



BIENVENUE À L'UNIVERSITÉ DE GENÈVE !  
WELCOME TO THE UNIVERSITY OF GENEVA !



# Arnaud WAEBER

Exchange Coordinator SEMP

*Service de la mobilité académique - SMAC  
(Academic Exchange Office)*

# Welcome Session

## WELCOME TO GENEVA



UNIVERSITÉ  
DE GENEVE

ACADEMIC EXCHANGE  
OFFICE

### WELCOME SESSION

Friday 13 February 2026, Uni Dufour

<https://www.unige.ch/bresse/plans/uni-dufour>

#### Agenda

8am – 8.30am **Welcome**  
Distribution of welcome packs  
Welcome words by the Rectorate of the University of Geneva

8:30am – 10am **Mobility information sessions**  
*Europe (SEMP) Students*  
Uni Dufour, Room U600  
*Extra-European Students (non-SEMP)*  
Uni Dufour, Room U300  
*Swiss Mobility Students*,  
Uni Dufour, Room U159

10am – 10:45am **Coffee Break**

10.45am – 11:45am **Student Services' session**  
Uni Dufour, Room U600

11:45am – 12:30pm **IT Support**  
Uni Dufour, Room U300/U600

**Student Services Booths**  
Via de Campus, Maison des Langues, STEPS, ESN...

**Permanence - Exchange Team**  
Ask your questions to your exchange academic coordinator  
Uni Dufour, 1st Floor, Espace Point Via de Campus

From 11.30 am **Lunch box (voucher)**

#### Other Activities

Friday 13.02 **Campus Tour + visits of the UNIGE Library sites, on registration**

Sunday 15.02 **City Tour, organized by Erasmus Student Network (ESN), on registration**

From 10 to 15.02 **Program Welcome Week, organized by Erasmus Student Network (ESN), on registration**

! Check our website !



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PDF version available on the welcome session web page

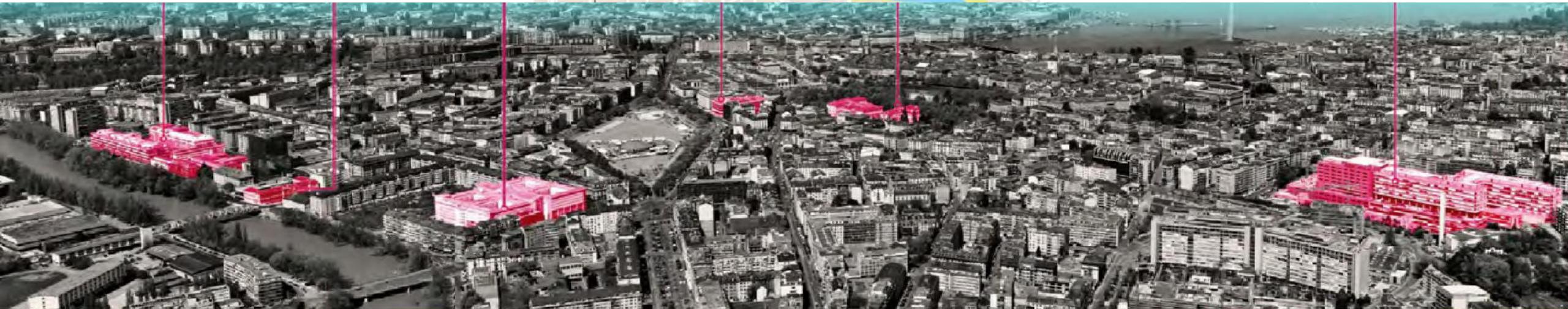
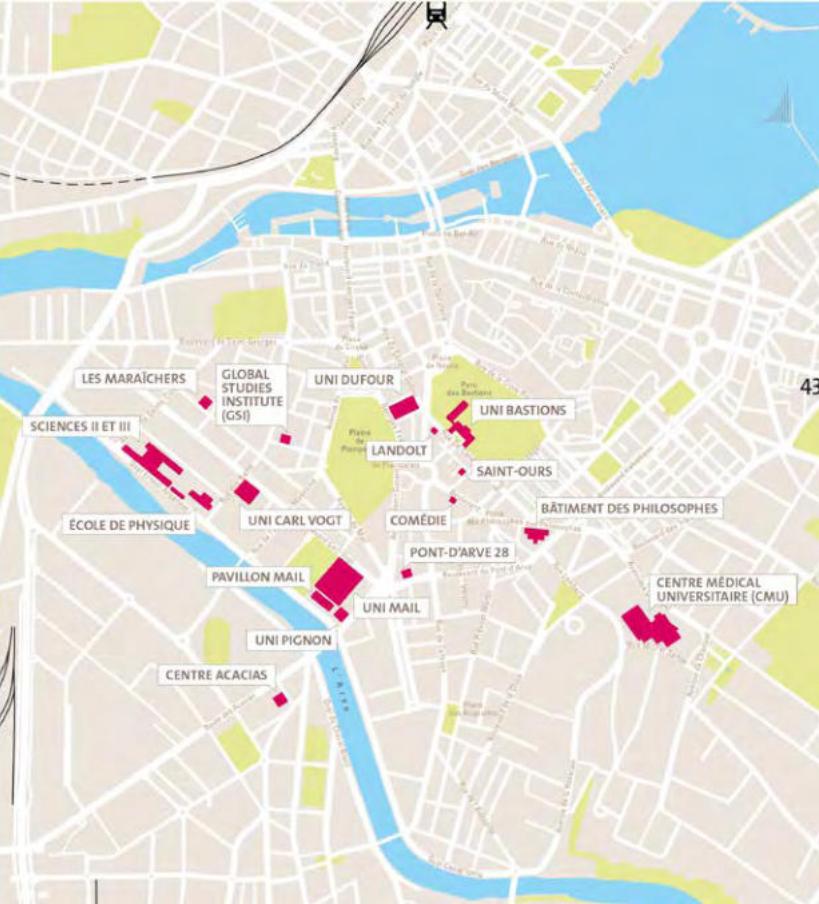


