

THE “CARTE DE SÉJOUR” IS COMPULSORY FOR FOREIGN STUDENTS FROM CERTAIN COUNTRIES STAYING MORE THAN THREE MONTHS IN FRANCE. THIS CARD IS DELIVERED UPON RECEIPT OF THE DOCUMENTS LISTED BELOW.

**N.B: IN ORDER TO BE OFFICIALLY ENROLLED AT SCIENCES PO AND TO BE ELIGIBLE TO RECEIVE YOUR TRANSCRIPTS, THE “CARTE DE SÉJOUR” (AS APPROPRIATE) MUST BE APPLIED FOR ON ARRIVAL IN PARIS.**

**For students from the European Union, the European Economic Community or the Helvetian Confederation**

The “carte de séjour” is no longer compulsory. This also applies to students from the ten member states of the European Union.

**For students from Estonia, Latvia, Lithuania, Poland, Slovakia, Slovenia, the Czech Republic or Hungary, the “carte de séjour” is mandatory should they wish to work in France.** The “carte de séjour” must be presented to the “Service de la main-d’œuvre étrangère” (Department for Foreign Labour) which issues work permits.

The following documents must be submitted when applying for the “carte de séjour”:

- 1. Proof of Identity** (the original and a photocopy) : Either a valid passport with photocopies of pages relative to visa status and expiry dates or a national identity card.
- 2. Confirmation of student status** (the original and a photocopy) : a student card or a certificate of pre-registration at Sciences Po (“certificat d’admission”), or an official certificate confirming that you are taking part in a European Union programme (Erasmus, Leonardo, Jeunesse et Service volontaire européen).
- 3. A written declaration signed by you certifying that you reside in Paris.** This document should include your full address. If you have a room in a private apartment, don’t forget to

include your landlord’s name.

**4. A written declaration signed by you certifying that you have sufficient resources for your stay.**

**5. Two recent passport-sized photos** (3.5cm x 4.5cm), with head uncovered.

**6. A self-addressed, stamped envelope** (12cm x 17cm). Be sure to provide an address in France where you are sure to receive your mail (if you have a room in a private apartment, don’t forget to include your landlord’s name).

**For All Other Students**

**1. Proof of Identity** (the original and a photocopy):

A valid passport with photocopies of pages relative to civil status, visa status, expiry dates, and of entry stamps. (N.B: your passport must be valid for the full length of your stay in France)

**and your birth certificate translated into French** (the original and a photocopy), by a translator approved by the French Consulate which delivered your visa. The birth certificate can be translated at the “Paris Préfecture de Police” once you arrive, but this will be considerably more expensive.

**2. A Visa** (the original and a photocopy): **long-stay “Etudiant” visa** valid for three months minimum. The visa must be obtained from the French Consulate in the home country, prior to departure.

**3. Proof of Residence in Paris** (the original

and a photocopy, **this proof must be less than three months old** ) :

**If you are in a private apartment**, you will need one of the following documents: either your latest gas or electricity bill, your gas or electricity contract, your latest rent receipt, your housing insurance, or your rental contract.

**If you are being housed in another person’s home**, you will need one of the following documents: a declaration of residence, written by your host, with a photocopy of his/her identity card or “carte de séjour” and his/her latest gas or electricity bill, or latest rental receipt, or insurance contract.

**If you are being housed in a university residence or a hostel**, you will need: a recent declaration of residence from the director of the residence or the hostel (less than three months old).

**4. Proof of Financial Resources** (original and photocopy): you must prove that you have sufficient financial resources to live in Paris (minimum 430 euros per month). **The supporting document(s) stamped by the French Consulate which delivered your visa must be provided.**

**Otherwise, you may provide the following supporting documents:**

**If you are a scholarship holder:** a statement confirming the scholarship and specifying the amount and duration, as well as the nature of the studies pursued. This statement must be presented on the letterhead of the organization which provides the scholarship.

**If your resources are assured by a guarantor in France:** an agreement of responsibility signed by the guarantor, indicating his/her name and address, the monthly amount, and the duration of the financial agreement. This must be accompanied by a photocopy of his/her identity card or “carte de séjour” and

by proof that the guarantor has sufficient resources (Pay slips, tax notices, etc.).

**If your resources are guaranteed by funds from abroad:** travelers checks, exchange receipts, or any document proving that you regularly receive these funds and specifying the monthly amount.

**If you expect to earn money through part-time work in France:** a written employment contract, indicating the nature of the work, the number of hours per week (20 hours per week maximum) and the gross pay. In order to work in France, you must have a written contract from your employer and a work permit (obtained at the “Service de la main-d’œuvre étrangère” (Department for Foreign Labour), 127 bd de la Villette—Paris 10ème.).

**5. Confirmation of Student Status** (original and photocopy): student card or certificate of pre-registration at Sciences Po (“certificat d’admission”).

**6. Two recent passport-sized photos** (3.5cm x 4.5cm), with head uncovered.

**7. A self-addressed, stamped envelope** (12cm x 17cm). Be sure to provide an address in France where you are sure to receive your mail (if you have a room in a private apartment, don’t forget to include your landlord’s name).

**Notes**

For all students applying for the “carte de séjour”, there is a compulsory medical check-up which takes place in Paris at the “Office des Migrations Internationales (OMI)”. A date for this check-up will be given to you by the “Préfecture de Police”.

**If this appointment is missed, you will not be given a second one for at least two or three months, which means that you will not obtain your “carte de séjour” until then. The cost of the check-up is 55 €.**

The Department of International Affairs and Exchanges at Sciences Po offers foreign students a service called “Carte de séjour” to help them in this administrative process (beginning of September to mid-November and also in February to March for students arriving at Sciences Po for Spring semester).