HOW TO RENEW MY RESIDENT PERMIT/VISA ONLINE?

2025 - 2026

RENNES SCHOOL OF BUSINESS
UNFRAMED THINKING

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SUMMARY

- GENERAL INFORMATION :
  - Important information
  - The ANEF platform
  - How to find my foreign number
  - I need to reset my ANEF password
  - I encounter an issue on the platform
  - The student resident permit renewal process
- TUTORIAL

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GENERAL INFORMATION

Please read carefully

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IMPORTANT INFORMATION

APPLY ON TIME

› You need to apply at least **4 or 3 months before** the expiration date of your current resident permit. **The school won't be able to fasten the process** with the prefecture. Apply on time !

KNOW YOUR PREFECTURE

› Your prefecture is the one linked to your address. For any resident permit application, you need to apply in your city's prefecture.

GET INFORMED

› Know in advance the required documents for your renewal application. If you go out of France, have the right documents before leaving.

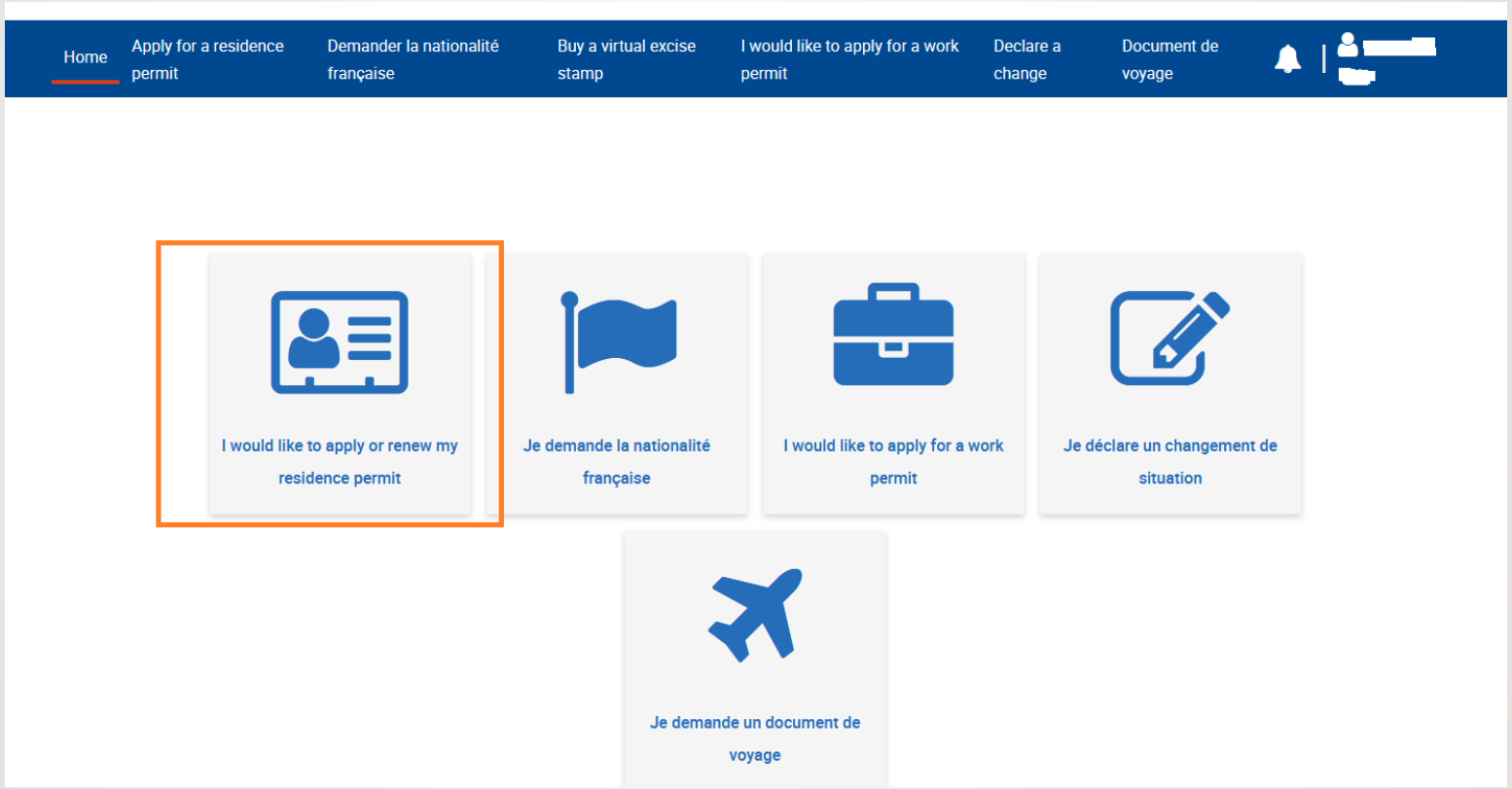
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THE ANEF PLATFORM

Étrangers en France | Accueil (interieur.gouv.fr)

Don't use Safari

- Languages available : French, English and Chinese.
- You can start and quit your application at any time. The data you enter is saved automatically.



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HOW TO FIND MY FOREIGN NUMBER

- This number is also called the AGDREF number. This number will be very important for all your resident permit procedures. Don't loose it !

- You can find this number of your OFII visa validation.



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RÉPUBLIQUE FRANÇAISE
MINISTÈRE DE L'INTÉRIEUR

Confirmation de la validation de l'enregistrement de votre visa long séjour valant titre de séjour

Antonov Daniela

Chez Alain Bernard
18 rue des Pyrénées
75020 PARIS

Référence (numéro d'enregistrement dans l'application de gestion des dossiers des ressortissants étrangers en France, à rappeler dans toute correspondance) :
9920093923

Le 14/09/2021, vous avez validé votre visa de long séjour valant titre de séjour et payé la taxe perçue au titre de la délivrance d'un premier titre de séjour :

Motif : ETUDIANT
Référence réglementaire : CESEDA R311-3 6°
Montant de la taxe : 60.00 €

- If you already have a resident permit, you can find this number on your resident permit card.



- You get this number right after validating your visa with the OFII.
  Remember, you had to validate your visa (VLS-TS) 3 months after your arrival. It is mandatory.

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I NEED TO RESET MY ANEF PASSWORD

- Your ID is your foreign number. You can find this number on your OFII validation.
- You will have the possibility to reset the password via email with your ID.



Confirmation de la validation de l'enregistrement de votre visa long séjour valant titre de séjour

Antonov Daniela

Chez Alain Bernard
18 rue des Pyrénées
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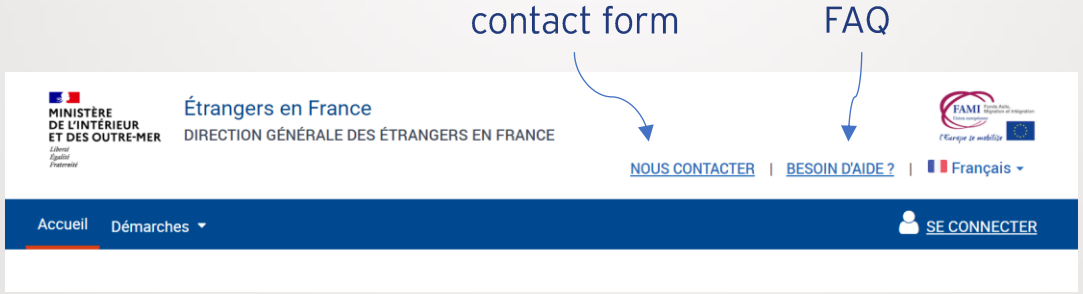
Motif : ETUDIANT
Référence réglementaire : CESEDA R311-3 6°
Montant de la taxe : 60.00 €



I ENCOUTER AN ISSUE ON THE PLATFORM

- First, check if the answer is in the ANEF FAQ, available in French, English, Chinese.
- You have the possibility to call the ANEF helpline : 0806 001 620 (available in English)

  They can have a direct access to your account to give you information in case you have some trouble.
- You also have the possibility to email your prefecture with the contact form here.



