

STUDENT RESIDENCE PERMIT RENEWAL (art. L. 313-7 de CESEDA)

Step 1. I must request an appointment online on the website of the Prefecture of Sarthe:

<http://www.rdv.sarthe.gouv.fr/booking/create/714>

The appointment must take place in the **2 MONTHS** preceding the expiration date (end of validity) of the "student" residence permit (neither before nor after)

* Any appointment more than 2 months before the expiry date (end of validity) of the residence permit cannot be processed by the prefecture. You risk the cancellation of the appointment by email or on the day of the appointment. This would delay your efforts.

* Any appointment fixed after the expiration date of your residence permit may result in the payment to the prefecture of a late fee of 180,00 €

1 - Online Appointment Request

- I must read the page and I accept the terms of use before continuing the process of making an appointment, then I click on "make a request for an appointment".
- I must select the time slot that suits me: date and time
- I must complete my details and personal information: last name, first name, email address and confirmation of the e-mail address (of which I have the password), n° AGDREF, expiry date of the residence permit or of the receipt, postal code of my place of residence in Sarthe (Le Mans = 72000), then I click on "next step".

2- Confirmation and manage appointments

- I will instantly receive a first automatic email titled "*Demande de rendez-vous en attente de confirmation*" asking me to confirm making an appointment. I have 10 minutes to confirm or delete my request for an appointment.
- After validation of the appointment, I instantly receive a second automatic email entitled "*Validation de la demande de rendez-vous*" with attachment: my invitation for the prefecture accompanied by the list of documents to provide.
- I must record and print my invitation.

I can cancel, view and manage my appointment request online:

<http://www.rdv.sarthe.gouv.fr/booking/login/>

Step 2. I must prepare my application file for the "student" residence permit

DOCUMENTS TO PROVIDE WITH MY APPLICATION originals and photocopies

- Long-stay visa valid as a residence permit or a valid residence permit
- Individual form completed, dated and signed
- Proof of civil status and nationality : passport (full copy)
- Extract of birth certificate with filiation or a complete copy of birth certificate with translation in French
- 4 recent identity photographs (35 mm x 45 mm format – ISO / IEC 19794 – 5:2005)
- 2 stamped envelopes with my name and address

Proof of my address (dated less than 3 months):

- If I have my own address:** rental agreement, deed of ownership or housing tax AND proof of less than 3 months to your name and address (electricity bill, water bill, landline phone bill, internet access, tax notice...)
- If I am staying in a hotel:** hotelier's certificate and last month's bill
- If I live in someone's house:** attestation of the host dated and signed, copy of his identity card or residence card to this address, and deed of property (or statement of residence tax or copy lease of the host or bill electricity, gas, water, landline telephone or internet access of the host) **AND** proof of less than 3 months to your name and address (ex. Tax notice, insurance certificate, registration card for medical aid state...)
- If I live in student accommodation (Eg., CROUS):** accommodation certificate signed and dated

Proof of my financial resources: (the monthly financial resources must be at least equal € 615 according to the decision of the Ministry of Foreign Affairs of the July 9, 2003)

- Photocopies of my bank statements for the last 3 months + recent proof of financial support + photocopy of the passport of the person financing my studies **or**
- Bank certificate attesting sufficient financial resources **or**
- Certificate of scholarship for the current academic year **or**
- Photocopy of my work contract + last 3 pay slips

Proof of my studies: (I must meet certain conditions to obtain a new residence permit: be diligent in my studies, pass the exams, have correct results, my course must be logical and consistent in case of change of orientation)

- Certificate of registration for the current academic year + transcript
- Pre-registration or final registration by the educational institution
Certificate of registration for exams, examination results, grades and diplomas received, transcripts, certificates of attendance, certificate of placement (a validation of internship is required)

Proof of social security cover:

- educational institution affiliated to the social security system: certificate of registration worthy of proof **or**
- proof of the maintenance of my rights to health insurance, or the subscription of a voluntary insurance, or of the basic CMU (except Canadian students presenting an annual certificate of affiliation to the Quebec social security system)

Step 3. I go to my appointment

- I arrive before the time of the meeting with a paper version of my invitation and all the documents requested;
- Attention: any delay greater than 5 minutes cancels the appointment;
- I present in 2 separate files - the original documents and ALL the photocopies of the requested documents, in the order of the list ;
- At first, the day of filing the file, I will receive a receipt for a residence permit (it authorize me to work under certain conditions and to return to France if I leave the territory without the student residence permit).
- The prefecture can ask me for additional documents. I must send them by post or deposit them as soon as possible in the mailbox at the gate of the prefecture (making sure that the documents are well identified with my number AGDREF).

Step 4. I must collect my "student" residence card

- With my post from the prefecture, my passport and proof of payment of the stamp duty and tax, I go to the prefecture foreign national's pre-reception (door 12) and I take a ticket to the terminal: button "*Remise de titres*".
- The issuance of the student residence card is not free. I have to pay a fee of 79 € for ordinary tax stamps. I can buy them on the following link: <https://timbres.impots.gouv.fr/index.jsp>