

Renewing Your Student Residence Permit

Note: The process for a first-time application for a student residence permit following a visa validation (VLS-TS) is the same as the renewal procedure detailed in this document.

The application to renew a student residence permit must be submitted between 4 and 2 months before the current permit expires.

ONLINE PROCEDURE ONLY

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>



The process consists of six steps. You can find the list of required documents on the application homepage. An e-photo is required to submit your application online. Please note that an e-photo may take between 24 and 48 hours to be activated.

Step 1

The first step concerns your personal information. Thanks to your previous residence permit or VLS-TS, your information is already on file. You only need to ensure that everything is correct.

At this step, you can confirm or update your postal address. In step 4, you will need to submit supporting documents, including proof of residence. The proof of residence must be dated within the last three months. Here is a list of some accepted documents:

- Rental contract
- Rent receipt
- Bill (gas, water, electricity, phone, internet, ...)
- Housing certificate (including CROUS housing)
- If you are housed free of charge, you must provide a sworn statement from them, along with a copy of their ID and a utility bill or property deed in their name.

Step 2

The second step concerns the purpose of your stay. You will need to provide information about your current studies as well as the upcoming academic year. Supporting documents must be submitted, such as transcripts, a certificate of completion, or a diploma.

If you do not have the required documents at the time of your renewal, you can: contact your faculty to request an official document stating the dates/period when the documents will be available and/or write a sworn statement yourself, committing to submit the missing documents as soon as they become available. Then, explain your situation in the comment section (step 5). In this situation, it is more important to submit your application on time than to have all the required documents.

Step 3

The third step concerns your financial resources. Your monthly financial resources must be at least €615. An exception applies if you are housed free of charge ; you can check the corresponding box. You can select one or more sources of funding :

- Scholarship/grant
- Sufficient savings
- Employment
- Financial support from a third party

For all options, supporting documents will be required in step 4. Below is a list of accepted documents (not all documents are required—you must select those that apply to your situation) :

- Scholarship/grant certificate for the current academic year
- Bank certificate confirming sufficient financial resources
- Employment contract (work-study/apprenticeship) along with the last three pay slips
- Sworn statement of financial support, accompanied by a copy of the third party's ID and either their last three pay slips, tax notice, or a bank certificate confirming their financial resources. Additionally, include the last three bank statement to verify transfers to your account.

Step 4

You will need to submit the required documents. This includes documents related to the previous steps: identity, purpose of stay, housing, and financial resources. This is also the step where the e-photo is required. You can enter the code provided on the e-photo in the designated field.

Since July 2024, a new document has been required : the Agreement to Respect the Principles of the Republic. You will find the link to download this document here:

<https://www.immigration.interieur.gouv.fr/Immigration/Contrat-d-engagement-a-respecter-les-principes-de-la-Republique>

The translation of this document is available in multiple languages at the link mentioned earlier. However, please note that the French version must be signed and submitted with your application. As of now, the section to upload this document has not been created; for the time being, it must be uploaded under the housing proof section.

Step 5

This is the final review step. It is the last step where you can modify the information in your application—make sure to double-check everything. You will also find a comment section, which you can use to provide any additional information regarding your renewal application that you wish to communicate to the prefecture.

Step 6

You will receive a confirmation of your residence permit application submission. As stated in the document, this confirmation does not serve as a proof of legal residency.

**HAVE A QUESTION? FEELING UNSURE?
DON'T WAIT—ASK NOW!**

Write to us at ri-formalites-sejour@univ-lemans.fr or
visit us in person on Mondays, and from Wednesday to Friday at the International Office
(ground floor of the CleL building).

Regular hours : 9:00 AM – 12:00 PM and 2:00 PM – 5:00 PM