

## **FREQUENTLY ASKED QUESTIONS ABOUT RESIDENCE PERMITS**

### **For students enrolled at the Université Polytechnique Hauts de France**

(translation into English by the BVE Office for your information)

***Advise: be extremely vigilant with your identity papers and your residence permit.  
The best solution is to make a copy of the pages of your passport and your residence permit and to keep them at home in a preventive way: it will be useful if your passport is lost or stolen.***

#### **1-Does the receipt of deposit (récépissé) allow me to travel and come back to France with no problem at all? How long is it valid?**

Yes you can travel and come back to France with your receipt before its expiry date, UNLESS it is not a receipt for the renewal of a residence permit (for instance: 1<sup>st</sup> request for a student title): in this case only, you can leave France with the receipt, but you will have to ask a re-entry visa to the embassy or consulate of France (charged service). The receipt has usually a period of validity of 6 months for a first demand, 3 months for a renewal.

#### **2-In the request for a residence permit, I can give an « attestation bancaire » ("banking certificate") to justify my means of subsistence: who has to establish it?**

The banking certificate is the document established by your bank, whether it is in France or abroad, drawn up in French language, with the official stamp of the bank, which proves that you have at least €615 per month during your year of studies, or  $615 \times 10 = 6150$  euros.

#### **3- In the request for a residence permit, to justify my means of subsistence, can you explain what a «certificat légalisé de prise en charge par un garant à l'étranger» is ? (authenticated certificate of acceptance of responsibility by a solvent guarantor abroad)**

It is a sworn statement, with signature authenticated by the French Consulate or the national authorities of the country.

The document has to mention:

- the identity of the guarantor
- the name and first name of the student;
- the sum paid by the guarantor;
- the duration of commitment to pay by the guarantor.

#### **4-I have a student residence permit and I found a job of 5 hours a week, do I have to ask for a working authorization?**

The residence permit allows you to work until 60 % of the legal working time (a maximum of 960 hours per year) thus you do not have to ask of authorization. By the way, your residence permit mentions expressly your right to work. UNLESS you are Algerian (see the French-Algerian agreement of December 27th, 1968): in this case, you have to request a working authorization with the DIRECCTE office before the establishment of your residence permit.

## **5- I lost my residence permit. What administrative procedure do I have to make?**

In case of loss of your residence permit, you have to come as soon as possible to the sous-préfecture of Valenciennes 15 Capron street, at the reception office “Pôle Etranger – special recepisse” from Monday to Friday 8:30 – 11:30, to complete a loss declaration. That declaration has to be stamped by sous-préfecture.

Next, you have to print your demand, complete it and send all documents to sous-préfecture (Bureau des libertés publiques – Pôle Etranger – CS 40469 – 59322 Valenciennes CEDEX)

To do so, please go to:

<http://www.nord.gouv.fr/Demarches-administratives/Etrangers-en-France/Titres-et-documents-de-sejour-des-etrangers/Modalites-de-depot-des-dossiers-arrondissement-de-Valenciennes/Envoi-du-dossier-par-courrier-recommande>

In case of theft of your residence permit, you should immediately report the theft to the police and book an appointment in the same conditions as above

## **6- I am enrolled at the Université Polytechnique Hauts de France and I am domiciled in Lille. Can I make my request of residence permit with the prefecture of Lille?**

Yes, you make the procedure for the request of residence permit with the préfecture or sous-préfecture on which your place of residence depends.

If you are domiciled in the district of Valenciennes, you make necessarily your request with the sous-préfecture of Valenciennes. (Consult the lists of municipalities for the districts of Valenciennes, Cambrai and Avesnes-sur-Helpe in APPENDIX.)

## **7- I'm registered in a master's degree, my residence permit expires on September 10th and I'm carrying out a 6-month internship until October 15th. To validate my Master's degree, I shall have to make an oral presentation of my internship at the end of November. How to get an extension of my residence permit?**

You can ask for a temporary residence permit (in French, APS for Autorisation Provisoire de Séjour) before the expiry date of your residence permit, upon documentary evidence (see attached list of supporting documents).