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THE PROCESS

CONNECT

› Connect on your ANEF account.
If you forgot your password, reset it.

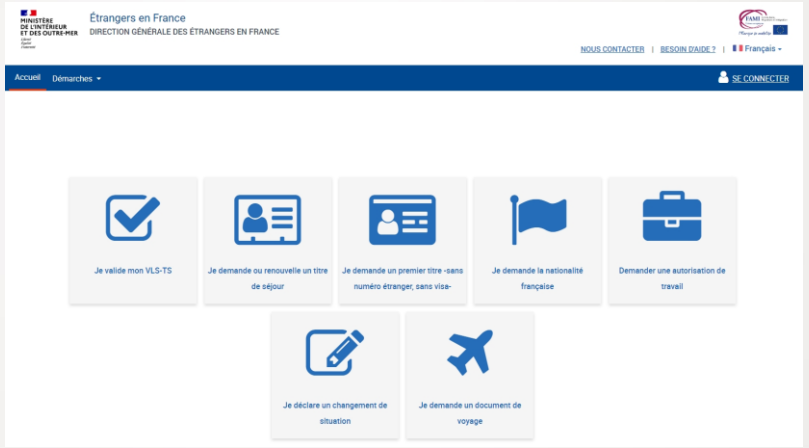
Your ID is your foreign number on your OFII validation or visa sticker.



APPLY ONLINE

› Apply for your renewal (5 steps).

Read the following process carefully.



DOWNLOAD YOUR PROOF OF DEPOSIT

› Download the **pdf of your proof of deposit** at the end of your application



FROM HERE, YOU'LL HAVE TO WAIT AROUND 4 to 3 MONTHS TO GET AN ANSWER FROM THE PREFECTURE
CHECK REGULARLY YOUR ANEF ACCOUNT

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THE PROCESS

DOWNLOAD THE PREFECTURE DECISION

- If your renewal is accepted, you'll receive an « **attestation de décision favorable** »

- If the prefecture needs more documents, they will send you an « **attestation de prolongation d'instruction** » and you will have the possibility to add additional documents.



MINISTÈRE DE L'INTÉRIEUR ET DES OUTRE-MER

ATTESTATION DE DÉCISION FAVORABLE

SUR UNE DEMANDE DE RENOUVELLEMENT DE TITRE DE SÉJOUR

VOS RÉFÉRENCES :
Identifiant (N° étranger) : 9733000421
N° de la demande : 97312023061600000163
DATE D'ÉMISSION : 16/06/2023

Nom de naissance : DURANT
Nom d'usage :
Prénom : MARIA
Né(e) le : 21/05/1966
A : INC, CUBA
Nationalité : CUBAINE
Adresse : 1 RUE DE REMIRE 97306 CAYENNE FRANCE

Le 16/06/2023, une décision favorable a été prise à la suite de votre demande d'admission au séjour.

Une carte de résident, valable du 17/06/2023 au 16/06/2033 portant la mention CR victime violence conjug-condamnation va vous être délivré(e). Ce document est actuellement en cours de fabrication.

Cette attestation n'est valable qu'accompagnée du visa de long séjour ou du titre précédemment détenu.

Ce document autorise le franchissement des frontières de l'espace Schengen.

Vous serez prochainement informé(e) de la réception en préfecture ou sous-préfecture de votre titre et des démarches à faire pour venir le retirer. Vous devrez à cette occasion vous acquitter de 25 € correspondant au montant des taxes que vous réglerez par timbre électronique acheté au préalable en ligne, dans un bureau de tabac ou sur les bornes installées dans certains services fiscaux.

THEN YOU HAVE TO WAIT UNTIL THE PREFECTURE SEND YOU A TEXT SAYING YOUR RESIDENT PERMIT CARD IS READY

NO NEWS FROM THE PREFECTURE ?

If you did not receive any text from the prefecture 3 months after getting your « attestation de décision favorable », you can take an appointement on the prefecture's website for « remise de titre »

BOOK AN APPOINTEMENT AND COLLECT YOUR RESIDENT PERMIT CARD

- Follow the instruction on the text and **book an appointement for « Remise de titre »** on the prefecture's website.

- For a **student resident permit**, you'll need **75 euros of tax stamps (« Titre pour étranger »)** to collect your card. Be sure to download the receipt (with the QR code) after the transaction.



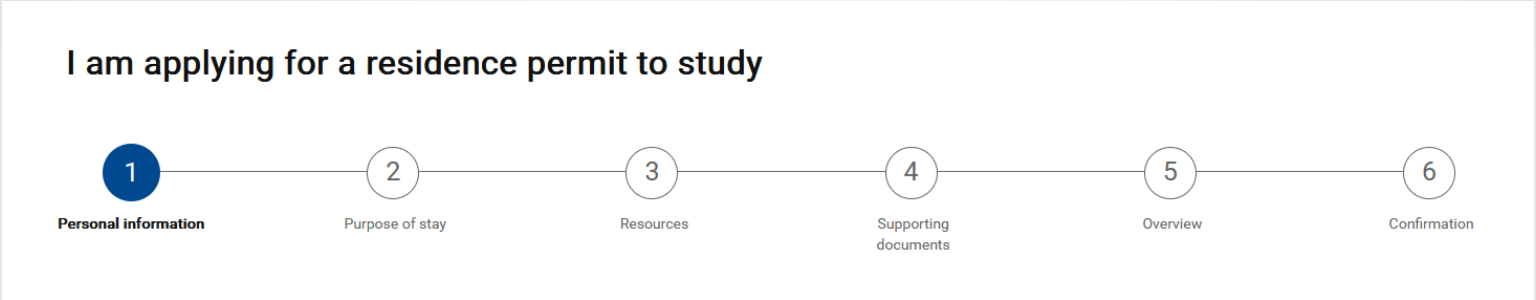
If you do not collect your card, you won't be able to do another resident permit process.

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TUTORIAL : HOW TO RENEW MY RESIDENT PERMIT ?

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5 STEPS TO APPLY FOR YOUR RENEWAL



You will be able to follow all the steps of your renewal at the top of the page.

- GATHER YOUR DOCUMENTS
- CONNECT ON THE PLATFORM
- STEP 1 : your personal information
- STEP 2 : purpose of your stay
- STEP 3 : supporting documents and e-photo
- STEP 4 : overview
- STEP 5 : confirmation

