PREPARING YOUR APPLICATION:

To find out which procedure applies to you, log on to the Université Paris-Saclay e-International Welcome Office app to get a personalised roadmap and prepare your stay in France.
https://internationalsupport.universite-paris-saclay.fr/

- Official website for your visa application to France: https://france-visas.gouv.fr
- Main requirements for you and your family: https://www.service-public.fr/particuliers/VosDroits/N19804

SPECIFIC VISAS

- You are a student enrolled in a PhD programme in France: If you are receiving funding from a foreign government grant or an international joint programme; you retain ‘Student’ status OR receive the ‘Researcher’ status for your visa. Get in touch with the relevant contact within your host institution in order to discuss the best option for you.
- You are a researcher and you have an employment contract in France OR you are a visiting researcher but remain employed by your home university OR you hold a grant: Your host institution (or your employer in France, if it is accredited) will issue you with an ‘AGREEMENT TO HOST A FOREIGN RESEARCHER OR TEACHER’. This document must be presented when applying for a ‘Passeport-Talent Chercheur’ visa (Researcher-Talent passport long stay visa); you must apply online for a ‘Passeport-Talent Chercheur’ residence permit within two months of your arrival on the ANEF website.
- If you hold a ‘Passeport-Talent Chercheur VLS’ visa (Researcher-Talent Passport long stay visa); you must have a researcher status (VLS-TS); if you wish to work in France after your residence permit expires, you must apply online for a ‘Residence Permit under the ‘Researcher’ status (VLS-TS)’: within three months of your arrival in France, you must validate your visa on the ANEF website.

PLEAS NOTE

With some exceptions, a fee is charged when applying for a residence permit. Before your final appointment at the Préfecture to collect your residence permit, you will have to buy a fiscal stamp* and present proof of payment. A French mobile phone number is required by the préfecture for any residence permit application.

During your stay

RENEWING YOUR RESIDENCE PERMIT

If you wish to renew your residence permit, you must apply for a renewal 2 to 3 months before your current permit expires. Get in touch with the contact person of your host institution to prepare your application.

For further details on the different procedures and documents required https://www.universite-paris-saclay.fr/vie-de-campus/accueil-des-publics-internationaux/demarches-administratives/visa-et-titres-de-sejour

TOURIST and INTERNSHIP visas cannot be extended or changed to another status. If you wish to extend your stay in France or start a PhD, you will have to return to your country of origin/residence to apply for a new visa.
**Terminology**

**ANEF:** Administration Numérique pour les Étrangers en France (Online Administration for Foreigners in France) (https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/). Platform dedicated to the online application for residence permits. To date, this process only concerns student visas and residence permits.

*Attestation de décision favorable*: temporary residence document issued after processing your application for a residence permit on the ANEF platform, which may take several weeks. This document allows you to stay regularly in France, to travel and, depending on your situation, to work.

**APS:** Autorisation Provisoire de Séjour (temporary residence permit)

*Attestation pôle emploi*: a document issued by the Human Resources department of your employer, proving your status as an employee and stating the dates of your employment contract. It enables you to register on the list of jobseekers in France and to claim existing rights to unemployment benefits.

*Convention d’accueil*: official document issued by your host or employing institution. This document confirms your status as an academic, the purpose of your research and the dates of your stay in France. The agreement is equivalent to an authorisation to work in the region within the framework of your research. The ‘convention d’accueil’ (hosting agreement) is required to apply for a visa or ‘Passeport-Talent Chercheur’ residence permit. The original document must be kept by the researcher for the duration of their stay.

**RECE** = a ‘Recherche d’emploi/création d’entreprise’ (job search/business creation) residence permit

**Récepissé** = temporary residence document issued when you apply for a residence permit at the sous-prefecture. This allows you to stay regularly in France and, depending on your situation, to work.

**Titre de séjour** = official document confirming your right to reside in and, depending on your situation, to work in France. This plastic card is issued by the prefecture or sous-prefecture of your place of residence in France.

**VISA** = right of entry into France, issued by the French Embassy in your country of residence before you come to France.

**VLS** = ‘Visa Long Séjour’ (Long Stay Visa)

**VLS-TS** = ‘Visa Long Séjour valant Titre de Séjour’ (Long Stay Visa serving as Residence Permit)

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**Useful information**

- **How do I find out which prefecture I belong to?**
  It depends on where you are living. To find out, you can look on your département’s website.
  https://www.interieur.gouv.fr/Le-ministere/Prefectures

- **To renew your receipt (15 days before it expires), report a change of address or marital status, follow the process online:**
  http://invite.contacts-demarches.interieur.gouv.fr/Etrangers

- **To pay tax on residence permits with a fiscal stamp**
  With some exceptions, every application for a visa or residence permit is subject to a fiscal stamp. You can buy fiscal stamps at the tobacconists (ask for an electronic fiscal stamp online for residence permits for foreigners/timbre fiscal électronique titre pour étrangers) or on the ANEF website or the French tax authority website. Check the current rates.

- **You are coming with your family**
  See the dedicated page on the Université Paris-Saclay website:

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**PLEASE NOTE**

RECE and APS cards are valid for one year and cannot be renewed.

If you have any questions, please do not hesitate to get in touch with the main contact person in your laboratory or host institution. Please see the ‘Your contacts’ section.

You can also contact the Science Accueil association to be guided through the process.