

1. PURPOSE

This policy defines the requirements for students to maintain their Immigration Status in France. This policy serves to ensure students' compliance with Articles L110-1 to L931-4 and Articles D110-1 to D157-3 of the French Administrative Code, as well as any administrative practices and other legislation relevant to student immigration.

2. WHO IS AFFECTED BY THIS POLICY

This policy applies to all students at the American University of Paris.

3. POLICY STATEMENT

Section 1- General Provisions

1.1- Defined Terms: All underlined terms in this Policy shall have the definition stated in Part 5 of this Policy (Definitions).

Section 2 – Requirements of All Students

2.1 – Applicability: This Section 2 of this Policy Statement applies to all AUP students without regard to their Immigration Status in France.

2.2 – Maintenance of Valid Travel Documents: At the start of every semester, all students must possess a travel document valid for six (6) additional months after the first day of classes for that semester. For Non-European Students, this travel document must be a passport. For European Students, this travel document may be either a passport or a national identification card that allows free movement within the Schengen Area. -*+

2.3 – Maintenance of Status: All students must maintain a valid Immigration Status in France while they study at the American University of Paris. Individual Students should abide by the requirements specific to their Immigration Status, as further elaborated in Sections 3-6 of this Policy Statement. All students should be aware of the expiration dates of any document governing their Immigration Status.

2.4 – International Travel: All students are responsible for ensuring that they are allowed to legally reenter France from abroad before embarking on any international travel. Students should understand any travel constraints imposed by their Immigration Status and should proactively communicate any questions to Student Immigration Services before leaving the French territory.

2.5 – Maintenance of Records: All students must make evidence of their Immigration Status and scans of their passports available to Student Immigration Services upon request.

2.6 – Communication with SIS: Student Immigration Services will communicate with students by email primarily through students' official AUP email address. Students should review their official AUP email address for correspondence and ensure that they understand any updates about their Immigration Status. While Student Immigration Services may include a student's personal email in correspondence, any email sent to a student's official AUP email address shall be considered received by that student. Students should copy the Student Immigration Services account (sis@aup.edu) on all correspondence with Student Immigration Services.

2.7 – Written Requests and Substantial Responses: The terms Written Request and Substantial Response are defined in greater detail in Part 5 of this Policy (Definitions). Students must provide a Substantial Response by email to any Written Request without delay, either within seven (7) calendar days of receipt or by any deadline specifically stated in that Written Request. If a student does not understand how to respond to a Written Request, they must ask Student Immigration Services for clarification by email.

2.8 – First Follow-Up Request: If a student fails to provide a Substantial Response to any Written Request within seven (7) days of receipt or by any deadline specifically stated in that request, Student Immigration Services will send a follow-up request to that student.

2.9 – Second Follow-Up Request: If a student continues to fail to provide a Substantial Response to any Written Request within seven (7) days of receipt of a follow-up sent pursuant to 2.8, Student Immigration Services will send a subsequent follow-up request to that student, copying the Dean of Student Development.

2.10 – Final Follow-Up Request: If a student continues to fail to provide a Substantial Response to any Written Request within seven (7) days of receipt of a follow-up sent pursuant to §2.9, the Dean of Student Development will send a final follow-up request to that student.

2.11 – Placing Immigration Holds: Student Immigration Services may place an Immigration Hold on any student who has not responded to a final follow-up sent pursuant to §2.10 within 24 hours of receipt.

2.12 – Notice of Immigration Hold: Upon placing an Immigration Hold, Student Immigration Services will send a notice to the student, informing them of the hold, the reason for the hold, and the requirements to lift the hold.

2.13 – Consequences of Immigration Hold: An Immigration Hold will prevent the student from checking in for the following semester.

2.14 – Lifting an Immigration Hold: Student Immigration Services will lift an Immigration Hold once a student has met all the requirements stated in the §2.12 hold notice.

2.15 – Further Correspondence with Student: Student Immigration Services may continue to correspond with any student after an Immigration Hold has been placed. So long as requirements stated in the §2.12 hold notice have not been met, this correspondence shall not cause the Immigration Hold to be lifted.