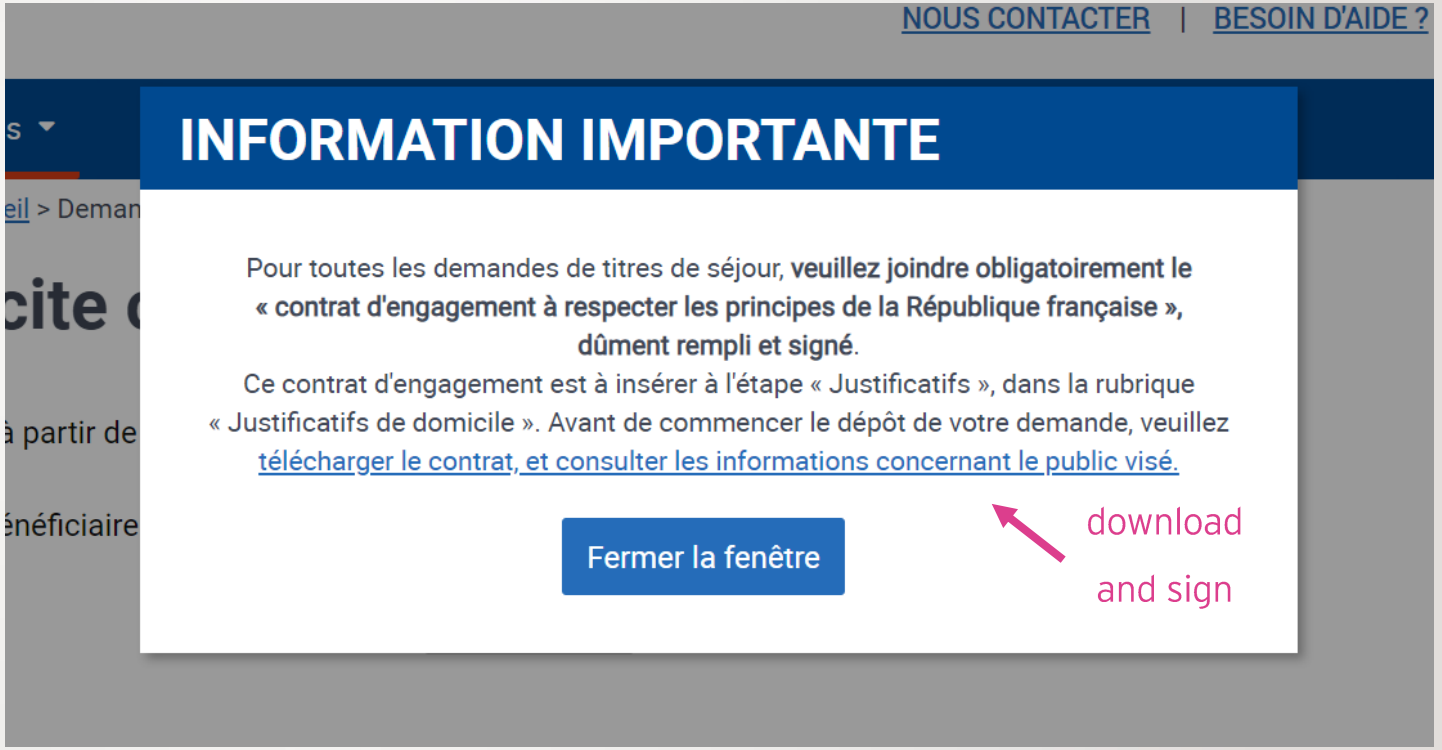
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GATHER THE DOCUMENTS

« CONTRAT D'ENGAGEMENT »

From now on, for any renewal request, you will need to include the "Republican commitment contract".

You must attach this document **along with your** proof of residence.



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GATHER THE DOCUMENTS

PERSONAL INFORMATION

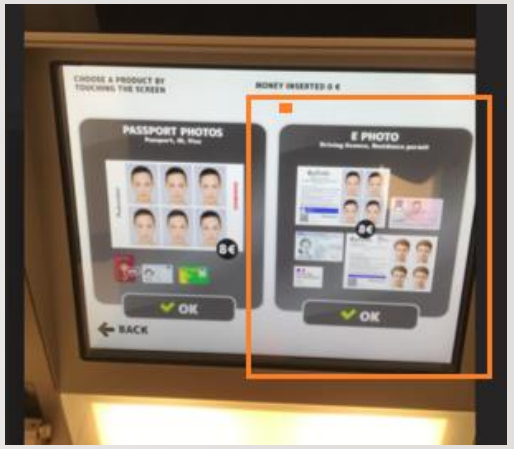
Your visa or resident permit

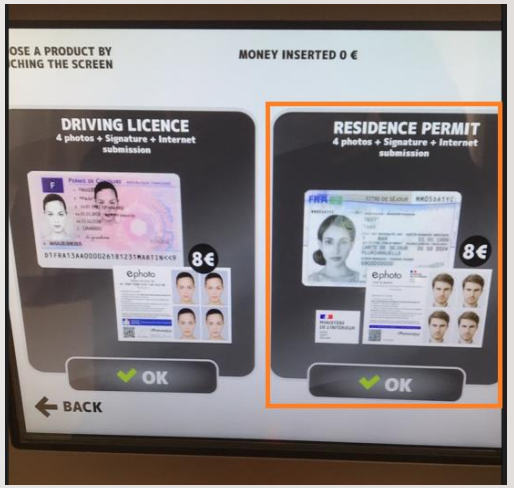
If you only have a visa : a copy of your passport, all the stamped pages and the French visa stamps.
If you already have a resident permit : a copy of your last resident permit card.

Your e-photo code

You can take those ID photos in a e-photo French photo booth.
In Rennes, you can find one in Super U Beauregard, close to the school.







One proof of accommodation (dated less than 6 months)

Your housing contract
Your housing insurance certificate
A recent water or electricity bill

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GATHER THE DOCUMENTS

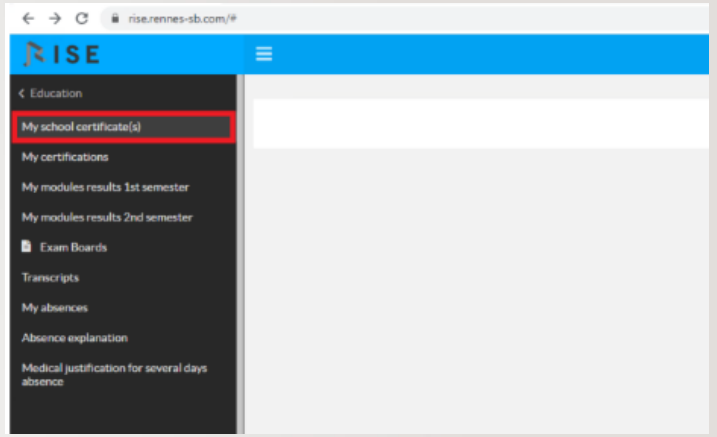
PURPOSE OF STAY

- **Your school certificate** (available on RISE : *Education* › *My school certificate*)

  Not your letter of enrolment. Note that every document stating that you are a student must include an expiry date.

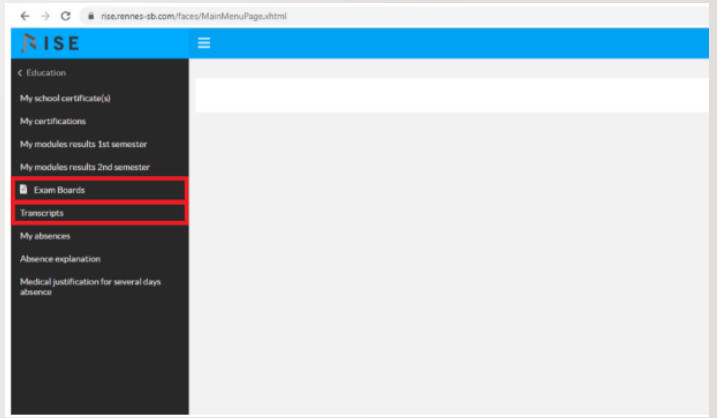
  ### Are you soon to be graduated and so you don't have a valid certificate of studies ?

  Use the ALOHA form in order to get an « end-of-studies certificate».
  You'll use this document instead of your school certificate to justify that you're waiting for your jury. You're considered a student until your final jury.



- **Your last transcripts** (download those available on RISE : *Education* › *My transcripts*)

  If you do not have the school transcripts for the 2 semesters, upload only the one you have.



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FINANCIAL RESSOURCES

HOW TO SHOW THAT I HAVE AT LEAST 615 EUROS ?

