

Démarche : Students, researchers and spouses: verification of your application file by ISSO before submission to the Isère or Drôme Préfectures

Organisme : International Students & Scholars Office (ISSO)

## Identité du demandeur

Email	<input type="text"/>
Civilité	<input type="text"/>
Nom	<input type="text"/>
Prénom	<input type="text"/>

## Formulaire

This service is provided by **the International Students & Scholars Office (ISSO) of Université Grenoble Alpes** to all students, PhD students, researchers and their families studying or working at UGA or in one of our partner institutions in **Grenoble and Valence**.

It was made to help you gather the requested documents **before submitting your application** to the Isère or Drôme Préfecture.

### Why use this form?

If your application is missing a document or one of the documents does not meet the requirements, the processing time of your application by the Préfecture can be significantly longer, and may lead to a refusal.

Through this form, ISSO will:

- Give you precise indications about the documents requested by Préfectures
- Check your application file before you submit it to the Préfecture online or on paper

For information, **ISSO usually gives you its feedback within ten days or so, a bit more during the fall, when all students are applying for resident permits.**

### Processing of your data

Université Grenoble Alpes, 621 avenue centrale 38401 Saint-Martin-d'Hères, is the data controller responsible for processing the information you will give in this form. The data we ask you to provide is necessary to help you in your residence permit application.

Only staff members from UGA department of International Affairs (DGD DIT) will be able to access your documents, and your data will be stored in the servers provided by the Direction Interministérielle du Numérique (DINUM).

**No information will be communicated to anyone outside of the university, and your application file will automatically be deleted after 12 months.**

If you wish to exercise your rights within the framework of the European Union's General Data Protection Regulation, you can make a request by contacting: [isso@univ-grenoble-alpes.fr](mailto:isso@univ-grenoble-alpes.fr).

### Important - Before you start

- This service is offered by the International Students & Scholars Office (ISSO) of Université Grenoble Alpes.

Students, researchers and spouses; verification of your application file by ISSO before submission  
- This form is not made to submit directly your application to the Isère or Drôme Prefectures, it only allows for the verification of your file before you submit it.

- The verification made by ISSO does not guarantee the acceptance of your application by the Préfecture.

- Only student, researcher (and spouses) statuses will be considered. Applications for other statuses (salarié, réfugié, etc.) will not be reviewed.

- Only applications relating to the Isère and Drôme Prefectures will be verified.

- If you seek information about the application process, you can consult the international website of UGA :  
<https://international.univ-grenoble-alpes.fr/getting-organized/visas-and-residence-permits/>

## Your situation

### You live in

Cochez la mention applicable, une seule valeur possible

☐ Isère (Grenoble)

☐ Drôme (Valence)

### Your academic division / institution (or your spouse's)

Cochez la mention applicable, une seule valeur possible

☐ Alpine Geography and Urban Planning Institute (UGA)

☐ CUEF (UGA)

☐ ENSAG (UGA)

☐ Faculty of Science (UGA)

☐ Faculty of Humanities, Health, Sports and Societies (UGA)

☐ Grenoble Economics Department (UGA)

☐ Grenoble INP, Graduate schools of Engineering and Management (UGA)

☐ Grenoble Law School (UGA)

☐ Sciences Po Grenoble (UGA)

☐ University School of Technology (EUT - UGA)

☐ ESAD

☐ Grenoble Ecole Management (GEM)

☐ CEA

☐ CNRS

☐ ESRF

☐ ILL

☐ Inrae

☐ Inria

☐

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- ☐ Other (Grenoble or Valence)
- ☐ Other (Outside Grenoble and Valence)

**Your current residence permit**

Cochez la mention applicable, une seule valeur possible

- ☐ An "Étudiant-concours" C Visa
- ☐ A "Mineur Scolarisé" Long Stay Visa
- ☐ A Long Stay Visa (duration: 3 months)
- ☐ A Long Stay Visa VLS-TS (duration: 4 to 12 months)
- ☐ An "APS Jeune Diplômé"
- ☐ A "Récépissé"
- ☐ A "long duration - UE" residence permit, delivered in another European country.
- ☐ A residence card
- ☐ Other

**Type of residence permit you apply for**

Cochez la mention applicable, une seule valeur possible

- ☐ "Étudiant" or "Étudiant - Programme de mobilité"
- ☐ "Talent - Chercheur"
- ☐ Certificat de résidence "scientifique chercheur" (Algerian nationals)
- ☐ "Talent - Famille" (spouses of researchers only)
- ☐ Certificat de résidence "Vie Privée Familiale" (spouses of Algerian citizens only)
- ☐ "Talent - Profession médicale et de la pharmacie"
- ☐ "Visiteur" (spouses of students only)

