

ANEF-SEJOUR PLATFORM



IF FIRST VISIT

CREATION OF A PERSONAL ACCOUNT ON THE WEBSITE « ETRANGERS EN FRANCE »

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/espace-personnel/connexion-inscription>

- You must give 3 elements : number of visa (or resident permit), start date of validity and end date of validity.
- The address of the declared e-mail account must be confirmed.
- A file of scanned documents must be compiled.

Liste of documents to be scanned (pdf, png, jpg)

- Valid passport

Copy of all the pages relating to personal informations, at the date of validity and all entry/exit stamps, visas of the passport.

- Family record book for the married person and an act of birth for each child (original and translate)
- E-photo

It is for a single use only and must be less than 6 months old at the time of submission. You can get an e-photo either in a photo booth (choose the e-photo format for driving licences) or from a licensed professional photographer.

When you apply online, you will need to enter the number highlighted in the image.

- Residence permit / Visa / VLS-TS + VLS-TS visa confirmation
- Degree (at least equivalent to a Master's degree)
- Proof of residence less than 6 months old
- Proof of status in France



CONFIRMATION OF THE SUBMISSION OF A FIRST APPLICATION FOR A RESIDENCE PERMIT



RECEIPT BY EMAIL OF A TEMPORARY LOGIN AND PASSWORD ONCE AN AGENT HAS PROCESSED THE APPLICATION

n.b.: Depending on the status of the person, other documents necessary for the examination may be requested. [see <https://accueil-etrangers.gouv.fr>]

FIRST APPLICATION OR RENEWAL OF A RESIDENCE TITLE | VALIDATION OF THE VLS/TS



DEPOSIT OF THE ONLINE REQUEST ON THE ANEF PLATFORM

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

You have a **VLS visa** with residence permit to
be applied for

or

You have a **residence permit**



« I am applying for or renewing a residence permit »

You have a VLS-TS



"I validate my VLS-TS "

First request

Within 2 months (60 days) after your
arrival in France

Renewing my request

Between the 4th and the 2nd month (120th and 60th days) before
residence permit expiration

Validation

Within 3 months (90 days) after your arrival in
France



VALIDATION OF THE DEPOSIT IN 6 STEPS

- 1) Personal informations
- 2) Purpose of stay
- 3) Resources
- 4) Supporting documents
- 5) Summary

n.b.: check this step carefully as once the application is submitted, you will not be able to modify it.

6) Receipt by email of a **confirmation of the application**.

■ The **confirmation of deposit** is simply an acknowledgement that an application has been made.

It no longer has the same effect as the previous receipt:

- Does not provide evidence of the legality of the stay ;
- No entitlement;
- Does not allow the exercise of a professional activity;
- Also does not allow to cross the borders of the Schengen area.



■ It is recommend to log in regularly to follow the progress of the file

<p style="text-align: center;">▼</p> <p style="text-align: center;">REVIEW AND PROCESSING OF THE FILE (ca. 90 DAYS) BY AN AGENT OF THE PREFECTURE</p>			
<p>■ It is recommended to log in regularly to follow the progress of the file</p>			
<p style="text-align: center;">▼</p> <p style="text-align: center;">RECEIPT OF A NOTIFICATION</p>			
<p style="text-align: center;">▼</p> <p style="text-align: center;">MISSING DOCUMENTS</p>	<p style="text-align: center;">▼</p> <p style="text-align: center;">REFUSAL</p>	<p style="text-align: center;">▼</p> <p style="text-align: center;">CERTIFICATE OF PROLONGATION OF INSTRUCTION (ADP)</p> <p style="text-align: center;">◀ ▶</p>	<p style="text-align: center;">▼</p> <p style="text-align: center;">CERTIFICATE OF FAVOURABLE DECISION (ADF)</p>
<p>If the person does not provide any documents in return within a maximum of 1 month (from the notification), then the application is automatically closed. A new application will then be necessary.</p>		<p>The prefecture provides you with an ADP with different rights depending on your situation.</p> <p>First application</p> <p>The ADP authorises you to work but does not allow you to travel within the Schengen area or to return to French territory and does not give you any social rights.</p> <p>Renewal of application</p> <p>The ADP is only valid when accompanied by the residence permit (residence permit or VLS-TS) previously held, even if it has expired.</p>	<p>■ The Prefecture sends an ADF pending the production and delivery of the residence permit.</p> <p>■ The time taken to issue residence permits varies between 4 and 6 weeks from the date of issue of the ADF.</p> <p>WITHDRAWAL OF THE RESIDENCE PERMIT</p> <p>■ The Prefecture sends an SMS and a notification in the ANEF to indicate that the residence permit is available. An appointment must be made on the</p>

