



Residence Permit





Residence Permit

≠ work permit !

- **Mandatory ! If you stay for more than 3 months in Switzerland**
- Contact: Office cantonal de la population et des migrations - OCPM
- Deadline to apply : **1 week** from your date of arrival in Switzerland
- **State your final address in Geneva.** Your permit will be sent there
- For swiss mobility, please fill in Form A



Residence permit / World

*Before you enter Switzerland:

1. Ask the swiss embassy for a visa or an insurance of the residence permit (if you do not need a visa)
2. Submit form E to the OCPM (case postale 2652 - 1211 Genève 2)

*The OCPM sends you:

- The authorization to enter Switzerland
- A form « confirmation des données ».

*Once in Geneva:

- Fill in the form « confirmation des données » and send it to the OCPM (case postale 2652 - 1211 Genève 2)

See next page for the translation



Residence permit / World



CONFIRMATION DES DONNEES Translation

NAME Surname - Birth date - Country of origin

Date d'arrivée à Genève/ arrival date in Geneva:

Adresse de résidence à Genève / address in Geneva

Rue/Street: N°/ # of the building N° d'appartement/ # of the appart.:

Code postal/ Postal code: Localité/ Locality:

C/O Nom/ Name on the mail box: Prénom/Sumame on the mail box:

N° de logement officiel/ Official # of the building: Etage/Level:

Nombre de pièces/Number of rooms in the appart.:

Justificatifs obligatoires à joindre/ **Mandatory supporting documents to be attached** :

- Copie du passeport/ Passport copy
- Copie du tampon d'entrée figurant dans le passeport / Copy of the entry stamp in the passport
- Copie de son bail à loyer ou, en cas d'hébergement par un tiers, du formulaire AL (<https://www.ge.ch/document/26158/telecharger>) de la copie du bail à loyer de son logeur ou de sa logeuse ainsi que la copie de la pièce d'identité de ce dernier ou de cette dernière/ Copy of the rental agreement or, in the case of accommodation by a third party, of form AL of the copy of the lease of the landlord or landlady and a copy of the latter's identity document

Lieu/date/ Place and Date: Signature:



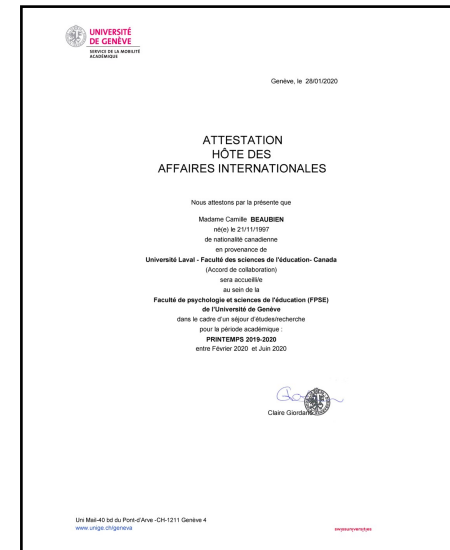
Residence permit / World



When you get an appointment:

Go in person to the OCPM (2-4 route de Peney, Vernier) **with :**

- Proof of appointment
- Copy of E Form and attachments
- Copy of your passport + take the original
- Copy of your student attestation
- UNIGE student card
- Copy of your rental agreement
- Cost \cong CHF 250.-.



If needed – ask for a “Attestation de séjour” at the OCPM (CHF 25.-)



Residence permit / EU citizens



Documents to be sent to the OCPM (case postale 2652 - 1211 Genève 2):

- E Form and attachments
- Copy of your passport
- 1 passport photo
- Copy of your IA Statement
- Proof of financial means





Residence permit



If you will be living **in France:**

> You don't need to apply for a Swiss residence permit.

World citizens: please contact the French authorities to get a residence permit.



If you will be living **in the canton de Vaud:**

> Contact the Population Office of the commune where you will be living to get your residence permit.



How to fill in Form E

Section 1: Type of request

To be completed in **BLOCK CAPITALS**, dated and signed before mailing. Additional instructions on the 3rd page.

1. Type of request *(tick as applicable)*



- Student
- Doctoral student /post-doctoral fellow
- Exchange program student
- 1st application
- Renewal
- Ancillary activity
- Assent
- Traineeship within study's program
- Profitable activity



Exchange program student



1st application



How to fill in Form E

Section 2: Beneficiary

2. Beneficiary

2.1	Surname(s):	2.2	Unmarried name:
2.3	Given name(s):	2.4	Nationality:
2.5	Date of birth:	2.6	Place of birth:
2.7	Gender: <input type="checkbox"/> F <input type="checkbox"/> M	2.8	Marital status:
2.9	Mother's surname(s):		Given name(s):
2.10	Father's surname(s):		Given name(s):
2.11	E-mail address:	2.12	Phone number:
2.13	Previous stays in Switzerland: <input type="checkbox"/> no <input type="checkbox"/> yes		If yes, indicate years:

