

## ONLINE APPLICATION FOR RENEWING RESIDENCE PERMIT “PASSEPORT TALENT - CHERCHEUR”

**Between 2 and 4 months before the ending date of your current residence permit, you must apply for a renewal of your residence permit.**



*Do not wait until the last moment to make your application, otherwise you may find yourself in an irregular situation and a late fee can be charged!*

The application must be submitted online on the ANEF platform (Administration Numérique pour les Étrangers en France): [administration-etrangers-en-france.interieur.gouv.fr](https://administration-etrangers-en-france.interieur.gouv.fr)

### How do I create my account?

**If you already have an ANEF account (if you have already validated a VLS-TS online):** Enter your login and password.

**If you have a residence permit but no foreign national identification number nor ANEF account:** Enter your visa number, the start and end dates of your residence permit, then follow the process that will lead to the creation of your account.

### What documents do I need to prepare and scan before completing the online procedure?



*Documents that are not written in French must be translated by a [sworn translator](#). Each document requested must be included in a single file (JPG/PNG/PDF format)*

- ☐ **Passport:** pages relating to civil status, validity dates, entry stamps and visas
- ☐ Current valid **residence permit** or **VLS-TS + validation certificate**
- ☐ **Proof of address in France** less than 6 months old:
  - If you rent your accommodation: electricity bill (or gas, water, Internet access), your lease less than 6 months old, rent receipt or council tax at your name
  - If you are living in a student residence: proof of accommodation (*attestation d'hébergement*)

- If you are hosted by a private individual: a dated and signed handwritten certificate from the host, a copy of his/her identity card or residence permit, and a property deed (or a copy of the host's council tax or rental agreement or bill).

☐ **Contrat d'engagement à respecter les principes de la République:** the template can be downloaded from the ANEF platform or from the [French Ministry of Interior website](#) and need to be signed (French version) and added along with the proof of address in France

☐ **Last diploma** (Master degree or equivalent)

☐ **Hosting agreement** (*convention d'accueil d'un chercheur ou d'un enseignant étranger Cerfa 16079\*03*) or attestation from France Travail in case of involuntary job loss

☐ **e-photo** (ID photo with digital signature)



E-photos can be taken in a Photomaton booth or at a photographer approved by the ANTS (identified by a blue sticker indicating "Agréé services en ligne ANTS"). Find the list of approved photo booths and photographers on the website:

<https://permisdeconduire.ants.gouv.fr/services/geolocaliser-les-photographes-habiles>

You will receive a photo plate with a 22-character code (highlighted on the document below) that you will need to enter on your residence permit application form online.

*Please note: this code is valid only once and must be used within 6 months.*

## What are the steps to follow to submit the application?



**Step 1:** click on "I would like to apply or renew my residence permit"

**Step 2:** check your civil status and address information. Do not forget to indicate your French phone number (this is the number you will receive notification of once your residence permit has been printed). Indicate your postal address in France, as this address will be used to send your application to the Prefecture of your place of residence

**Step 3:** Add the required supporting documents

**Step 4:** Check carefully the summary of your application and your documents and validate. Please note that once you have submitted your application, you will not be able to modify it.

**Step 5:** You will receive a **confirmation of your application for a residence permit** in your e-mail box (*confirmation de dépôt de votre demande de titre de séjour*). This confirmation can also be downloaded directly on your ANEF account.



*Please note: this is a simple acknowledgement of receipt which only attests to the submission of the application. This document does not allow you to prove that you are legally resident in France. It does not give you any social rights, nor does it allow you to travel outside France.*

**Step 6:** your application is reviewed by agents of your local Préfecture

While your application is examined by the Prefecture, you will receive a **certificate of extension** (*Attestation de Prolongation d'instruction – APD*) by e-mail.

This certificate authorizes you to work, to keep your social rights and to travel outside of France. It is only valid if accompanied by your old residence permit or VLS-TS (even if it has expired).

Check the status of your application regularly on your personal account on ANEF; the Prefecture may ask you for additional information or documents to process your application.

**Step 7:** notification of decision

Once your application has been examined and processed by the Prefecture, you will receive a **certificate of favorable decision** (*Attestation de Décision Favorable – ADF*) stating that your application has been accepted and that your residence permit is being printed.

This certificate allows you to travel and go back to the Schengen area, to work and to keep your social rights but it is only valid if accompanied by your old residence permit or VLS-TS (even if it has expired).

## How do I collect my residence permit?

When your residence permit is ready, you will receive a text message (if you have provided a French cell phone number) inviting you to come and collect your residence permit in person at the Prefecture of your place of residence.

**A tax will need to be paid by fiscal stamps** when you collect the residence permit from the Prefecture.

**What is a fiscal stamp?** Fiscal stamps are a way of paying certain taxes in France. They are sold by tobacconists or online: <https://www.service-public.fr/particuliers/vosdroits/F33071>