The APS extends your right of residence, for a maximum duration of 6 months.

## **8- I do a three-month internship in Lille and I have to make the procedure for the renewal of my residence permit: can I make it in Lille?**

It is not the place of internship but the place of residence that conditions the competent préfecture or sous-préfecture. If you do your internship in Lille but you're still living in Valenciennes, you have to make the procedure with the sous-préfecture of Valenciennes.

## **9- I go to Marseille (for instance) for an internship from May 1<sup>st</sup> till September 30<sup>th</sup>. During this period I won't have a place of residence in Valenciennes but in Marseille. My residence permit expires on July 9<sup>th</sup>. Do I have to ask for the extension of my residence permit with the sous-préfecture of Valenciennes in April before leaving for my internship, or have I to ask it in Marseille in June?**

If you plan to study in the Université Polytechnique Hauts de France the following academic year, you can submit your request with the sous-préfecture of Valenciennes one month before your departure, upon documentary evidence.

*Comment : when you will be on your place of internship, it is recommended to always keep with you your proof of enrolment in the UVHC and your documentary evidence of internship.*

If you do not plan to study in the Université Polytechnique Hauts de France, you will have to submit your request with the préfecture on which depends your place of internship.

**10- I will be on internship in Germany (for instance) at the time of renewing my residence permit: is it possible to make the procedure with the consulate or the embassy of France to avoid a round trip to Valenciennes?**

No, the renewal of the residence permit is necessarily made with a préfecture or a sous-préfecture, in France.

You can make your request online from abroad on the sous-préfecture website ([sp-sejour-valenciennes@nord.gouv.fr](mailto:sp-sejour-valenciennes@nord.gouv.fr)) but you will have to come personally in France to submit your file, then to come again in France, for a second time, to withdraw your residence permit when it will be established.

Another solution is not to make this procedure, to ask for a re-entry visa with the embassy of France in Germany (paying procedure : €60), and to contact the sous-préfecture when you come back in France to submit your file of residence permit, after having booked an appointment thanks to the aforesaid e-mail address.

**11- I came in France with a minor pupil visa, what procedure do I have to make and when? What will happen when I am 18 ?**

When you arrive in France you have nothing special to do. Two months before you turn 18, you have to make a 1<sup>st</sup> request of residence permit "as a student" with the sous-préfecture of Valenciennes and ask for an appointment to the following address: [sp-sejour-valenciennes@nord.gouv.fr](mailto:sp-sejour-valenciennes@nord.gouv.fr). In return, the printed file of request, that you will have to complete, will be sent to you.

**12- I am about to validate my Master's degree in November, I then want to look for a 1<sup>st</sup> job in France. How to get a temporary residence permit (in French, APS for Autorisation Provisoire de Séjour) ? What documents do I have to present and where do I have to make the request?**

You can ask for a temporary residence permit for job-seeking (in French, APS for Autorisation Provisoire de Séjour), with the sous-préfecture of Valenciennes, valid for 6 months, possibly renewable according to your nationality: ask for the APS to [sp-sejour-valenciennes@nord.gouv.fr](mailto:sp-sejour-valenciennes@nord.gouv.fr)

You have to be the holder of a Master's degree or a professional Bachelor's degree if you are Gabonese, Beninese or Tunisian.

**13- I lost my passport, how not to be in irregular situation in case of control?**

You have to contact as quickly as possible the embassy of your country in France for the renewal of your passport and obtain, at a minimum, a receipt of deposit of request for the renewal of your passport. If you held a "long-stay visa serving as residence permit" (in French, VLS-TS for « visa long séjour valant titre de séjour »), you have to request a duplicate with the sous-préfecture of Valenciennes (see the above answer concerning the duplicate of residence permit).