2.16 – Exceptional Cases: In exceptional cases, at the discretion of the Dean of Student Development, Student Immigration Services may place an Immigration Hold on any student who has not complied with instructions from the Office of Student Immigration Services or from the Dean of Student Development, with written notice to that student.

Section 3 – Requirements of European Students

3.1 – Applicability: This Section 3 of this Policy Statement applies to European Students as defined in Part 5 of this Policy (Definitions).

3.2 – Evidence of Status: At the start of every semester, all European Students must possess a passport or national identification card, evidencing their visa-exempt status, valid for six (6) additional months after the first day of classes for that semester (pursuant to §2.2 of this Policy Statement), and must make those documents available to Student Immigration Services upon request (pursuant to §2.5 of this Policy Statement).

Section 4 – Requirements of Non-European Students in a Student Status

4.1 – Applicability: This Section 4 of this Policy Statement applies to Non-European Students holding a Student Status as defined in Part 5 of this Policy (Definitions). Portions of this Section 4 may apply to other Non-European Students, where specifically indicated in their corresponding section.

4.2 – Knowledge of Status: All students possessing Student Status should know the specific requirements associated with their status, including the information in this Section 4 of this Policy Statement.

4.3 – Obtaining a Student Visa (New Students): Newly admitted students shall work with the Office of Admissions to obtain a visa prior to entering AUP. These students should abide by all policies, procedures, and instructions provided by the Office of Admissions.

4.4 – Obtaining a Student Visa (Returning Students): All returning students who do not hold a valid Immigration Status in France and who are otherwise unable to renew their expired Immigration Status must apply for a new Student Visa in their country of residence before returning to AUP. These students must contact Student Immigration Services at least six (6) months prior to the first day of the semester that they plan to return or as soon as they become aware of their requirement to apply for a new visa.

Any student planning to apply for a Student Visa in a country other than their country of residence must confirm with Student Immigration Services and the French consular authorities in that country prior to applying.

Any instructions sent to a returning student on how to obtain a new student visa shall be considered a Written Request requiring a Substantial Response pursuant §2.7 of this Policy Statement.

Students under the age of 18 who apply for a visa may be issued a Minor Visa instead of a Student VLS-TS; these students should abide by Section 5 of this Policy Statement until obtaining a Titre de Séjour.

Certain students may be issued a Student Visa of another form (VLS or VCS); these students should reference relevant provisions in Section 7 of this Policy Statement and be in touch with Student Immigration Services about their plan.

4.5 – Validating a Student Visa: All students holding a Student VLS-TS must complete the Visa Validation Process (including sending the confirmation to Student Immigration Services) within three (3) months of arrival.

Any request from Student Immigration Services for a student's visa validation confirmation more than 90 calendar days after the first day of classes for that semester may take the form of a §2.8 follow-up request, pursuant Section 2 of this Policy Statement.

4.6 – Renewing Student Residency: All students holding Student Status who plan to continue studying at AUP after the expiration date of their current Student Status shall submit a Residency Renewal Application between 120 and 60 days before the expiration date of their current Student Status.

4.7 – After Renewal: Once a student submits their Residency Renewal Application, they must send Student Immigration their *Confirmation du dépôt*, confirming their submission. Students should log onto their ANEF account at least weekly while the application is processing and inform Student Immigration Services of any requests that they need assistance in answering. Students should respond to requests from the authorities within 30 days of receipt.

4.8 – Failed Requests: Any student who receives a *Notification de clôture de demande* for their Residency Renewal Application should notify Student Immigration Services of this fact within 24 hours of receipt.

4.9 – Late Renewal of Residency: Any student holding Student Status who did not renew that status more than 60 days before its expiration date, or any student who previously held a Student Status in the past six (6) months, should apply for submit a Residency Renewal Application without delay, if they plan to continue studying at AUP after the expiration date of their Immigration Status. These students must contact Student Immigration Services within 24 hours of their discovery of this fact to begin working on their applications.

Any instructions sent to these students on how to submit a late Residency Renewal Application shall be considered a Written Request requiring a Substantial Response pursuant §2.7 of this Policy Statement.