They are several options to justify your financial resources. For information, the prefecture wants to see your French bank account and your financial resources must be in euros.

Option 1 (the better one) : ask your bank to issue a certificate ("attestation de solde créditeur") stating how much money you have on your French bank account if your resources are currently sufficient.

Option 2 : your 3 last bank statements ("relevé de compte" in French). You need to show that you had at least 615 euros on your account each month on those statements.

HOW TO PROVE WHERE MY FINANCIAL RESOURCES ARE COMING FROM ?

- **If you receive a salary,** you must upload your work contract/internship contract.
- **If you receive money from a member of your family,** your relative can write a signed letter ("attestation sur l'honneur") explaining those transfers and include his/her proof of ID.
- **If you receive a scholarship each month,** you can also add a copy of the official document.

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How to write an « attestation sur l'honneur » to justify my financial resources ?

In France, we often use a document called an « attestation sur l'honneur » for the administrative procedures. It is **a sworn self-declaration asserting the truth of certain facts, without needing to show extra documents right away.**

For example, it can be used to **justify that your financial resources are coming from your family for your resident permit application.**

If you need , use this template to write your "attestation sur l'honneur".

ATTESTATION SUR L'HONNEUR

[YOUR RELATIVE FIRST NAME LAST NAME]

[CONTACT INFORMATION]

[YOUR CITY, ZIPCODE]

Objet : Attestation sur l'honneur de prise en charge financière

Je soussigné [YOUR RELATIVE FIRST AND LAST NAME], né le [HER/HIS DATE OF BIRTH] et demeurant à l'adresse [HIS/HER FULL ADRESS], atteste sur l'honneur aider financièrement pour ses études [YOUR FIRST AND LAST NAME], né le [YOUR DATE OF BIRTH].

YOUR RELATIVE MUST EXPLAIN HERE THIS TRANSFER (How much ? How often ?)

Vous trouverez ci -joint mon justificatif d'identité.

Pour servir et valoir ce que de droit.

Fait à [YOUR RELATIVE'S CITY], le [CURRENT DATE]

Signature:

[YOUR RELATIVE'S FIRST AND LAST NAME]

[YOUR RELATIVE'S SIGNATURE]

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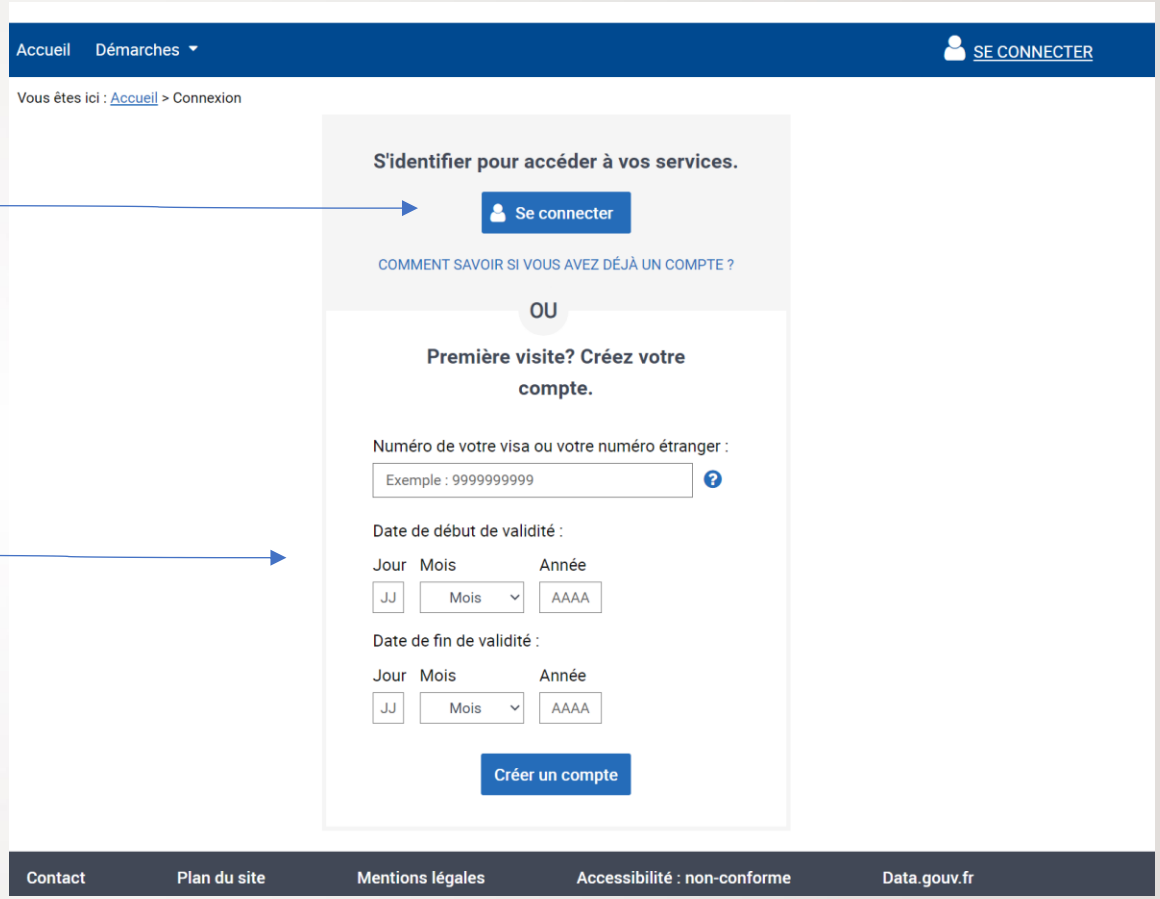
CONNECT AND VALIDATE YOUR CURRENT SITUATION

I ALREADY HAVE AN ANEF ACCOUNT

- I register with my ID (foreign number) and my passport.

I DON'T HAVE AN ANEF ACCOUNT, I CREATE ONE

- I enter my visa/resident permit number, the dates of beginning and end of validity

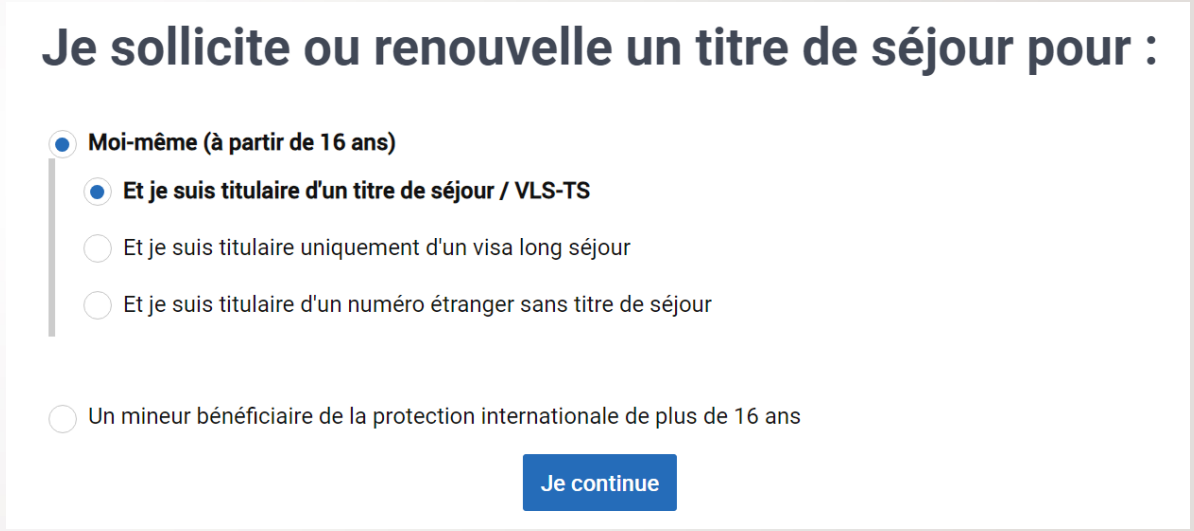


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- You are renewing your resident permit for yourself.



