



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

**REQUEST FOR ALLOCATION  
ACCOMODATION 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](mailto:skema@apiprovence.org)**

**FOR FURTHER INFORMATIONS :**

(See on Skema website : [skema-bs.fr](http://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 parent's 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: