List of supporting documents
Renewal or change of status for an “étudiant” residence permit

These documents must be submitted to your local Préfecture or to Espace Ulys
(copies - Please note: keep original documents after presentation. They will be requested by the Préfecture)

- Three ID photos respecting the guidelines of the prefecture.
- A copy of your valid current residence permit (front and back)
- Your valid passport (with photocopies of all pages with writing/stamps)
- **Proof of civil status** (original documents + French translations by a sworn translator certified by a French Court of Appeal):
  - Birth certificate (specifying parentage) and
  - Marriage certificate if applicable and
  - Children’s birth certificates (specifying parentage) if applicable.
  - Divorce papers if this is the case.
- **Proof of residence** (less than three months old).
  - If renting: rental contract, electricity bill (or gas, water, telephone, Internet), certificate of home insurance or rent receipt (only receipts printed by a professional landlord will be accepted).
  - If staying at a hotel or a residence: proof of residence + receipt for last month’s rent.
  - If hosted by a private individual: a handwritten attestation de domicile (“residence certificate”) provided by the host + original and copy of a proof of residence (less than three months old) in his/her name + a copy of the host’s proof of identity.
- A copy of the university enrollment or pre-enrollment certificate for the coming year
- Copy of a voluntary insurance policy if over 28 years of age
- A copy of a document proving sufficient income, i.e. €615 / month for the coming academic year.
  - If you have a guarantor: bank certificate showing a regular transfer order of at least €615 / month.
  - A bank certificate showing a balance of at least €6,150
- Transcripts and diplomas from previous years
- **Envelope** with the name and address of the applicant (22.9x32.4 cm, with stamps for €1.76).

- The photocopies provided must be legible and in A4 format (21x29.7cm)
  and with only one supporting document per page.

Espace Ulys will check your application and submit it to the Préfecture.
Contact us: espace-ulyss@univ-st-etienne.fr