- You arrived in France with a VLS-TS.

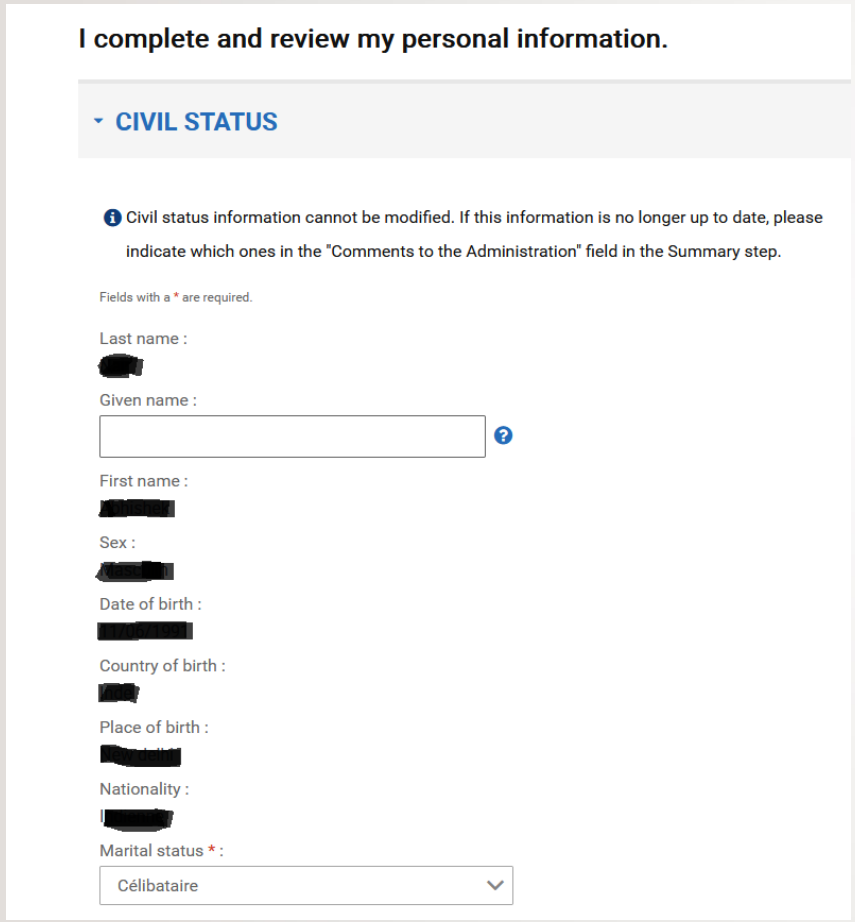


Read carefully the first page as it gives important information about the process and the documents you have to submit.

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STEP 1 : PERSONNAL INFORMATION

Read it carefully and add the missing information.

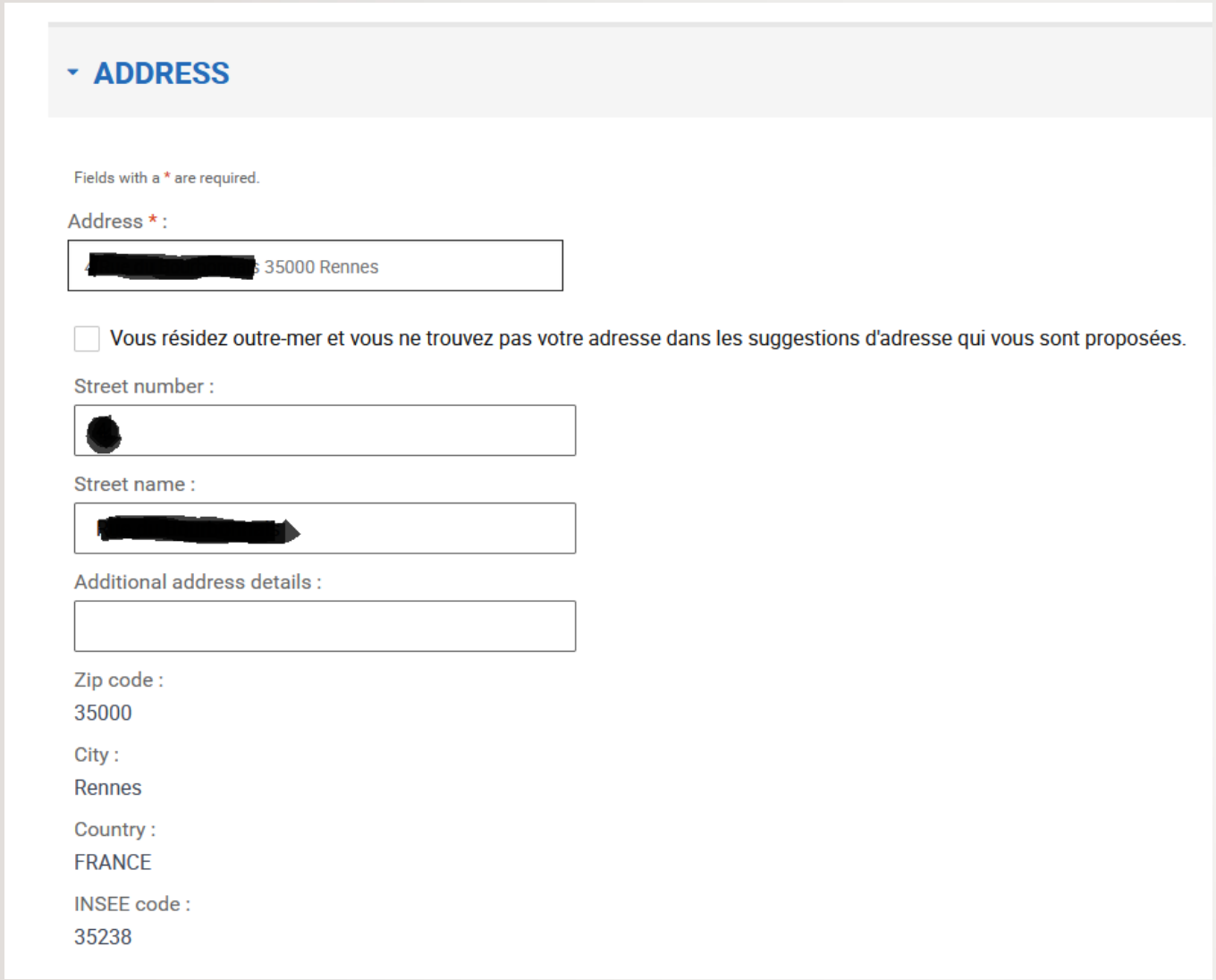




Civil status information cannot be modified.

If this information is no longer up to date, please indicate which ones in the "Comments to the Administration" field in the Summary step (last step).

