



# THE DIGITISATION OF OFPRA: SUMMONSES AND DECISIONS RELATING TO ASYLUM CLAIMS

## 2023

# THE DIGITISATION OF OFPRA



## WHAT IS DIGITISATION?

If you registered your asylum claim at the prefecture's GUDA (single point of contact for asylum applications) after **2nd May 2022**, you will receive all OFPRA correspondence relating to your application via your **online account**. No mail will be sent to you by post.

The OFPRA is the authority responsible for examining asylum claims in France.

The OFPRA will send you all your correspondence via this online platform:

- the confirmation that they have received your file and your submission of an asylum claim
- your invitation to the OFPRA interview
- the OFPRA's decision following your interview
- Depending on your situation, you may receive other correspondence via your online account: the 6-month letter, cancellations of summonses or invitations, requests for medical certificates, information regarding the reclassification of your case under standard procedure, etc.

You can request an exemption from this scheme but they are rare. The exemption, which would allow you to receive correspondence from the OFPRA in 'paper' form without having to login to your online account, is granted depending on the status of your asylum claim. If you are under duress or constraint, are being exploited, or are not able to move freely, we urge you to tell the OFPRA about your situation.



## HOW DO I ACCESS MY CORRESPONDENCE ONLINE?

If you don't have internet access, get in touch with a SPADA employee. They will help you check your account, explain the next steps you need to take and print any documents you receive on your account.

1. **At the GUDA**, you will receive an information leaflet with **your connection code** to access your OFPRA online account. You will need your **AGDREF number written on your asylum application certificate**.

2. **Go to the website:** <https://www.usager.ofpra.gouv.fr/ofpra/user/login>

The first screenshot shows a Google search for 'OFPRA'. The search bar contains 'OFPRA' and the results show 'Ofpra' with the URL 'https://www.ofpra.gouv.fr'. A red box highlights the 'Espace numérique' link, which is described as 'Connexion à votre espace numérique personnel sécurisé ...'. A QR code is visible to the right of the search bar.

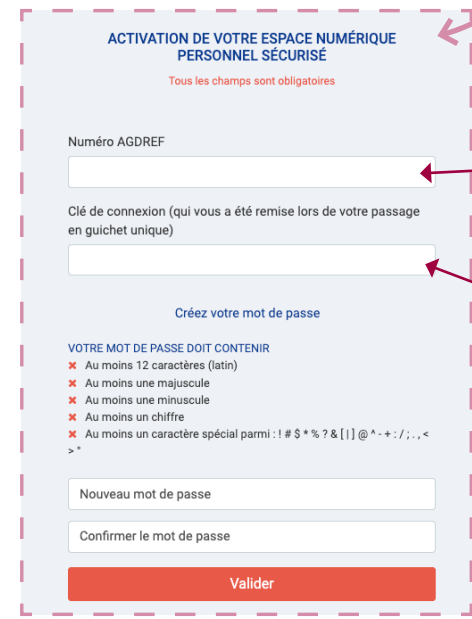
The second screenshot shows the OFPRA website header. The 'Applicant area for asylum seekers' link is highlighted with a red box. The header also includes the OFPRA logo and the text 'OFFICE FRANÇAIS DE PROTECTION DES REFUGIÉS ET ABRAYÉS'.

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The website has several language options. Click “Français” in the top right corner and select your language:



### 3. When you first connect, you must activate your account:



- Enter your AGDREF number and your connection code as shown on the information sheet you received at the GUDA.
- Create a password to give you access to your inbox next time you login.

You must use at least 12 characters, including a lower-case letter, an upper-case letter, a number and a special character (& ? \* \$ + = / ; )

**Advice: note or take a photo of your connection code and password so you never lose them!**

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- **Enter your phone number or email address.** If you don't have an email address, we recommend making one so you can use it for other procedures.

4. Once you're connected to your account, you can see how much mail you have received and how much is unread. You can check your mail in the "My Documents" section at the top of the page.  
You will receive a text or email to let you know when you have received mail to your online account. However, it is still important to check your online OFPRA profile yourself weekly.

To read a letter in the list of documents you have received, click on this logo :



Status	Document	Provision date	Sender	Notification date*	Remaining time to access the account	View
✓ Read on 4/21/23	Decision Decision	4/20/23	OFPRA	4/21/23	⌚ Notified letter	
✓ Read on 4/21/23	6 Mois 6 Months	2/23/23	OFPRA			
✓ Read on 10/11/22	Convocation Appointment	9/6/22	OFPRA	9/6/22	⌚ Notified letter	
✓ Read on 10/11/22	Introduction lodging	8/31/22	OFPRA			

When you've finished looking at your documents, disconnect so that no one but you can access your mail. Your account is strictly private.

## You have lost or forgotten your password:

- If you still have the information leaflet from the GUDA: go to the website homepage, click "I forgot my password" and enter your ADGREF number and connection code written on the info leaflet.
- If you no longer have your connection code but you entered your email or phone number on the site: click "I no longer have my connection code". You will receive a password by text or email.
- If you no longer have your connection code and you don't have an email or phone number: go to your SPADA or to accommodation centre.

# WHEN SHOULD I CHECK MY ACCOUNT?

When you receive new mail on your account, a message will show up in red.



**You must click on the document's icon to read the message.**

Some letters specify a notification date. You must read the letter within a 2 weeks of the notification date.

**⚠ If you don't read OFPRA's letters when they are delivered to your profile, OFPRA will nevertheless assume that you have read them within 2 weeks.**

You cannot tell OFPRA that you were not notified.

## **CAUTION !** **If OFPRA's decision is negative :**

- If you open the letter before 2 weeks have passed from the notification date: the period for lodging an appeal with the CNDA starts from the date you opened the letter (containing the decision) on your account.
- If you read the letter 2 weeks after it was posted online: the deadline for lodging and appeal with the CNDA begins on the day it was posted online. It will be difficult to obtain legal aid (free lawyer) and you won't have much time to appeal to the CNDA.

For more information on appealing to the CNDA, see the **Watizat guide** (in the 'procedures' section) and Pour avoir plus d'informations sur le recours devant la CNDA, consultez le **guide Watizat** (procédures) et la **chaîne Youtube de Watizat**.



<https://watizat.org>

**⚠ It is important to check your online OFPRA account yourself once a week. If you can't access it yourself, go to the SPADA or contact the social worker at the accommodation centre you're staying at.**