		<p>This certificate allows :</p> <ul style="list-style-type: none"> - to maintain or open social rights ; - to continue to exercise a professional activity within the framework of the Passeport-Talent - to travel and enter the Schengen area, regardless of the point of entry. 	<p>Prefecture's website. https://www.seine-maritime.gouv.fr/Prendre-un-rendez-vous-en-ligne</p> <p>■ The residence permit ("carte de séjour") is only issued by appointment at the Prefecture.</p> <p>n.b. The SMS will only be sent by the Prefecture if a French mobile phone number valid at the time the application is submitted has been indicated.</p> <p>n.b.: The tax for the issuance of a residence permit must be paid in advance ("<u>timbre fiscal</u>"). https://timbres.impots.gouv.fr/</p>
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FREQUENTLY ASKED QUESTIONS

- If you encounter difficulties in submitting your application online, you can first contact the "Citizen Contact Centre" (CCC)
 - either by filling in a contact form <https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/contact>
 - or by calling 0806 001 620 (a free, dedicated telephone number with specially trained telephone advisers)
- **How do I find which prefecture I belong to?**
It depends on where you are living.
To find out, you can consult <https://www.interieur.gouv.fr/Le-ministere/Prefectures>
- **To , report a change of address or marital status**, follow the process online 'Saisine des services de l'Etat par voie électronique'
<http://invite.contacts-demarches.interieur.gouv.fr/Etrangers>

TERMINOLOGY

- **ANEF** (Administration Numérique pour les Étrangers en France) = Platform dedicated to the online application for residence permits.
<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/>
- **Attestation de confirmation de dépôt** [Attestation of confirmation of filing] = this document proves that a request for a residence permit be done. It does not presage a response. It is therefore not proof of legal residence and does not give any rights associated with legal residence.
- **Attestation de prolongation d'instruction (ADP)** [Certificate of extension of instruction] = this document can be considered as a receipt. It justifies the maintenance of all the rights open because of the residence permit previously held. If this permit allowed the holder to carry out a professional activity, this activity may continue during the period of validity of this certificate. It does not entitle the holder to any new rights. This document authorises the crossing of the Schengen area.
- **Attestation de décision favorable (ADF)** [Certificate of favourable decision] = this document proves that the request has been successful and that a residence permit will be issued. The document indicates the duration of the residence permit and the amount of the fees to be paid when the permit is withdrawn at the Prefecture.
- **Titre de séjour** = Official document confirming your right to reside in and, depending on your situation, to work in France. This residence permit is issued by the prefecture of your place of residence in France.
- **Visa** = Right of entry into France, issued by the French Embassy in your country of residence before you enter in France.
- **VLS** (Visa Long séjour) = Long stay visa
- **VLS-TS** (Visa Long Séjour valant Titre de Séjour) = Long stay visa serving as residence permit

The University of Rouen Normandie cannot intervene or interfere in the process of ISSUING or RENEWING a residence permit, which is the sole responsibility of the migration office of the Préfecture of your place of residence.
It is therefore essential that you strictly follow the procedure with all the requested documents and respect the deadlines.