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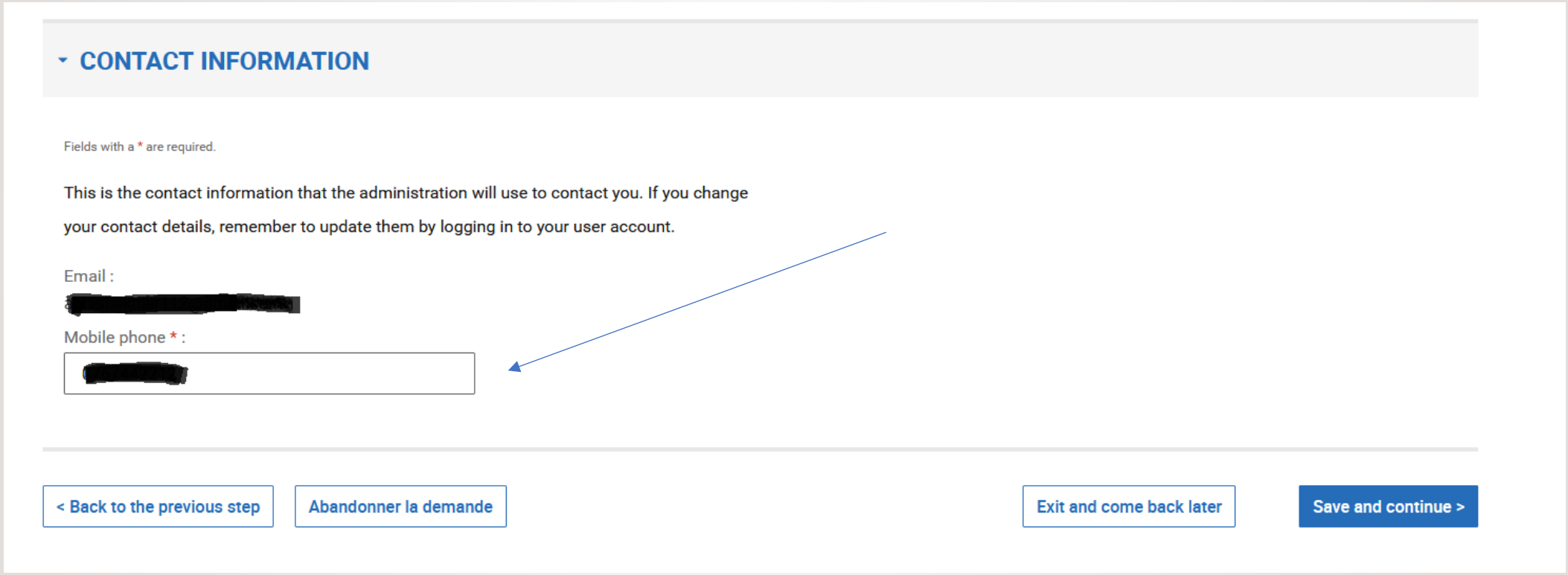
Your file will be processed at the prefecture of your place of residence.

If you want your file to be processed in Rennes, you must declare a valid address in Ille-et-Vilaine (zipcode 35).

Prefecture can refuse your application if your address is not valid.

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Please note that you must enter **a valid French phone number** and that **it will be used to inform you when your resident permit card will be available**



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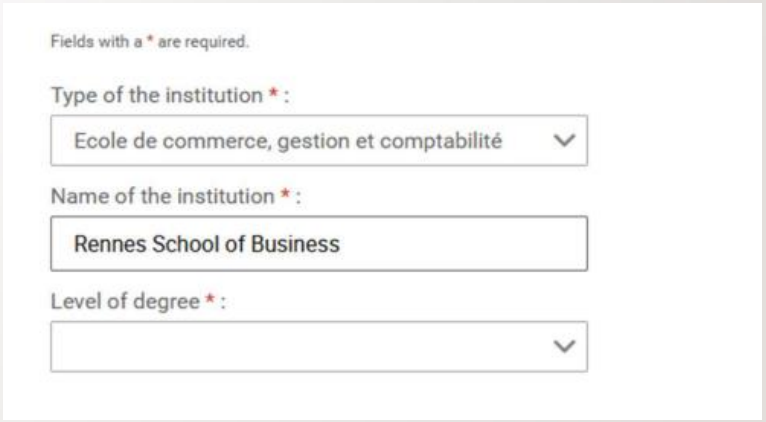
STEP 2 : PURPOSE OF STAY

It is about your studies on the French territory.
First you have to declare what you did last academic year.

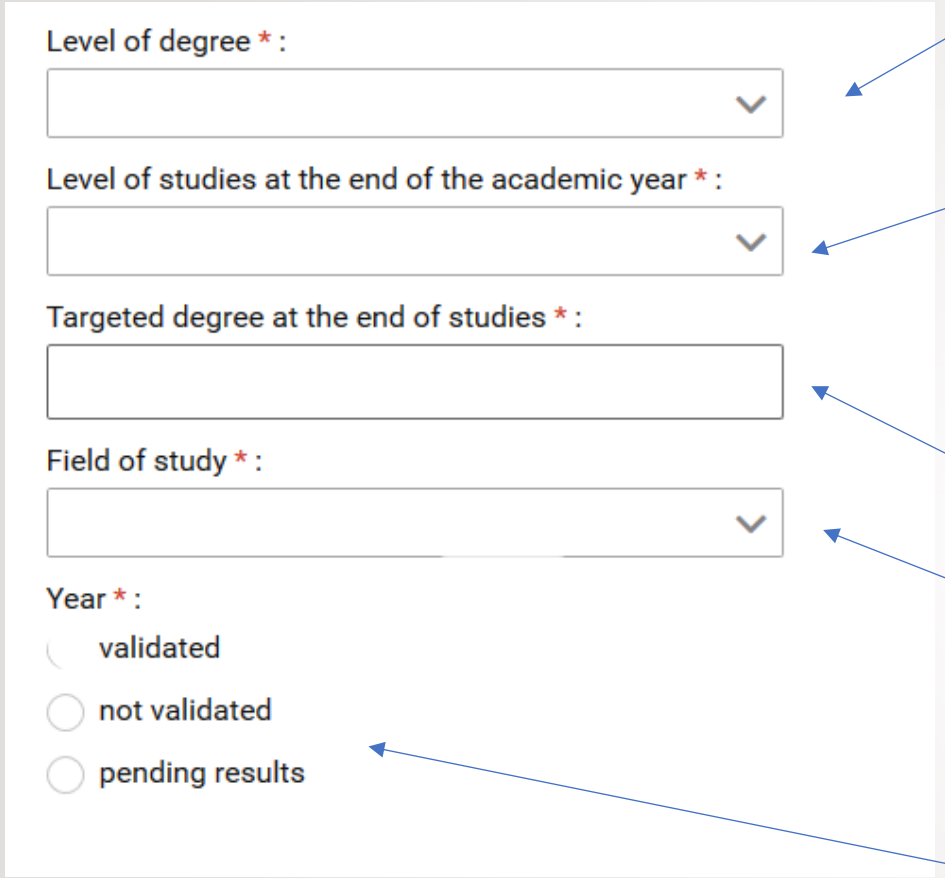
If you were not a student in France, just select « No » to the first question of the 2024/2025 part.
If you were a student in Rennes School of Business, you have to fill that way (see screenshot below) .
If you were a student in an other school or university, please fill this part with your own information.