#### DOCUMENTS TO DOWNLOAD

- Mobility Guide
- How to fill in OCPM's form E
- How to open a bank account

You are kindly invited to read it if you have any questions.

It will answer almost all your questions !





You already received your UNIGE username, UNIGE email, and should have done the procedure to obtain your ISIS password identifier

**Need help ?** See IT SESSION and the Welcome day web page

The Faculties will only contact you to your UNIGE email

[www.unige.ch](http://www.unige.ch) → Portail

 Portail |  | FR EN |

Check it regularly!



# Welcome Pack Contents

- Student guide
- Student card
- Statement from the SMAC office (2x)
- Declaration of Honour (for scholarship)
- Residence permit form (E) in English
- One voucher for lunch





# Statement from the SMAC Office

## *Attestation de mobilité // Exchange attestation*

Shows you are registered at the University of Geneva as an exchange student.

Your student number is stated (SIUS).

The amount of the SEMP scholarship

Do several copies (color) for the OCPM, SAM, Bank, home university, etc.



Geneva, September 12, 2025

### EXCHANGE ATTESTATION

We hereby certify that

Mr.  born on   
citizen of Denmark proceeding from the

Université de Copenhague - Denmark

is hosted through the

Swiss European Mobility Programme (SEMP/ex-Erasmus)

at the  
Faculty of Science  
of the University of Geneva

in the framework of an exchange of study/research

Student number SIUS:

for the academic period :

FALL 2025-2026

between September 2025 and February 2026

as a SEMP scholarship holder (CHF 380.- monthly; CHF 1900.- in total)



To be presented on request to:  
- Office Cantonal de la Population et des Migrations  
- Swiss Embassy or Consulate  
- Health Insurance  
- Bank  
- Other official institutions

Uni Dufour, 24 rue du Général-Dufour - 1204 Genève  
Fax +41 (0) 22 379 90 87  
<https://www.unige.ch/exchange>

[swissuniversitydays.ch](http://swissuniversitydays.ch)



# Checklist p.10-11

## CHECKLIST

### À FAIRE MAINTENANT/URGENT

- Séances d'information des facultés
- Permis de séjour (p.18)
- Assurance maladie (p.22)
- Validation de la carte d'étudiant-e à chaque début de semestre (p.41)

### À FAIRE DANS LES 2 SEMAINES

- Inscriptions aux cours (p.33), confirmation à nous transmettre
- Inscriptions aux examens (p.34)
- Validation du plan d'études (p.33)
- Enregistrer les numéros d'urgence dans vos contacts
- Si vous êtes secouriste: annoncez-vous au Service STEPS (Santé au travail, environnement, prévention et Sécurité) [secretariat-steps@unige.ch](mailto:secretariat-steps@unige.ch)

### FACULTATIF

- Inscription aux tandem linguistiques (p.37)
- Inscription aux cours de français (gratuits) (p.36)
- Inscription aux activités sportives et culturelles (p.38)
- Inscription à une association d'étudiant-es (p.45)
- Inscription au Buddy System et sur le compte Instagram de l'ESN (p.45)

### NE PAS OUBLIER LORS...

D'un changement d'adresse

- Modifier dans votre Portail UNIGE → mon UNIGE → données de contact → adresse
- Informer l'office cantonal de la population et des migrations (OCPM) - voir page 19

### FIN DE SÉJOUR

- Adresse pour les relevés de notes
- Informer l'OCPM de votre départ
- Déclaration d'impôts
- Résilier votre assurance maladie suisse

### TO DO NOW

- Information sessions in the faculties
- Residence permit (p.18)
- Medical insurance (p.22)
- Validate your student card every semester (p.41)

### TO DO IN THE FIRST 2 WEEKS

- Sign up for courses (p.35), send us the confirmation
- Sign up for exams (p.35)
- Validate your study plan (p.35)
- Save emergency numbers in your contacts
- If you are a first aider: report to STEPS Service (Santé au travail, environnement, prévention et Sécurité) [secretariat-steps@unige.ch](mailto:secretariat-steps@unige.ch)