4.10 – Failure to Renew: Any student who fails to submit their Residency Renewal Application within six (6) months after the expiration date of their previous Student Status should contact Student Immigration Services to inform them within 24 hours of their discovery of this fact, if they plan to continue studying at AUP. These students must apply for a new visa, pursuant to §4.4 of this Policy Statement and should otherwise abide by the terms of Section 7 of this Policy Statement.

4.11 – Obtaining a New Titre de Séjour: Any student who receives an *Attestation de décision favorable* for their Residency Renewal Application should pick their up their new Titre de Séjour within four (4) months of receipt of that *Attestation de décision favorable* or otherwise work with Student Immigration Services to facilitate pick-up of the card.

4.12 – Reporting Documents to Student Immigration Services: All students holding Student Status should forward a copy of any Immigration Document they receive during their time at AUP within 24 hours of their receipt of any such document. These documents include new Student Visa or Titre de Séjour, as well as any other documents issued by French immigration authorities, including but not limited to, *Confirmation de la validation*, *Confirmation du dépôt*, *Attestation de prolongation d'instruction*, *Attestation de décision favorable*, *Convocation pour le retrait d'un titre étranger*.

Section 5 – Requirements of Non-European Students with a Minor Visa

5.1 – Applicability: This Section 5 of this Policy Statement applies to Non-European Students holding a Minor Visa as defined in Part 5 of this Policy (Definitions).

5.2 – Knowledge of Status: All students possessing a Minor Visa should know the specific requirements associated with their status, including the information in this Section 5 of this Policy Statement.

5.3 – Expiration of Status: All students possessing a Minor Visa should be aware that this status will expire on 18th birthday and that the Minor Visa may not be valid for the full duration of the stated.

5.4 – Preparing a Renewal Application: All students possessing a Minor Visa should meet with Student Immigration Services in person, during the one-month period directly preceding their 18th birthday to prepare their application for a Titre de Séjour in Student Status.

5.5 – Applying for Renewal: All students possessing a Minor Visa should work with Student Immigration Services to arrange to submit their application for a Titre de Séjour in Student Status in person at the *Préfecture de Police* in the one-month period directly following their 18th birthday.

5.6 – Reporting Documents to Student Immigration Services: All students possessing a Minor Visa should provide a copy of any *Récépissé* or any other Immigration Document they receive in connection with their application to Student Immigration Services via email to the Student Immigration Services account (sis@aup.edu) within 24 hours of their receipt of any such document.

5.6 – Travel Restriction: Barring serious emergency, no student with a Minor Visa should leave the French Territory between the day they submit their application for a Titre de Séjour and the day they receive their new Titre de Séjour. Any student who must depart the French Territory during this period should inform Student Immigration Services in writing prior to their departure.

5.7 – Convocation: Students with a Minor Visa must attend the *Convocation* set by the *Préfecture de Police* to pick up their Titre de Séjour and should follow any instructions provided by Student Immigration Services to prepare for that *Convocation*. Upon picking up the new Titre de Séjour, the student should forward a copy to Student Immigration Services within 24 hours.

5.8 – Termination of Minor Visa Status: Once a student who held a Minor Visa receives their Titre de Séjour and sends a copy to the Student Immigration Services account (sis@aup.edu), they will enter Student Status and should abide by the terms of Section 4 of this Policy Statement.

Section 6 – Requirements of Non-European Students in an Other Status

6.1 – Applicability: This Section 6 of this Policy Statement applies to Non-European Students holding an Other Status as defined in Part 5 of this Policy (Definitions).

6.2 – Knowledge of Status and Maintaining a Valid Status: It is the sole responsibility of any student possessing an Other Status to understand the requirements and to take appropriate steps to maintain that status. Students must abide by all requirements of their Immigration Status while in that status.

6.3 – Evidence of Status: All students holding an Other Status must make evidence of their status available to Student Immigration Services upon request (pursuant to §2.5 of this Policy Statement).

6.4 – Obtaining Student Status: Any student possessing any Other Status who wishes to obtain a Student Status should contact Student Immigration Services at least six (6) months before their status expires or they become ineligible to continue such status to coordinate the transition in status.

Section 7 – Additional Provisions for Particular Cases

7.1 Applicability: This Section 7 of this Policy Statement contains provisions that apply to various Non-European Students whose Immigration Status may be otherwise discussed by the foregoing sections.

