

Residence Permit Procedure – Campus Sophia

Residence Permit Office
at SKEMA Business
School

SK

- **Residence Permits are no longer required for European citizens.**

European Citizens

Residence Permits are no longer required for citizens of *Bulgaria, Estonia, Hungary, Latvia, Lithuania, Poland, the Czech Republic, Romania, Slovakia, & Slovenia.*

For Romania & Bulgaria citizens: a Residence Permit is required only if the student intends to work.

Process

(1st Application)

1. Personal Appointment

A timetable is posted on the Residence Permit Office (Room #322).

You must fill in the date and time you wish to have an appointment.

Documents required for the appointment :

→ Form "Demande d'Attestation OFII" which was given to you together with your visa, legibly completed with :

- date of arrival in France
- your contact details while in France
- your visa number

So that the OFII can give you an appointment for a medical check up.

→ Your passport + a copy of the pages containing information regarding your identity, visa, stamp with date of arrival in France.

2nd Step

These documents will be sent to the OFII by the Sophia Antipolis Campus contact at the Préfecture. Upon receipt of these documents, the OFII will acknowledge receipt of the form by regular mail, to the address given by the applicant.

3rd Step

The OFII will ask you to come (within three months of your arrival in France) for the medical check up and/or welcome visit (this appointment cannot be changed because there is a very long waiting list).

For this appointment you must bring :

- **your passport with the long stay visa**
- **A full face photo without a hat**
- **proof of domicile in France (receipt of rent, electricity, gas, water or telephone bill, in your name or, if not available, an accommodation certificate or letter of your landlord)**
- **the taxes to be paid to the OFII, i.e. an OMI stamp for 55€.**

4th Step

After remittance of these documents to the OFII, a sticker will be stuck on your passport by the OFII, to proof that this formality has been done.

... 4th Step

You will only be authorised to remain on French territory if your passport contains this sticker from the OFII, certifying that you have carried out these formalities within 3 months of your arrival in France.

If the OFII does not give you an appointment for the medical check up within 3 months of your arrival in France, you will be able to justify this situation by presenting your passport with the long stay visa, together with the acknowledgement of receipt of your application, provided by the OFII.

PROCESS

(Renewal application)

- 1. Personal Appointment**
- 2. Registration of your application**
- 3. Your "Récépissé"**

1. Personal Appointment

**A timetable is posted on the Residence Permit Office
(Room #322).**

**You must fill in the date and time you wish
to have an appointment.**

**When you come you should provide a
complete application file with all the
required documents.
(ORIGINALS and COPIES)**

**Incomplete application files will not be
dealt with!**

2. Registration of your application

3. Your "récépissé"

- **About one to two weeks after your personal appointment and only if your application file is complete, you will get your "Récépissé" (valid for three months)**
- **The "RÉCÉPISSÉ" will be given ONLY between 12:00 & 12:30 on MONDAYS at the Residence Permit Office (#322)**

The renewal application process takes about 2 months.

Dhelia Larive will contact you by email as soon as she receives your Residence Permit and give you an appointment. This appointment will take place at the Nice Préfecture in attendance of Dhelia Larive.

↳ You must confirm this appointment by email.

Residence Permit Office hours

(Room #322):

MONDAYS from 9:00 to 15:30



Contact: Dhelia Larive
dlarive@teamcotedazur.fr