

A MUST READ

This document is addressed to all except the newly arrived 2020-21 with a long stay visa (please follow OFII procedure).

Hello everyone!

You will find below some explanations and tips to deposit your 1st demand or renew your residence permit. Happy reading and see you soon!

The CMI staff

The deposit of your file is done in 2 steps: a first appointment with a member of CMI staff to constitute and check its completeness (RDV to take [on our site](#)). Then a 2nd appointment with the prefecture agent for filing your application (this appointment is set by the CMI once your application is complete and only if complete).

1 / You must provide a photocopy of each document requested in the practical information sheet that applies to your case. No copy will be done at CMI! You should also have with you your original documents for verification.

2 / Check the date of expiry of your passport! Your residence permit cannot go beyond the expiry date thereof. To extend or renew, contact the closest consulate of your country in France.

3 / An extract of your birth certificate that lists the names of your parents is demanded. It is important that it is fairly new when filing an initial application or, to a lesser extent, during a renewal application made in a new department, although in France, this type of document has no validity limit. The same document can be used on several occasions, as long as you keep the original with you. It must be in French or translated into French by a sworn translator.

4 / Have your registration or school certificate with you the day of the appointment at CMI. For late registration (for some Masters / PhD), then you need a letter from your institution stating the date of opening of registration for your field of study and your grade. Warning! A late deposit due to non-payment of the registration fees is not a valid excuse for the prefecture!

5 / Respect the French biometric standards for the photos! Use a photo booth with the following logo (as found in large supermarkets, railway station, airport ...). If you go to a professional photographer, precise that photos are for Prefecture.



Please view "[What are the standards for passport photos](#)»

DO NOT CUT YOUR PHOTOS! The prefecture agent will do it.

6 / If you are staying at someone's place, your hosts can attest that they are hosting you. If your host has a residence permit, then he/she needs to be up-to-date towards the prefecture! This means that he/she must verify that their residence permit is valid and that the address on the back of it is the same as the one indicated on the certificate of accommodation and he/she needs to provide documents (copy of lease and copy of a recent invoice).

7 / If you rent an apartment, a bill of less than 6 months must accompany the lease. Accepted bills are: gas, electricity, fixed telephone or Internet. If you rent an apartment where everything is included, provide a recent certificate of house insurance (ask your insurance). NB: this insurance is mandatory in France. You must provide a copy to your landlord.

8/ If you rent an apartment with room-mates: ask the owner to write all the names on the contract. Try to do the same for bills of gas, electricity, fixed telephone or Internet.

9 / Please view ["how to justify your resources"](#) in order to understand what is acceptable to the prefecture. The ORIGINAL documents are required. A scan or an email is not an original document! So for your grant certificate or if you are supported by a guarantor, plan the delivery time to receive the original of the certificate required by post mail.

10 / A late deposit (= deposit of your file to the prefecture officer made after the end of validity of your current permit if you are renewing or after 2 months following your arrival if you are in the first request) engages penalties for an amount of 180 €, to be paid in addition to the cost of the card, the day of its delivery. All payments are made in fiscal stamps at the time of withdrawal of the residence permit. Fiscal stamps are purchased in tobacco shops or on <https://timbres.impots.gouv.fr/>. Begin your steps as soon as possible (2 months before the end of the current title in case of renewal, not before) not to be penalized.

11 / For renewal applications, a curriculum ("fiche cursus") is to be completed and signed. You need to include there the studies undertaken since you arrived in France (not before!) with the visa that allowed you to come here to study. Remember to specify for each year the level of education. If you have diplomas, indicate this in brackets.

12 / To get a multi-annual residence permit, no need to provide additional documents. Prefecture will decide automatically. The decision is based on the validity of your passport and your studies.

13 / During the appointment with the agent of Prefecture, you will get a 'récépissé'. Please make sure that this document is always valid until your card is edited. 8 to 10 days before the end of your récépissé, come to CMI with a photo and the document. We advise you to keep a copy (or a scan) of all récépissés you get, as the CAF can ask for it later on.

14/ Fees (to be paid in fiscal stamp on the day of withdrawal of your card):

	Student status	Scientific status
1st demand	75€	225€ (excepted for Algériens who entered with a “scientific visa”: 0€)
Renewal	75€	225€
Multiannual card	75€	225€

15/ Any questions?

Feel free to get in touch with us! We are here to help you

cmibrest@univ-brest.fr

02 98 01 67 00

16/ Access

The address of CMI is **235, cours Aimé Césaire, La Cité Internationale, Plateau des Capucins**

(between the cable car and the tramway station Les Capucins)

