

Titre de Séjour **RENEWAL
REQUIRED DOCUMENTS**

**IMPORTANT: ANYONE WHO'S LATE FOR THE APPOINTMENT WILL NOT BE AUTHORIZED TO ATTEND THE SESSION- DO NOT BE LATE, PLEASE!
A BLACK BALL POINT PEN IS REQUIRED TO FILL OUT THE APPLICATION- PLEASE BRING ONE!**

1. PASSPORT (valid for at least 6 months)
2. The VLS-TS (=OFII sticker combined to the visa) or the TITRE DE SEJOUR to be renewed
3. BIRTH CERTIFICATE (Scanned copy accepted/ ONLY English and French versions are accepted/ Must mention both parents names)
4. ADOPTION CERTIFICATE (Scanned copy accepted/ ONLY English and French versions are accepted)
5. MARRIAGE CERTIFICATE (if the student is married/ a copy is accepted/ a translation is required for all NON Roman languages)
6. CERTIFICATE OF DIVORCE (if the student is no longer married but the passport and the birth certificate have different last names)

6. 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 (**IMPORTANT: the AUP “31 avenue Bosquet” address is NOT accepted**)
- A minimum **€615** balance on your account (This is the minimum required by the French Authorities.)

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

7. TRANSCRIPT (« CERTIFICAT D'ASSIDUITE »)

→ **If you attended AUP for the past two semesters:**

We will provide this document for you- Note this document will be printed by the SIS Office

→ **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)

8. PROOF OF HOUSING (The Immigration Office can ONLY process the applications of the students who live in Paris-75.)

→ **If you are housed through AUP/ CAMPUSEA**

- You are automatically charged for the housing insurance (“Assurance locative”).

Check your AUP email as the Housing Office will send you an attached document at the beginning of the semester which is the Housing Insurance certification (“Justificatif assurance locative”).

***If you need an updated housing insurance certificate, please directly be in touch with your insurance provider (no need to contact the AUP Housing Office).**

→ **If you are NOT housed through AUP and the housing documentation is in your name:**

- Contact your housing insurance company or your Bank to request an **updated housing insurance certificate** (with your address on it).

→ **If you are NOT housed through AUP and the housing documentation is NOT in your name:**

- An updated proof of housing insurance under the tenant or owner's name
- **AND** a photocopy of apartment tenant or owner's identity card or passport
- **AND** the “Attestation d'hébergement” signed by the tenant or owner certifying that they are housing you.

9. PHOTOS

- 4 passport photos (color or black & white accepted) - **4 PHOTOS € 7,50/ 8 PHOTOS € 10,50**
Go to: **LABOSTARSERVICE** 26 rue Jean Nicot- 75007 PARIS (Tél: 01 45 55 52 88). AUP students get a discount.

10. € 49,00 TAX STAMPS (“Timbres fiscaux”)- You can buy them at any *Tabac* or at Trésor Public- Centre des Impôts, 9 place Saint Sulpice 75006 Paris