YEAR 2024 - 2025



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Level of Degree:
If you were a BIM Student, select **Licence**
If you were a PGE, a Msc, a Master or IMBA Student, select **Master**
If you were a PhD Student, select **Doctorate**

Level of studies at the end of the academic year:
If you were a BIM1 Student, select **L1**
If you were a BIM2 Student, select **L2**
If you were a BIM3 Student, select **L3**

If you were a PGE1 Student, select **other**
If you were a PGE2 or an Msc Student, select **M1**
If you were a PGE3 Student, select **M2**
If you were a PhD Student, select **Doctorate**

Targeted degree at the end of studies:
Write your degree's name (the one on your school certificate)

Field of study :
If you were an BIM, PGE1 or 2 Student, select **Management, gestion, finance et commerce.**
If you were a PGE3, Msc, Master or PhD Student, select **your current field** of study if available, if not select **Management, gestion, finance et commerce.**

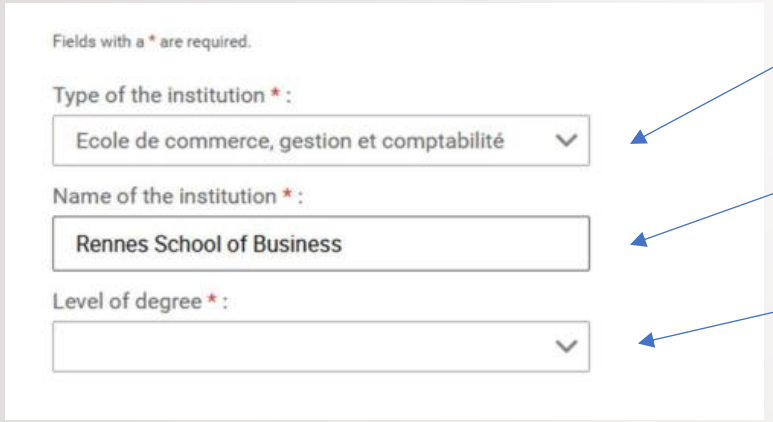
Year:
Select **validated** if you are **not retaking courses**.
If you are **retaking courses**, select **not validated**
MSc student, select **pending results** as **you are waiting for your final graduation jury.**

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STEP 2 : PURPOSE OF STAY

Then, you have to declare what you are doing this academic year in Rennes School of Business

YEAR 2025- 2026



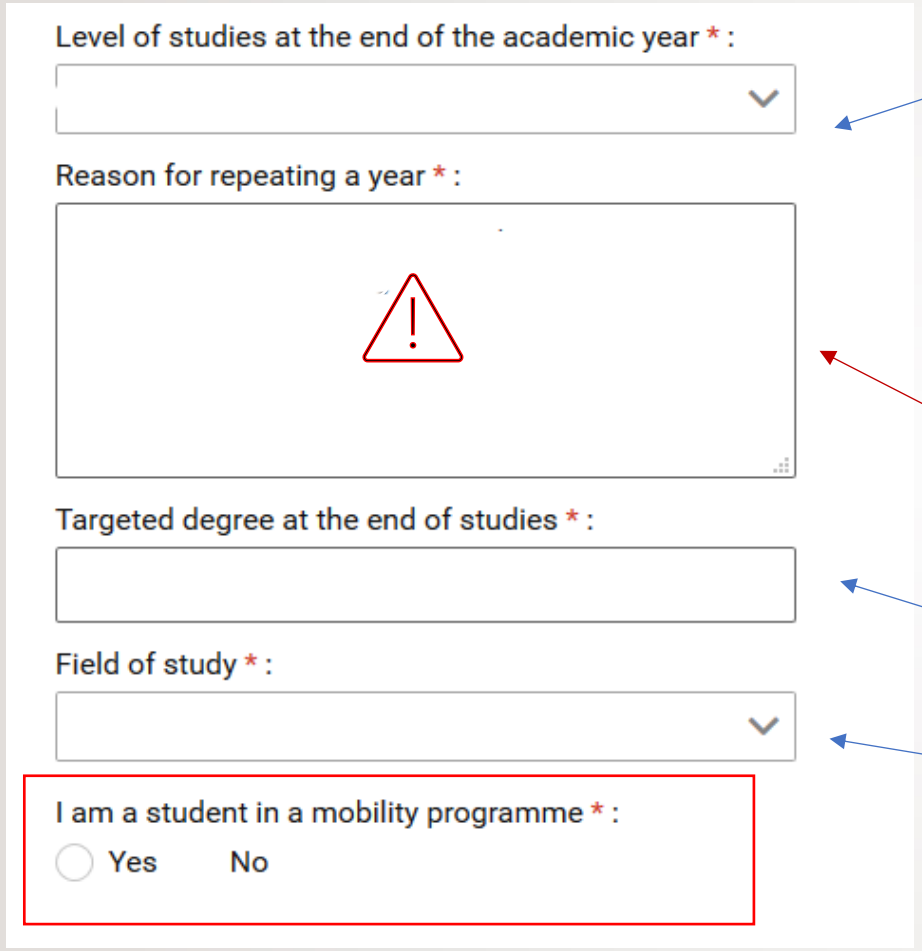
Type of the institution
Ecole de commerce, gestion et comptabilité

Name of the institution
Rennes School of Business

Level of Degree:
If you are an BIM Student, select **Licence.**
If you are a PGE, an Msc, a Master or IMBA Student, select **Master**.
If you are a PhD Student, select **Doctorate**.

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STEP 2 : PURPOSE OF STAY



If you are a exchange student (erasmus), select yes.

Level of studies at the end of the academic year:
If you are a BIM Student, select **L1**
If you are a BIM Student, select **L2**
If you are a BIM Student, select **L3**

If you are a PGE1 Student, select **other**
If you are a PGE2 or an Msc Student, select **M1**
If you are a PGE3 Student, select **M2**
If you are a PhD Student, select your year of **Doctorate**

To Msc/IMBA Student: they will ask you a reason for repeating a year, just write: « ***Mon Msc s'étends sur une année et demie.*** »
Student from other program won't have this explanation to give unless if you retaking courses.

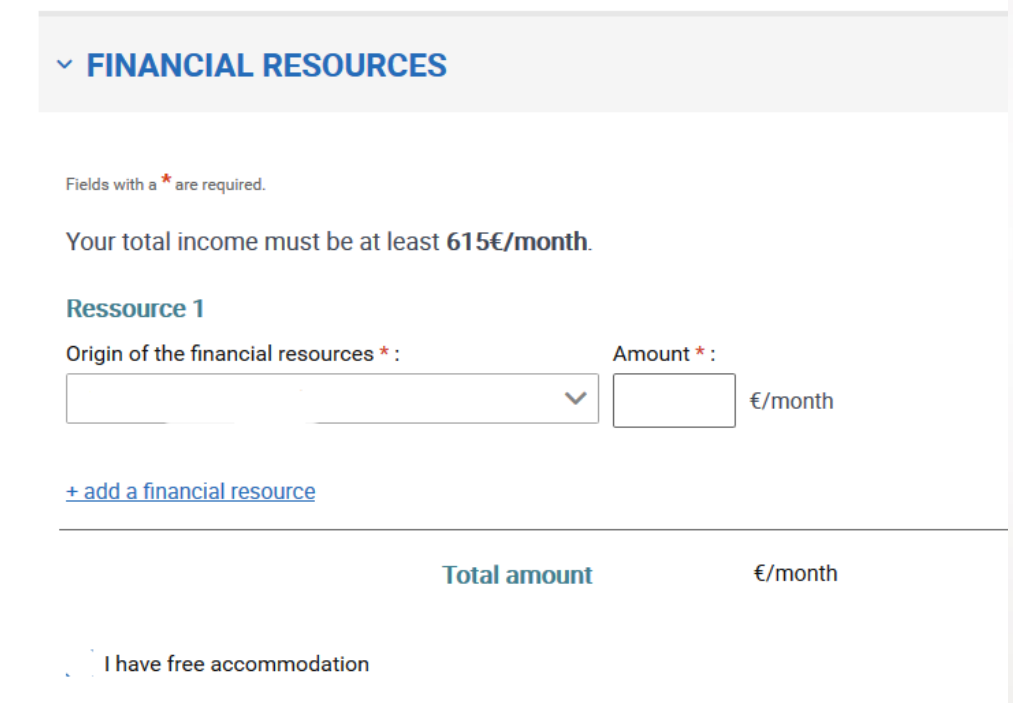
Targeted degree at the end of studies:
Write your degree's name (the one on your school certificate)

Field of study :
If you are a BIM, PGE1 or 2 Student, select **Management, gestion, finance et commerce.**
If you are a PGE3, Msc or PhD Student, select your current field of study if available, if not select **Management, gestion, finance et commerce.**

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STEP 3 : RESOURCES

Please note that the minimum amount you should have each month is 615€ on a French bank account. If you declare less, you'll be blocked to process further.



