

**Information about administrative formalities
to be carried out by holders of a long stay visa (= a visa of more than 90 days) upon arrival in France**

- A. **For holders of a long stay visa valid for less than 6 months:** the visa is equivalent to a residence permit for the duration of your stay
- B. **For holders of a long stay visa valid for more than 6 months:** this visa is equivalent to a residence permit for the duration of your stay only in case it is validated by the OFII ("Office Français de l'Immigration et de l'Intégration")

In order to validate your residence permit you must carry out the following administrative formalities upon your arrival in France. Failing to do so within three months, an action can be taken against you, for staying illegally in France, and you will be fined. Since the completion of these formalities may take a while, it is highly recommended to begin the process within the first days of your arrival in France.

1. **Make sure that your passport is properly stamped by the immigration officer with the date of entry. Prepare a copy of the page showing the visa with the date on the adjacent page.**
2. **Properly complete the second part of the OFII Form that has been remitted by the visa service along with your visa, and clearly mention your address and contact phone number, your entry date, your visa number...etc.**
3. **Date and Sign the completed form and mail it to the "OFII" with a copy of your passport's pages showing your ID, validity date, your visa and the entry date stamp. The list of the relevant office which has authority over your place of residence in France is enclosed to the form remitted by the French consulate.**

4. Registration of your stay in France by the OFII

- A receipt confirming that your file has been received ("Attestation de réception du formulaire de demande d'attestation OFII") will be sent to you by the OFII. This temporary document will enable you to prove the legality of your stay in France while waiting for your file to be fully validated by the "OFII".
- You will be called within 3 months of your arrival in France for medical examination and/or an introductory meeting ("Visite d'accueil") to validate your visa for it to be equivalent to a residence permit ("Titre de séjour").
- The validation of the visa is materialized by the endorsement of an OFII sticker (Vignette OFII) on your passport which will authorize you to stay legally in France for the entire length of your French visa.

5. Renewal of your authorization to stay:

Upon expiry of your long stay visa, you will be issued a residence permit (carte de séjour) by the Prefecture. Should this administrative formality not be achieved in time, you will be allowed to travel abroad and to come back to France only if you can prove that you have carried out the formalities for the renewal of your residence permit. Therefore, it is crucial that you have with you the Prefecture's receipt of the request for the renewal of your residence permit **and** the previous expired residence permit.

If you wish to renew your residence permit ("Titre de séjour") prior to its expiry date, you must do it within the last two months before your visa expires:

- Go to the relevant local authorities of your place of residence ("Préfecture") and apply for a resident permit.
- Failing to do so will result in your having to return to your last country of residency to request a new visa. The new visa could take up to one month to be issued during summer season.

6. Travelling outside of the Schengen Zone with a long stay visa or a residence permit

You can travel to a country outside the Schengen Zone, or to your country of origin, under conditions:

You wish to travel.....	Make sure you fulfil the hereafter conditions...
- Within the first 3 months of your arrival in France	The long stay multiple entry visa only allows you to travel outside of the Schengen Zone.
- After these 3 months of arrival in France	You have to have the sticker "Vignette OFII" in your passport or at least the OFII receipt.
- Before you get the residence card or before it is renewed	You must have with you the Prefecture's receipt of the request for the renewal of your residence permit and the previous expired residence permit.

Failing to comply with the necessary formalities with the OFII within 3 months of your arrival in France will result in your having to return to your last country of residency to request a new visa. The new visa could take up to one month to be issued during summer season. *For more information, please log on www.ofii.fr*