**Are you doing a PhD?**

Cochez la mention applicable

- ☐ Oui
- ☐ Non

**About long-stay residence permit-UE (10 years) applications**

Please note that ISSO does not check documents related to "résident longue durée- UE" residence permit applications. If you are eligible and want to apply in parallel, you will need to bring the following documents with you the day of the appointment:

- Last 5 (or 3 if applicable) tax returns
- Last 12 pay slips
- Any document showing the sustainability of your financial resources in a near future (convention d'accueil, new working contract, etc.)
- Proof of health insurance issued by your health insurance provider ("Attestation de droits à l'Assurance Maladie")
- Proof of a sufficient French language level (minimum A2), or French diploma with a cursus taught in French.

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#### Phone number

Optional, sometimes it's easier to exchange by phone if we have questions about your application.

#### Reminder

Documents written in a language other than French must be translated by a sworn translator accredited by French courts (except passports). More information on the UGA international website:

<https://international.univ-grenoble-alpes.fr/getting-organized/daily-life/sworn-translators/>

## Personal data

#### Pièce justificative à joindre en complément du dossier

☐ Passport - Identity page

#### Pièce justificative à joindre en complément du dossier

☐ Passport - stamps of entry into the Schengen area

All pages containing entry stamps in the Schengen area.

#### Pièce justificative à joindre en complément du dossier

☐ Current residence card (front and back) or long-stay visa

#### Pièce justificative à joindre en complément du dossier

☐ Proof of the validation of your visa "Confirmation de validation de votre visa long séjour"

If you had to validate your visa online upon arrival, the "confirmation de validation de votre visa long séjour" is the PDF file you received after the online validation.

#### Expiration (end) date of your current visa or residence permit

#### Pièce justificative à joindre en complément du dossier

☐ "Fiche de renseignements" form filled

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Pièce justificative à joindre en complément du dossier

☐ If you are married

Marriage certificate (or family record book)

Pièce justificative à joindre en complément du dossier

☐ Form "Contrat d'engagement à respecter les principes de la République" signed

Each person who wants to apply for a residence permit must print and sign a "Contrat d'engagement à respecter les principes de la République" (Agreement to respect the principles of the French Republic), and add it to the application file (in the accommodation section of the national application website).

This step is optional for Algerian nationals, although recommended.

<https://www.immigration.interieur.gouv.fr/Immigration/Contrat-d-engagement-a-respecter-les-principes-de-la-Republique>

**ID photos**

ISSO does not check your ID photos.

If you submit your application online, you will need to provide a photo following the "E-Photo" French format: <https://permisdeconduire.ants.gouv.fr/services/geolocaliser-les-photographies-habiles>

Otherwise, your photos must correspond to the 35 mm x 45 mm format – ISO/IEC 19794 – 5 : 2005 standard.

## Accommodation

**Accommodation – your situation**

Cochez la mention applicable, une seule valeur possible

☐ I have a proof of accommodation where my name appears

☐ I am hosted, or the document only mentions the name of my spouse

**Important**

- The document must show a recent date, less than 6 months before. For example, if you apply on September 1, the date that appears on the document must be between March 1 and September 1.

- Your name must appear on the document

Pièce justificative à joindre en complément du dossier

☐ Proof of address

Documents accepted:

\* Electricity, gas, water, phone or Internet bill

\* House insurance certificate "Attestation d'assurance habitation" (you can download one from your insurance provider website)

\* Certificate from a student residence "Attestation de résidence", signed and stamped

\* Rental contract "Bail"

\* Rent receipt or bill, if emitted by a rental agency

\* Attestation from a hotel (only dated less than a month) along with the last bill.

Pièce justificative à joindre en complément du dossier

☐ « Attestation d'hébergement » form

An « Attestation d'hébergement » form must be filled in and signed by the person hosting you.

A template is given below.

Pièce justificative à joindre en complément du dossier

☐ Host's identity document

If your host is a French / European national :

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A valid French/European ID or a passport

Otherwise:

A French residence permit (if it's a VLS-TS, add the confirmation of the validation)

### Pièce justificative à joindre en complément du dossier

☐ Proof of address in the name of the person hosting you

Important: the document must show a recent date, less than 6 months before. For example, if you apply on September 1, the date that appears on the document must be between March 1 and September 1.

Documents accepted:

- \* Electricity, gas, water, phone or Internet bill
- \* House insurance certificate "Attestation d'assurance habitation"
- \* Certificate from a student residence "Attestation de résidence", signed and stamped
- \* Rental contract "Bail"
- \* Rent receipt or bill, if emitted by a rental agency
- \* Attestation from a hotel (only dated less than a month) along with the last bill.

## Academic Situation

### Pièce justificative à joindre en complément du dossier

☐ Certificate of enrollment

(Or pre-enrollment certificate)

### Pièce justificative à joindre en complément du dossier

☐ Attestation of successful completion of your entrance examination

### Pièce justificative à joindre en complément du dossier

☐ UE mobility program (optional)

If you are in a joint educational programme in UE (dual degree for instance), a document from your school/university mentioning this mobility.

### Pièce justificative à joindre en complément du dossier

☐ Academic transcripts

Academic transcripts from the previous year, and the current year if available.

### Pièce justificative à joindre en complément du dossier

☐ Letter from your thesis supervisor

Letter from your thesis supervisor mentioning the subject, achievements and an estimated date for your defense.

### Pièce justificative à joindre en complément du dossier

☐ Last diploma (or "Attestation de réussite") obtained in France

Only if you obtained a diploma in France, "Licence" or "Master"

### Pièce justificative à joindre en complément du dossier

☐ "Cursus scolaire" form

Indicate only the part of your studies done in France

## Professional status

### Pièce justificative à joindre en complément du dossier

☐

## Students, researchers and spouses: verification of your application file by ISSO before submission

Master's degree or equivalent, Doctoral degree

### I have a "convention d'accueil"

Cochez la mention applicable

☐ Oui

☐ Non

### Pièce justificative à joindre en complément du dossier

☐ Pôle Emploi statement of the "ARE" rights

Document issued by Pole Emploi indicating the number of days during which you will receive an allowance.

If you are instead waiting for a new convention d'accueil, upload a letter from your laboratory describing your situation and the estimated start date of your research project.

### Pièce justificative à joindre en complément du dossier

☐ Current "Convention d'accueil"

### Specific situations

Only allows ISSO to better understand your situation

Cochez la mention applicable, une seule valeur possible

☐ My "convention d'accueil" will expire in the following weeks/months, I want to register to Pôle Emploi (employment benefits)

☐ My "convention d'accueil" will expire in the following weeks/months but I already have another one

### Pièce justificative à joindre en complément du dossier

☐ New "Convention d'accueil"

## Financial resources

### Important

You must prove that you have at least 615 € of income per month or 6 150 € per academic year, unless you are hosted for free (450 € per month in this case).

All the amounts must be in euros, and foreign bank statements have to be stamped, signed and translated by a sworn translator.

You can upload different types of supporting documents to reach the amount. For example, a work contract of 300 € a month, plus a scholarship of 400 € a month.

### Nature of your financial resources

Cochez la mention applicable, une seule valeur possible

☐ I am sponsored by a relative

☐ I have resources or income in my name (work contract, scholarship, bank statement with sufficient funds, etc.)

### Pièce justificative à joindre en complément du dossier

☐ Sponsorship form (« Attestation sur l'honneur de prise en charge ») or permanent bank transfer order to your account

A model of sponsorship form is available below.

### Pièce justificative à joindre en complément du dossier

☐ Identity document of the person sponsoring you

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If your sponsor lives in France: copy of his French or European ID card, or his residence permit

If your sponsor lives abroad: copy of his passport or ID card (translated by a sworn translator if not written in French)

### Pièce justificative à joindre en complément du dossier

☐ Proof of financial resources

Accepted documents:

\* Bank statement (such as « relevé de compte » ou « relevé de situation client ») certifying that you have at least 6 150 € (10 months x 615 €), or 4 500 € if hosted for free on your account balance, dated less than 1 month.

\* Recent scholarship certificate mentioning the amount in euros and the duration of the scholarship

\* Work contract with copies of the 3 last pay slips

\* Contract of apprenticeship or internship agreement

## Resources

### Pièce justificative à joindre en complément du dossier

☐ Proof of monthly income at least equivalent to 550€

## Situation of your spouse

### Pièce justificative à joindre en complément du dossier

☐ Current residence permit / visa of your spouse

If it is a "Visa Long Séjour valant Titre de Séjour", the pdf received after the online validation upon arrival.

### Pièce justificative à joindre en complément du dossier

☐ certificate of enrollment ("certificat de scolarité") of your spouse

### Pièce justificative à joindre en complément du dossier

☐ "Convention d'accueil" of your spouse or the statement of the "ARE" rights if he or she is unemployed

## Comments

### Comments (optional)

Anything you would like to tell us about your documents or situation:

### Done!

After submitting this form, you will receive a automatic confirmation email.

Within 10 days on average (a bit more during the fall, when many students are applying), ISSO will give you a feedback through this platform, via a notification.