



# THE STUDENT RESIDENCE PERMIT RENEWAL PROCESS

..... The renewal of your student residence permit (VLS-TS) is done via an online portal called "[Digital Administration for Foreigners in France](#)" (*Administration Numérique pour les Étrangers en France*), also known as ANEF. In this guide, you will find instructions for submitting the renewal application.

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## WHO IS CONCERNED?

Students holding a student VLS-TS visa or a student mobility VLS-TS visa as well as students holding a student VLS "carte de séjour à solliciter" (Algerian nationals) are required to complete this online process. Young adults with a VLS-TS "school-going minor" visa are not included in this procedure at this time.

## WHEN SHOULD YOU SUBMIT YOUR RENEWAL APPLICATION?

Please pay careful attention to the expiration date on your residence permit in order to renew it on time. The renewal application must be submitted **four to two months before the expiration date** of your residence permit. For example: if your residence permit expires on August 15, you must submit your application between April 15 and June 15. Do not wait until the last minute to start this process or else you may find yourself in an irregular situation and subject to a €180 penalty fee.

Since it is crucial that you respect the application deadline, you can submit your application even if you are missing some of the required documents. In place of the missing document, upload a PDF file that clearly explains in French why the required file is missing and approximately when it will be available.

## WHAT SUPPORTING DOCUMENTS DO YOU NEED TO UPLOAD?

All supporting documents must be provided digitally (.jpg, .pdf, .png, .bcp, or .tiff) and less than 10MB per file. Please make sure that they are legible and translated into French. Find a certified translator [here](#).

### 1. CIVIL STATUS

- Copy of your visa/your valid residence permit.
- Copy of your passport.
- Extract of your birth certificate indicating filiation or full copy of your birth certificate.
- Recent **ID photo (e-Photo)**. You can go to a [photo booth](#) and choose the e-photo format for driving licenses or find an approved photographer. The 22-digit number of your photo board will be required in your application.

### 2. RESIDENCE

Provide a proof of address from within the past six months:

- If you are a tenant: electricity, gas, water, landline, or internet service bill **OR** rental lease agreement from within the past three months **OR** rent receipt **OR** housing tax statement.
- If you are staying at a hotel: hotelier's certificate and last month's bill.





- If you are being hosted by an individual: signed and dated statement from the host, copy of their national identity or residence card, and proof of address in their name (deed of ownership [OR](#) residence tax statement [OR](#) copy of rental lease [OR](#) bill for electricity, gas, water, landline, or internet access).

### 3. PURPOSE OF STAY

#### • Enrollment certificate or proof of re-enrollment from your school

Submit the enrollment certificate issued by your school or the proof of pre-enrollment, pending final registration. The enrollment certificate must be provided at the latest when you collect your residence permit. If you are a student in a "mobility program," you must also provide all other documents from your home institution justifying that your studies are part of a mobility program in the European Union.

Please, keep in mind that **the duration of your studies/project in this certificate will be taken into account** at the moment of generating your residence permit. For example, if you haven't finished the current academic year when you proceeded with the process, and you have an additional year of studies, make sure you submit the document that shows the latest date of accomplishment of this project (the enrollment certificate of the year to come, not of the current year to be finished). Otherwise, the permit issued may only be valid for the rest of the current academic year (a few months in some cases).

#### • Transcripts

Submit all of last year's transcripts:

- Last diploma obtained in France
- Certificate of achievement/completion and attendance

### 4. FINANCIAL RESOURCES (AT LEAST €615 PER MONTH)

If you have multiple sources of funding, please submit proof of each.

#### • If you are supported by a third party

Submit the following documents:

- Copy of the individual's identity card and a certificate from their bank that shows a programmed regular transfer to your account [OR](#)
- A sworn statement indicating a regular transfer of amounts cumulating in at least €615/month.

#### • If you hold a scholarship

Submit a scholarship certificate:

- If you have a scholarship in your country of origin: a scholarship certificate issued by the funding organization.
- If you have a scholarship from the French government or are a beneficiary of a European program: documentation of this situation.

#### • If you are an employee

Provide your last three pay slips.

#### • If you meet the minimum funding requirement

Provide a bank certificate documenting the credit balance (at least €615/month).

### 5. CONTRACT OF COMMITMENT TO THE PRINCIPLES OF THE FRENCH REPUBLIC

When applying for or renewing your residence permit on the ANEF portal, you must sign and date the ["Contrat d'engagement à respecter les principes de la République française"](#) (in its French version) and attach it, along with your proof of address, in the "Justificatifs de domicile" section.

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## HOW DO YOU SUBMIT THE APPLICATION?

On the [government's web page for foreigners in France](#), click "I would like to apply for or renew my residence permit" ("Je demande ou renouvelle un titre de séjour") and follow the instructions.

