

VISAS AND RESIDENCE PERMIT / "*CARTE DE SEJOUR*"

Students from the European Union:

You are no longer required to apply for the residence permit; your national identity card will serve this purpose.

Non European students:

Before leaving you must contact your local French Embassy or Consulate because an entry visa may be required. There are different kinds of visa depending on how long you are going to stay in France.

- Less than 3 months: Short stay visa, or tourist visa.
- Between 3 and 6 months: Student visa. In this case, the visa page states "DISPENSE TEMPORAIRE DE CARTE DE SEJOUR" and students are not entitled to apply for the residence permit.
- More than 6 months: Long stay student visa. The visa page states "CARTE DE SEJOUR A SOLLICITER DANS LES DEUX MOIS" and you have to apply for the residence permit.

How to apply for the residence permit:

As soon as you arrive in France the International office will provide you with a document entitled "Demande de titre de séjour". You will also have to provide some documents.

Once all these documents have been supplied to the French government, you will be contacted by the authorities who will ask you to go for a medical check up. Once your residence permit is ready to be issued you will be required to pay a fee of around 55 Euros upon collection (sold in "tabac" newsagents)

Expect delays, it can take up to 3 months to obtain your residence permit. However, once your application is completed you will receive a receipt from the International office which certifies that your application has been sent and then you must wait patiently!

Documents required for the residence permit which you must bring with you

- **Copy of your valid passport:** Pages concerning your personal information, validity, and the stamp of your arrival date in France + a copy of your visa.
- **Birth certificate** translated into French or English by a certified translator
- **Financial proof :**
 - Either a bank statement from a French bank if you've opened a bank account in Dijon showing a credit of about 5000€ for the previous academic year.
 - Or a signed letter of proof and financial support from your parents (see next page) stating that they will send you around 500€ per month (in this case, the signature of your parents needs to be certified and stamped by local authorities, such as a notary for example)
- **Accommodation certificate**
 - *If you are living in a residence:* Ask the secretary's office of your residence and they will provide you with this document.
 - *If you are living in a home stay:* You need the copy of your landlord's ID + a letter from him/her stating that you are living at his/her address + an address proof-dated within the last three months (electricity invoice, telephone or water bill...)
 - *If you are renting a flat:* Copy of your contract.
- **Proof of enrolment as a student** at Burgundy School of Business.(document provided by the International office)
- **3 recent passport photos**, full-face portrait with a white background on one piece of photo paper (i.e. do not cut the photos up) size: 3.5 x 4.5 cm. Neither photocopy nor numerical prints will be accepted.
- **An envelope** with a 0.56 Euros stamp mentioning your name and your address in France

LETTER OF PROOF OF FINANCIAL SUPPORT

(Template letter to be re-typed and not completed by hand on this document)

Name:

Surname:

Address:

Template

I the undersigned, (name, SURNAME)....., father / mother of (name, SURNAME of the student).....

Certify that I will provide for the costs of my son / daughter during his / her stay at Burgundy School of Business, which will amount to approximately 500 EUR per month for the academic year 20... 20...

Date

Signature

Official stamp