

RESIDENCY CARD RENEWAL REQUIRED DOCUMENTS

LATE RENEWAL APPLICATION- LATE FEES PENALTY

The French Authorities (The *Ministère des Affaires Etrangères* and the *Préfecture de Police*) recently changed their residency permit policy **to include fees for late renewal applications**.

The charges for renewals submitted after the residency permit expires are now as follows:

- > One day - three months after expiry: €180 (late fee) + €49/or €79 (renewal fee)
- > Three months after expiry: €417 (late fee) + €49/ or €79 (renewal fee)

1. PASSPORT (MUST BE VALID MORE THAN 6 months)

2. The VLS-TS (=OFII sticker combined to the visa), TITRE DE SEJOUR, or the RECEPISSE which needs to be renewed

3. BIRTH CERTIFICATE (Copy accepted/ ONLY in English and French / WITH BOTH parent's names)

3-a. ADOPTION CERTIFICATE (Copy accepted/ ONLY in English and French)

3-b. MARRIAGE CERTIFICATE (Copy accepted/ translation required for ALL NON Roman languages)

3-c. CERTIFICATE OF DIVORCE (if no longer married/ but the passport and the birth certificate both mention different last names)

4. BANK CERTIFICATE (« ATTESTATION DE SOLDE BANCAIRE »)

This provides proof that you hold a bank account in France. It must include:

- Your full name
- YOUR address in Paris
- A minimum **€615** balance on your account – Required by the French Authorities

This certificate **must be printed on official bank letterhead, and be signed and stamped by the bank.**

5. TRANSCRIPT

→ **if you attended AUP for the past two semesters:** SIS will print the transcript

→ **if you were NOT at AUP for the past two semesters:**

An official transcript is required to justify your course of study in France (issued less than 1 month ago, signed & stamped by your previous school)

6. PROOF OF HOUSING

→ **Housing insurance:** Contact your Bank/ or Insurance company to request an updated housing insurance certificate (MUST indicate your address in Paris).

→ **COH- Comforts of Home:** get your housing certificate directly from [COH](#)

→ **EDF/GDF bill in your personal name:** most recent EDF bill (dated less than 2 months)

FYI- *échéanciers* are not accepted. A copy of the most recent housing contract (dated less than 2 months) is required as well.

→ **Housed by friends or a family** (if you work as an 'Au pair' for): request from your landlord's/friend's/host family's most recent EDF/GDF bill, a photocopy of your landlord's/friend's/host family's ID or passport and an "*attestation d'hébergement*".

Important: if your landlord/friend/host family is non-EU they are required to give you a copy of their valid residency card in France.

7. PHOTOS- FRENCH SIZE / BARE HEAD/ NO SMILE- 4 passport photos (color or black & white accepted)

Go to: **LABOSTARSERVICE** 26 rue Jean Nicot- 75007 PARIS (Tél: 01 45 55 52 88)

RESIDENCY CARD FEES: [HTTPS://WWW.AUP.EDU/SITES/DEFAULT/FILES/DOWNLOAD/STUDENT-LIFE/SUPPORT/STUDENT-IMMIGRATION-SERVICES/RESIDENCY%20CARDS%20FEES.PDF](https://www.aup.edu/sites/default/files/download/student-life/support/student-immigration-services/residency%20cards%20fees.pdf)

RESIDENCY CARDS FEES

First residency application- OFII Visit

- OFII sticker: **€60** (tax stamps to buy on line <https://timbres.impots.gouv.fr/>)

Residency renewal- Préfecture de Police

- Récépissé+ fingerprints: **FREE**
- Titre de Séjour- 1 an (less than 1 year/ 1 year)

€49 (tax stamps to buy on line <https://timbres.impots.gouv.fr/>)

- Titre de Séjour- Pluriannuel (more than 1 year)
€79 (tax stamps to buy on line <https://timbres.impots.gouv.fr/>)

IMPORTANT- Please note SIS is **not directly informed by the Préfecture de Police** about the type of residency card -Titre de Séjour (1 year or more than one year) the student will be issued.

Therefore, SIS cannot guarantee in advance the exact amount of the tax stamps that should be bought. The student must wait until they receive a convocation from the Préfecture de Police (to retrieve the Titre de Séjour) to be informed whether they will have to pay €49 or €79.