



API-Provence
Résidence « SKEMA »
63 Rue Fédor Dostoïevski
06560 VALBONNE

**REQUEST FOR ALLOCATION
ACCOMMODATION FOR 1 PERSON**

SURNAME / Name :

Reserved API-Provence:

N°

Deposited

Completed

Important NOTE :

- This request must be carefully and completely filled and signed.
- The requested information is mandatory to process your request.
- Any false statement involves the systematic cancellation of the request
- The request is received without residence's commitment.
- All rooms are assigned in order of receipt of complete files
- The residence does not fit for cases of urgency

**File to be presented directly at the office of residence or
by post at the residence address or by mail at :**

skema@apiprovence.org

FOR FURTHER INFORMATIONS :

(See on Skema website : skema-bs.fr – Housing) - or Call

04 93 00 02 30

Registration fee: 50€ if you are accepted!

How did you know us:

List of documents that must be sent depending on your situation, with a formal request:

Attention

*These documents (copies) are compulsory for the evaluation of your request.
Only complete files will be checked.*

For the student :

- Identity card or passport,
- One identity photo,
- Residence permits for foreign students or receipt of residence permit of current validity,
- For the period requested :
 - o School year : student card or school certificate, letter of acceptance from SKEMA,
 - o Summer : internship or working contract
- Notice of taxation in Y-2 : tax returns of Y-1 (pending the notice of taxation in Y-1)- Indicate the number of persons of the family depending of these income

N.B : If you have never done a tax return independent necessarily attach the same documents from your parents or the person to whom you are attached.

- For French students: "Avis d'imposition N-1 sur les ressources N-2" - yours or your parent's call
- For students employed: last pay slip with employment contract (or promise of employment)
- For international students: visa, residence permit (or receipt), - **you can send it later, if not received yet**
- For international students: consular documents in French or English certifying your resources (or your parents' ones) in Euros.
- Bank account details, for the payment by direct debit (as soon as you open a bank account in France)

For cautioner (compulsory living in France) IF YOU HAVE ONE:

N.B: For the student who do not have a guarantee: provide pre-paid rent (by check, cash or bank transfer)

- The identity card of cautioner
- The last 3 pay slips and employment contract
- Bank account details
- Notice of taxation for Y-2 tax returns of Y-1

Other documents:

- Any other evidence that may support your application: proof of housing allowance, alimony, internship contract:

I certify the accuracy of information provided and accept control. I commit to you to reporting any change in the information provided.

I undertake to promptly settle all amounts due under my lease.

Place:

Date:

Signature of applicant: