

Démarche	: "Recherche d'Emploi ou Création d'Entreprise" (or "APS Jeune diplômé"): 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:

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

<hr>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.**</strong>

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### 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).

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

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 .

"Recherche d'Emploi ou Création d'Entreprise" (or "APS Jeune diplômé"): verification of your application

- 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 "Job Seeking or Business Creation" (and spouses), "APS Jeune Diplômé" applications will be verified, any other status (employees, asylum, etc.) will not be processed.
- Only applications relating to the Isère and Drôme Préfectures 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
-

## "Recherche d'Emploi ou Création d'Entreprise" (or "APS Jeune diplômé"): verification of your application

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

### **Your current residence permit**

Cochez la mention applicable, une seule valeur possible

- Long-stay visa "Etudiant"
- Residence card or "Récépissé" "Etudiant"
- Long-stay visa "Talent - Chercheur"
- Residence card or "Récépissé" "Talent - Chercheur"
- Long-stay visa "Talent - Famille"
- Residence card or "Récépissé" "Talent - Famille"
- Long-stay visa "Visiteur" (student's spouse)
- Residence card or "Récépissé" "Visiteur" (student's spouse)
- An "APS Jeune diplômé"

### **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

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**

- APS "Jeune diplômé"

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

- "Confirmation de validation de votre visa long séjour"

**"Recherche d'Emploi ou Création d'Entreprise" (or "APS Jeune diplômé"):** verification of your application  
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

**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**

"Contrat d'engagement à respecter les principes de la République" form 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 (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 verify ID photos before your appointment with the Prefecture.

Photos must be recent, taken in France, in a 35 mm x 45 mm – ISO/IEC 19794 – 5: 2005 standard format.

## 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" (can be downloaded 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

## "Recherche d'Emploi ou Création d'Entreprise" (or "APS Jeune diplômé"): verification of your application

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 or a European national:

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" (can be downloaded 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.

## Health insurance

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

Proof of health insurance issued by your health insurance provider (Social security), temporary or permanent.

If you registered at the Assurance Maladie, Attestation de droits

## Academic or professional situation

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

Certificate of achievement ("Attestation de réussite") or diploma

If you do not have one of these documents yet, a statement from the school or university indicating the estimated date when you will receive your certificate of achievement or diploma.

### **Estimated issuing date of your certificate of achievement or diploma**

Only if you do not already have your certificate of achievement or diploma

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

Your last / current "convention d'accueil"

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

Statement from your research organization certifying the completion of your research work

"Certificat de travail" for instance, indicating the start and end date of your contract.

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

Passport of your spouse

**"Recherche d'Emploi ou Création d'Entreprise" (or "APS Jeune diplômé"):** verification of your application

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

Current residence card or long stay visa of your spouse

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

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

Statement from the research organization of your spouse certifying the completion of the research work

"Certificat de travail" for instance, indicating the start and end date of the contract.

## Additional comments

### Additional comment about your application

If you wish to provide further details about your situation for the ISSO team

**Done!**

After submitting this form, you will receive an 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, you will receive a notification.