## WHAT IF YOU HAVE A VLS-TS "SCHOOL-GOING MINOR" VISA?

An online procedure is not yet available for this visa. If you have a "school-going minor" visa and you are applying for a student visa, please [contact the prefecture](#). If you need additional information, call 3430 (Monday through Friday, 9:00 a.m. to 4:00 p.m.).

## WHAT HAPPENS ONCE YOUR APPLICATION IS SUBMITTED VIA THE ANEF?

### 1. You will receive a confirmation of deposit via email (cf. annex 1)

The sole purpose of this document is to certify that an application has been submitted. It does not provide any proof of legal residence. Please remember to check your spam folder!

### 2. A few weeks after submitting your request, you will receive a certificate of extension of instruction – ADP "*attestation de prolongation d'instruction*" (cf. annex 2)

The ADP is issued whenever a first application or renewal of a residence permit is submitted, and the previous permit or visa has expired.

The ADP does not allow you social rights in the case of a "first request" (for students holding a student VLS "*carte de séjour à solliciter*" or a "school-going minor" visa), except if specified by the ADP.

In case of a renewal, the ADP is valid only together with the previously held residence permit (even if it has expired). Your right to work is extended to match the validity dates of the ADP certificate. The ADP allows you to enter and travel within the Schengen area.

### 3. The certificate of a favorable decision – ADF "*attestation de décision favorable*" (cf. annex 3)

For both the first request and renewal, the ADF is issued once the prefect has approved the residence permit and begun the process of generating the card. The ADF is valid only together with the previously held residence permit, even if it has expired. In the case of a renewal, this document confirms the rights associated with the previously held residence permit.

Your work authorization should match the period of validity of this certificate. The ADF allows you to enter and travel within the Schengen area.

### 4. SMS or e-mail from the prefecture

Your residence permit should be ready within two months, and the prefecture will inform you via SMS or e-mail when you can collect it. If you do not receive an SMS within two months, e-mail [pp-dpg-7b-remiseconvocation-sms@interieur.gouv.fr](mailto:pp-dpg-7b-remiseconvocation-sms@interieur.gouv.fr) and include your "*numéro étranger*" or contact them through this [form](#).

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If you are affiliated with the Prefecture of Paris: once you have been informed that your permit is ready for collection, [schedule an appointment](#). Below, you will find the instructions that the *préfecture de police* of Paris provides for this procedure. If you are affiliated with the Prefecture of another department (e.g. 94, 92, etc.), please follow their instructions.

*It is free to schedule an appointment on the prefecture's website. You should never pay for any online booking service.*

**a. Make sure that your permit is available**

The appointment scheduling service is exclusively reserved for users who have been informed of the availability of their residence permit. You should have been informed either by SMS or by e-mail.

**b. Make sure that you meet the necessary conditions for collecting your permit**

The service will allow you to collect your permit only on or after the permit start date. Please confirm that your current residence permit has expired.

**c. Make sure that you have all the necessary materials to collect your permit**

- a valid passport,
- a residence permit and/or a receipt of the temporary residence permit currently in your possession,
- the [fiscal stamp](#) for the amount indicated in the SMS or e-mail you received. It is usually €75 and can be purchased online.

**d. Be informed about the sanitary measures**

- Come alone and with your appointment confirmation.
- You must wear a mask.
- You are encouraged to bring your own pen.
- Be on time for your appointment. The room will be accessible only 10 minutes before your appointment.

**e. Check the box at the bottom of the page to continue**

Please provide a valid e-mail address which will be used to confirm your appointment. Once you have selected a date and time, you will receive an e-mail at the address you provided with a link to confirm the reservation, valid for the next 15 minutes.

You can schedule an appointment at any of the 11 service counters ("*guichets*"). If a counter does not have any availability, try consulting the schedule of the next counter. The Prefecture reserves the right to cancel the appointment. If your appointment is cancelled, you will receive a notification by e-mail.

Accept the conditions of the service by clicking the box at the bottom of the page and continue by selecting "*Effectuer une demande de rendez-vous*."

**Collecting your residence permit should be a priority.** Do not miss your appointment! When you collect your residence permit, please verify that the information is correct. If there are any mistakes, request a corrected one instead. Do not accept the permit with incorrect information.

**For more information**

- [The official website of the French administration](#)
- [Demarches.interieur.gouv.fr](#)

**Your key contacts**

If you are a student at Dauphine – PSL:

Pierre Dumont, [pierre.dumont@dauphine.psl.eu](mailto:pierre.dumont@dauphine.psl.eu)

For other PSL schools: PSL Welcome Desk, [welcomedesk@psl.eu](mailto:welcomedesk@psl.eu)

+33 1 75 00 02 91

[psl.eu/vie-de-campus/welcome-desk](https://psl.eu/vie-de-campus/welcome-desk)



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