7.2 Short-Term Students: Students planning to study at AUP for a period of less than 90 days (typically students attending only summer course) do not need to apply for a long-term Student Visa. Students holding a passport from a country that is allowed 90 day stays within the Schengen area may study at AUP for a period of no more than 90 days, so long as they observe and abide by all other immigration laws of France and requirements for Entry of the Schengen Area. Students who do not hold such a passport must apply for a short-term visa (VCS) before attending AUP. Any short-term student who decides to attend AUP for more than 90 days must apply for a Student Status pursuant Section 4 of this policy statement and work with Student Immigration Services to facilitate such a transition.

7.3 Students Holding a VLS Student Visa: Some students applying for a Student Visa pursuant to §4.3 or §4.4 for may receive a VLS visa (as opposed to a VLS-TS). These students are not covered by Section 4 of this Policy Statement and should work with Student Immigration Services to ensure that they comply with French immigration laws.

Section 8 – Requirements of Students with Invalid Status

8.1 – Applicability: This Section 7 of this Policy Statement applies to students with an Invalid Status as defined in Part 5 of this Policy (Definitions), including students who had previously held any Immigration Status in the foregoing sections, which has expired.

8.2 – Requirement to Notify: Students who discover that they have an Invalid Status must notify Student Immigration Services to inform them of this fact via email to the Student Immigration Services account (sis@aup.edu) within 24 hours of that student's discovery of their Invalid Status.

8.3 – Facilitating SIS Evaluation: Students with an Invalid Status must provide any Substantial Responses to any Written Requests from Student Immigration Services within 24 hours of their receipt of this request, to facilitate a review of their situation.

8.4 – Immigration Counsel: Any student with an Invalid Status who hires any immigration lawyer in France should inform Student Immigration Services. These students need not abide by §8.5 below but should follow all guidance and instructions from their lawyer and should keep Student Immigration Services informed on the proceedings.

8.5 – Abide by SIS Advice: Student Immigration Services will advise students how to proceed, which may include departing the French territory to apply for a new Student Visa abroad, pursuant to §4.4 of this Policy Statement, or submitting a late Residency Renewal Application, pursuant to §4.9 of this Policy Statement, or another course of action depending on their prior Immigration Status. Students should follow the instructions provided by Student Immigration Services.

8.6 – Student Responsiveness: Students with an Invalid Status should understand that Student Immigration Services ask that they provide Substantial Responses to Written Requests with a shorter response deadline, pursuant to §2.7 of this Policy Statement.

4. RESPONSIBILITIES

The procedures described in this Policy are managed by the Office of Student Immigration Services, under the direction of the Dean of Student Development.

Student Immigration Services serves as a liaison office, supporting students in their maintenance of a valid Immigration Status in France. Student Immigration Services has no influence on the function of the French administration and cannot expedite any procedures.

The role of the Office of Student Immigration Services includes:

- Coordinating with the Préfecture de Police and other agencies to understand developments in French legislation and administrative rules;
- Communicating with students on those developments in legislation and different administrative rules;
- Assisting students in Student Status or holding any Student Visa to maintain a valid Immigration Status while studying at the university
- Maintaining accurate records of all students' Immigration Status and passport.

The role of the Office of Student Immigration Services does not include:

- Managing new visa applications for admitted students, except to the extent requested on an advisory basis by the Office of Admissions;
- Managing the maintenance of or application for any Other Status for any student;
- Assisting students in finding an appropriate Immigration Status in France after they graduate or otherwise terminate their studies at the American University of Paris;
- Advising students on any immigration procedure in a country other than France.