Please enter your personal information here



How to fill in Form E

Sections 3 and 4: Spouse / partner / Children

3. Spouse / partner : Arriving also in Geneva ? no yes *(if yes, individual form to be completed)*

3.1 Surname(s):	3.2 Given name(s):
3.3 Date of birth:	3.4 Nationality:

4. Children

4.1 Surname(s)	4.2 Given name(s)	4.3 Date of birth	4.4 Gender	4.5 Arriving also in Geneva? <i>(if yes, individual form to be completed)</i>
.....	<input type="checkbox"/> F <input type="checkbox"/> M	<input type="checkbox"/> no <input type="checkbox"/> yes
.....	<input type="checkbox"/> F <input type="checkbox"/> M	<input type="checkbox"/> no <input type="checkbox"/> yes
.....	<input type="checkbox"/> F <input type="checkbox"/> M	<input type="checkbox"/> no <input type="checkbox"/> yes

You DON'T have to fill these sections if you come alone to Geneva





How to fill in Form E

Section 5: Address abroad

5. Address abroad

5.1 Full address: Locality: Country:

5.5 Embassy / consulate, responsible for your place of residence:

Enter your home address in your country of origin



How to fill in Form E

Section 6 (1st part): Address in Geneva

6. Address in Geneva (if already known)

6.1 Owner: Tenant: (*attach a copy of the lease*) Subtenant: (*attach the landlord's written confirmation*)

6.2 Street: No: 6.3 Apartment No :

6.4 Postal code: 6.5 Locality:

6.6 c/o: Surname(s): 6.7 Given name(s) :

6.8 Official Housing Number: 6.9 Floor: 6.10 Number of rooms:

6.11 **Date of arrival in Geneva** (*mandatory*):

6.1. Tenant= if you rent a room/apartment to a landlord

Subtenant= if you rent a room from a tenant



How to fill in Form E

Section 6 (2nd part): Address in Geneva

6.2. Enter the street and the number of your building

6.3. Enter the number of your room or apartment

6.4. and **6.5.** Enter the postal code and the locality (ex. 1202, Geneva)

6.6. and **6.7.** Only if your name is NOT indicated on the mailbox, please enter the name indicated on the mailbox that you will use to receive your mail.

6.8. – 6.10. No need to answer

6.11. **MANDATORY**: Enter your date of arrival in Geneva



How to fill in Form E

Section 7 (1st part): Study program

7. Study Program

- 7.1 School name: University of Geneva 7.2 Course start date: 14.09.2020
- 7.3 Courses taken in capacity as: intern external
- 7.4 Degree(s) envisaged and expected date of completion:
Student exchange, no degree expected

7.1. “University of Geneva”

7.2. “19.09.2022”

7.3. External

7.4. “Exchange student, no degree expected”



How to fill in Form E

Section 7 (2nd part): Study program

7.5 Other studies envisaged ? no yes (fill out points 7.6 to 7.9)

7.5. No

7.6. – 7.10. No need to answer

7.11 Reasons why you chose Geneva: One semester of exchange in the framework of my university studies

7.12 Indicate your specific intentions upon studies completion:

Go back and finish my university studies at home

7.11. “One semester (*or year if applicable*) of exchange in the framework of my university studies”

7.12. “Go back and finish my university studies at home”



How to fill in Form E

Section 8: Criminal Record

8. Information on your Criminal Record (optional only for EU / EFTA nationals)

8.1 Have you ever been convicted in Switzerland or abroad ? Yes No

8.1. This question is:

- For EU / EFTA citizens: Optional
- For Extra-EU / EFTA citizens: **Mandatory**



How to fill in Form E

Section 9 (1st part): Financial guarantees

9 . Financial guarantees

9.1 How do you envisage to finance your living expenses?

My own means

Support by close relatives (if so, form O to be attached):

Surname(s):

Given name(s):

Family relationship:

Place of residence:

Support by a third party (if so, form O to be attached):

Surname(s):

Given name(s):

Place of residence:

9.1. My own means (No need to fill in form O if you checked “my own means”)

The 2 other options are for students who receive financial aid from family/third party living in Switzerland.



How to fill in Form E

Section 9 (2nd part): Financial guarantees

9.2 How much money will you have to finance your first year of studies?

.....

9.3 How will you receive your financial means? *(from hand to hand, mailing, bank transfer, other)*

.....

9.4 How often ? *(from time to time, monthly, quarterly, other)*

.....

9.2. You have to write the **total amount** of money you will be receiving during your stay: Scholarship + allowance money + other = Total to write in your form.

9.3. You can write more than one way of receiving your financial aid.

9.4. You can write more than one answer, for example:

- Once for the payment of my scholarship
- Monthly bank transfers for my allowance money from my parents.



How to fill in Form E

Section 10 - 11: Other activities on the territory

You DON'T have to fill these sections, unless you:

- Are in Switzerland for an internship
- Have another profitable activity on the territory

Finally...

Date and **sign** your form and do not forget the attachments.

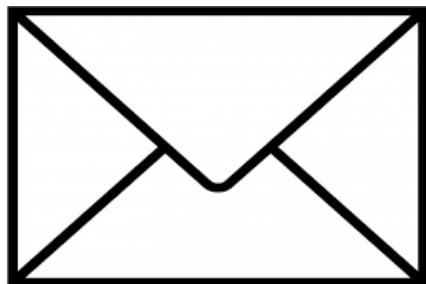


OCPM - Addresses

Office cantonal de la population et des migrations

Postal address:

Service étrangers
Case postale 2652
1211 Genève 2



Appointment for biometrics:

Centre cantonal de biométrie
2-4 route de Peney
1214 Vernier

