Algerians students, house physicians, students with research allowance, their latest work permit delivered by the Departmental Employment Vocational and Training Directorate (DDTEFP).

Please note : The permanent resident's permit will only be given on presentation of your final student's card for the academic year.

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>

PRES de l'Université de Lorraine

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