5. DEFINITIONS

- **European Student** shall refer to any student holding evidence of citizenship from a European country whose citizens are exempt from a visa requirement to study in France, including dual nationals of any such country. This category includes citizens of France and citizens of all other countries in the European Union (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, or Sweden), as well as citizens of Andorra, Iceland, Liechtenstein, Monaco, Norway, and Switzerland. Students must be able to demonstrate citizenship in one such country to be considered a member of this category; any dual national who is unable to demonstrate this citizenship with a valid passport or identification will be considered a Non-European Student for the purposes of this Policy. Students holding a permanent residence in a European country, other than those holding citizenship in a country listed in this definition, are considered Non-European Students for the purposes of this Policy.
- **Immigration Document** shall refer to any document that evidences an Immigration Status, including any visa, Titre de Séjour, *Confirmation* from the Visa Validation Process, *Récépissé*, *Confirmation du dépôt*, *Attestation de prolongation d'instruction*, *Attestation de décision favorable*, *Convocation pour le retrait d'un titre étranger*.
- **Immigration Hold** shall refer to a specific hold placed by Student Immigration Services on students' academic accounts, pursuant to §2.11 of Part 3 of this Policy (Policy Statement).
- **Immigration Status** shall refer to any legal status conferred by the French government allowing a foreign national to be present in France as a student, and shall include statuses defined under Student Status, Minor Visa, or Other Status, while explicitly excluding any Tourist Status. For the purposes of this Policy, the term Immigration Status shall also include citizenship in any European country that allows visa-free access to study in France, as further elaborated in the definition of European Student.
- **Invalid Status** shall refer both to any Immigration Status which is no longer in effect and to any lack of Immigration Status in France.
- **Minor Visa** shall refer to a visa issued by French consular authorities abroad, which includes the term 'Mineur Scolarisé' in the remarks.
- **Non-European Student** shall refer to any student who is not a European Student.
- **Other Status**: shall refer to any Immigration Status held by a Non-European Student allowing them to remain and study in France for a primary purpose other than academic studies, including but not limited to statuses conferred by an MAE card, a refugee petition, or a Titre de Séjour other than one in the *Etudiant* category.
- **Residency Renewal Application** shall refer to the online application for a Titre de Séjour through the French government's ANEF portal.
- **Student Status** shall refer specifically to the statuses covered by a Student VLS-TS or a Titre de Séjour in the *Etudiant* category. For the purposes of this Policy, the term Student Status shall exclude other types of Student Visa, including a Minor Visa or any visa issued as a VLS or VCS.
- **Student Visa** shall refer to any visa issued for the primary purpose of studying in France, including a Student VLS-TS, a Minor Visa, or any visa issued for studies as a VLS or VCS.
- **Student VLS-TS** shall refer to a Student Visa that includes the term 'VLS-TS' in the remarks, which require the completion of the Visa Validation Process. After completing the Visa Validation Process, the Student VLS-TS becomes legally

equivalent to a Titre de Séjour in the *Etudiant* category; however, for the purposes of this policy, the validated Student VLS-TS shall be considered distinct in definition to a Titre de Séjour.

- **Substantial Response** shall mean any written communication from a student to Student Immigration Services that completely responds to any Written Request.
 - If the corresponding Written Request incorporates a question, a student's response must provide a definite and complete answer to that question for that response to be considered a Substantial Response.
 - If the corresponding Written Request incorporates a request for a specific document, a student's response must either attach that document or indicate that the student is not in possession of such document.
 - If the corresponding Written Request incorporates instructions, a student's response must confirm that the student has completed the tasks exactly as instructed.
- **Titre de Séjour** shall refer to a physical residence permit issued as a card by the French authorities, with title 'Titre de Séjour'. For the purposes of this Policy, the definition of the term Titre de Séjour shall exclude any document that is the legal equivalent of a Titre de Séjour.
- **Visa Validation Process** shall refer to the entirety of the process required to validate a Student VLS-TS, including the purchase of a tax stamp, the completion of the online validation form, the receipt of the document entitled '*Confirmation de la validation de l'enregistrement de votre visa long séjour valant titre de séjour*', and the forwarding of that *Confirmation* to the Student Immigration Services email account (sis@aup.edu).
- **Written Request** shall mean either any question or request for a specific document sent by Student Immigration Services to any student by email or any instruction provided by Student Immigration Services to any student by email, directing that student to take specific actions.

6. APPROVALS & HISTORY

This longstanding policy was last reviewed in July 2024. Next review will take place in July 2027.

7. ISSUING OFFICE AND CONTACT

The Office of Student Immigration Services (SIS) issues this policy.

sis@aup.edu

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The Student Immigration Coordinator, with the support of the Dean of Student Development, is responsible for this policy.