

List of documents to be submitted with an application for a residence permit marked “Employee”

*Article L. 421-1 of CESEDA
[Order of April 30, 2021](#)*

This list is provided for indicative purposes only. Make sure you contact the consular, diplomatic or prefectural authority that will be handling your application to obtain a list of required documents appropriate to your personal circumstances and the reason for your stay in France.

Helpful tip: Supporting documents must, where applicable, be accompanied by a French translation by a sworn translator certified to provide translations for the French courts of appeal. If applicable, please click here to view a [list of sworn translators](#).

Abroad – Application for a Long-stay visa equivalent to a residence permit (valid 12 months)

1. From the country of habitual residence: visa application

- [Long-stay visa application form \(CERFA n°14571*05\)](#) dated duly completed and signed ;
- France-Visas receipt ;
- A currently valid passport issued within the last 10 years and valid for at least three months after the visa expiry date;
- Proof of marital status and nationality:
 - Passport (pages covering marital status, validity dates, entry stamps and visas);
 - Short-form birth certificate showing parentage or copy of full birth certificate;
 - Where applicable, spouse’s residence permit (or passport); copy marriage certificate, or short-form birth certificates of children, showing parentage;
- Three recent [standardized](#) passport photos;
- Work permit applied for by your employer on this website: <https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

2. Once arrived in France: online validation of the VLS-TS

Upon arriving in France, once the visa has been approved, and **no more than three months after entering French territory**, the visa holder must register with the French Immigration and Citizenship Office (*Office français de l’immigration et de l’intégration* – OFII). A long-stay visa is only equivalent to a residence permit if approved by the OFII.

The validation procedure as well as the payment of the tax on the residence permit and the stamp duty is now made online using the following website: <https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

In France – Application for a temporary residence permit marked “Employee” (except for VLS-TS)

1. Documents to be provided in all cases

- A currently valid passport issued within the last 10 years and valid for at least three months after the visa expiry date.
- [Long-stay visa or VLS-TS](#) or currently valid residence permit.
- Proof of marital status and nationality:

- Passport (pages covering marital status, validity dates, entry stamps and visas);
- Short-form birth certificate showing parentage or copy of full birth certificate;
- Where applicable, spouse's residence permit (or passport); copy marriage certificate, or short-form birth certificates of children, showing parentage;
- Proof of address dated within the last six months (or, failing that, certificate of accommodation provided by a private individual or a hotel);
- Three recent [standardized](#) passport photos;
- Medical certificate issued by the OFII is requested upon issuance of the residence permit;
- Proof of payment of the tax on the residence permit and the stamp duty payable upon issue of the permit.

2. Additional documents to be provided when the application is made after the expiration of the long-stay visa validating the "employee" residence permit:

● **If you are still working in the job for which the visa was issued:**

- work permit corresponding to the position held to be requested by the employer on [this website](#);
- elements justifying the continuation of the work contract: nominative social declaration of the employer for you before the application for renewal of the residence permit, certificate of activity or certificate of professional activity for the last twelve months accessible on <https://www.mesdroitssociaux.gouv.fr/> ;
- If your employer is a private individual: employment certificate (CESU or other declaration organization).

● **If you are unemployed :**

- attestation from your employer to *Pôle emploi* justifying the termination of your employment contract;
- individual situation notice issued by *Pôle emploi*.

● **If you wish to work in another job :**

- certificate from the previous employer to *Pôle emploi* justifying the termination of the employment contract;
- dematerialized work permit requested by the new employer on [this website](#).

3. Documents to be provided when the application is made for a change of status after a residence permit that does not authorize a salaried activity:

- copy of the work permit requested by the new employer on [this website](#).