You can choose 4 different origins for your financial resources:
You can choose multiple origins for your funds and the documents to upload to prove it will be different regarding your choices.

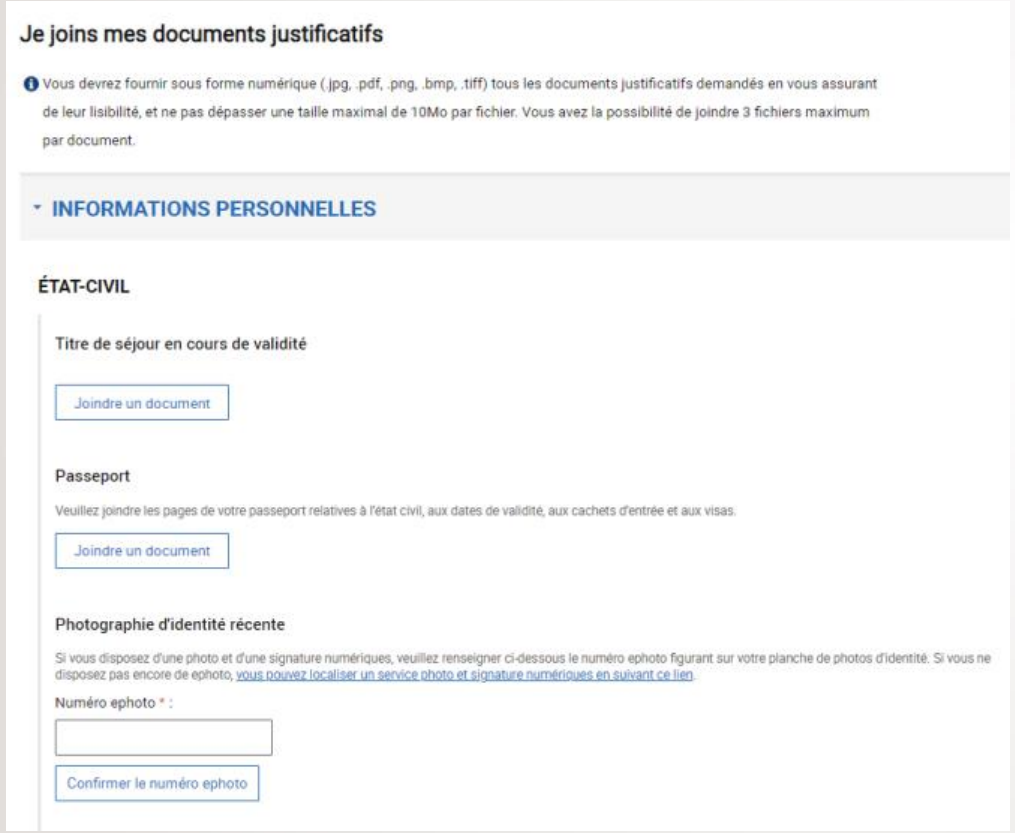
- Salarié : you work, and you receive a salary
- Boursier : you receive a state financial help
- Pris en charge : you are not using your own bank account, and someone is paying everything for you
- Ressources personnelles : you are taking care of yourself and using your own bank account (even if someone is sending you money each month). **This is mostly the one students use.**

If you do not pay any rent, tick the box : "I have free accommodation."

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STEP 4 : SUPPORTING DOCUMENTS

It’s the part where you have to upload all the documents in 3 parts :
personal information, purpose of stay, financial ressources



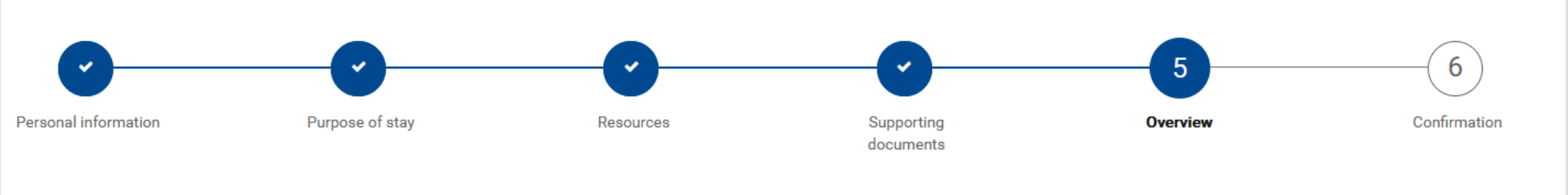
Check the documents you’ll have to upload for each part here.

There are sections where, depending on your case, you may not have documents to upload, notably in "last degree obtained in France" and "certificate of achievement".

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STEP 5 : OVERVIEW

Read the information you entered carefully, as this is the last part to validate everything.



For each step, click on "valider et vérifier la suite de ma saisie" to access the final confirmation button.



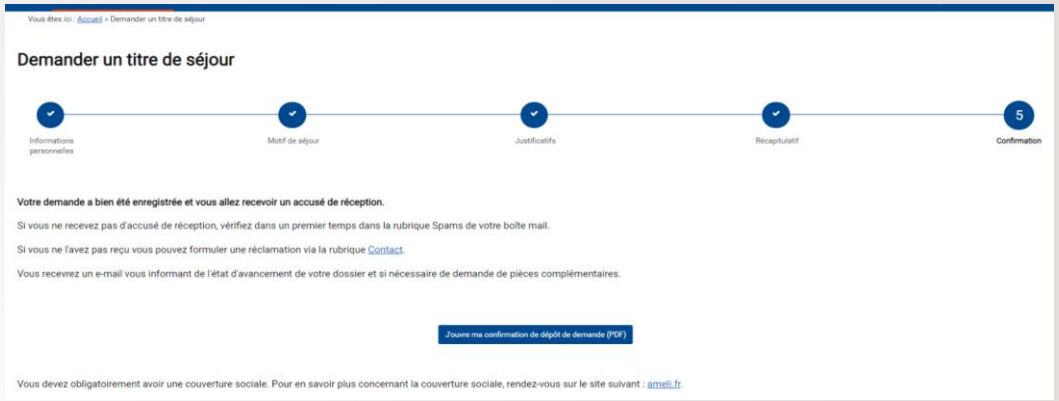
Once the application has been submitted, **you can no longer modify it.**
If you have any comment for the French administration, you can write it at the end of this page.



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STEP 6 : CONFIRMATION

You will be able to download a PDF indicating that you have submitted your renewal file.



This document has no official value, but it can help you to prove that you did all the necessary.



Do not travel with it if your resident permit card or visa is expired.

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WHAT'S NEXT ?

If a document is missing, you will receive an email from the prefecture telling you which document you need to upload or change. **You will be able to upload it on the website within 30 days.**

If your file is complete, you will receive an « **Attestation de décision favorable** » by email.
This official document has a legal value and replaces the « récépissé ».
You will no longer receive any recepisse for a student resident permit renewal.

A few weeks (6 weeks at most) after receiving your « Attestation de décision favorable» , you will receive a text from the prefecture to book an appointment **to collect your resident permit card.**

You did not receive any text ? Your card may already be ready. The prefecture advises to book an appointement 3 months after getting your « attestation de décision favorable » if you did not receive any news from them.

If you have any additionnal questions or doubts, feel free to contact:

international.resident-permit@rennes-sb.com

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