### OPTIONAL

- Sign up for language tandems (p.37)
- Sign up for (free) French classes (p.36)
- Sign up for cultural and sports activities (p.39)
- Join a student association (p.45)
- Join the Buddy System and follow ESN on Instagram (p.45)

### DO NOT FORGET WHEN YOU...

#### Change your address

- Modify your details on the Portail UNIGE → mon UNIGE → données de contact → adresse
- Inform the Office Cantonal de la Population et des Migrations (OCPM) - see page 19

### END OF YOUR STAY

- Address for your transcript
- Inform the OCPM
- Tax declaration
- Cancel your swiss health insurance

CHECKLIST



# Contacts



UNIVERSITÉ  
DE GENÈVE



#### ACCUEIL DES ÉTUDIANT-ES / STUDENT RECEPTION

Service de la mobilité académique (SMAC)

Pour toute question, venez nous retrouver à  
Uni Dufour, 1<sup>er</sup> étage, point vie de campus

Accès: >> [unige.ch/presse/plans](http://unige.ch/presse/plans)

Meet us at Uni Dufour, 1<sup>st</sup> floor



#### Monde

Claire Giordano

[Claire.Giordano@unige.ch](mailto:Claire.Giordano@unige.ch)

Tél: 022 379 89 73

mardi-jeudi-vendredi: 10h à 12h  
et sur rendez-vous



#### Mobilité Suisse

Marisol Pedrosa

[Marisol.Pedrosa@unige.ch](mailto:Marisol.Pedrosa@unige.ch)

Tél: 022 379 86 15

lundi-mardi-jeudi de 10h à 12h  
et sur rendez-vous



#### Europe / SEMP

Arnaud Waeber

[Arnaud.Waeber@unige.ch](mailto:Arnaud.Waeber@unige.ch)

Tél: 022 379 90 87

mardi-jeudi: 10h à 12h30  
et sur rendez-vous

Pour les questions académiques → (p. 14-15)

CONTACT AND ORGANIZATION

Go to « Le Point Vie de Campus » (Uni Dufour, 1<sup>st</sup> floor), use the phone to call me during my reception hour or on appointment.





# Contacts

## Practical matters

- SEMP Scholarship
- Residence permit
- Documents for your exchange
- General support and help

Academic Exchange Office (SMAC)

Uni Dufour 1st floor

Arnaud WAEBER

My reception schedule:

10h-12h30 Tuesday and Thursday

(on appointment afternoon Thursday)

## Academic matters

- Course selection and validation
- Changes+signature for your Learning Agreement
- Registration for courses and exams
- Transcripts of Records (ToR)

*Secrétariat des étudiants* of the  
Faculty + Academic advisors  
(conseillers-ères académiques)



## Contacts



**Exceptionnal changes of my reception hours:**

- **Thursday February 26, 2026: not working**



# Academic advisors and Student Office by faculty p.14-15

- Academic questions
- Change or take new courses
- Registration to courses & exams
- Validate/sign your Learning Agreement\*

## CONTACTS ET ORGANISATION

### SECRÉTARIAT DES ÉTUDIANT·ES

Pour tout ce qui concerne les cours, examens ou inscriptions, contactez le secrétariat des étudiant·es de votre faculté.

### CONSEILLERS·ÈRES ACADEMIQUES

Pour toutes les questions académiques durant l'année (par ex. pour finaliser votre plan d'études), contactez votre conseiller·ère académique.

### STUDENT OFFICE

For all questions related to classes, exams and registration, please contact the student office of your faculty.

### ACADEMIC ADVISOR

For all academic questions during the year (for example: to finalise your learning agreement), contact your academic advisor (conseiller·ère académique).

Faculté	Secrétariat	Contacts et horaires
Droit	Uni Mail 3093	<a href="http://unige.ch/droit/fac/organisation/secretariat">unige.ch/droit/fac/organisation/secretariat</a>
Lettres	Aile Jura L.02.72	<a href="http://unige.ch/lettres/fr/infos/contact/service-etu">unige.ch/lettres/fr/infos/contact/service-etu</a>
Sciences	Sciences II 5ème étage	<a href="http://unige.ch/sciences/fr/informationspratiques/contacts">unige.ch/sciences/fr/informationspratiques/contacts</a>
Economie et management	Uni Mail 3287 A	<a href="http://unige.ch/gsem/fr/etudiants/service">unige.ch/gsem/fr/etudiants/service</a>
Sciences de la société	Uni Mail 3279	<a href="http://unige.ch/sciences-societe/faculte/organisation/secretariat">unige.ch/sciences-societe/faculte/organisation/secretariat</a>
Psychologie et sciences de l'éducation	Uni Mail 3103 (PSYCHO) 3109 / 3111 (SSED)	<a href="http://unige.ch/fapse/etudiants/secretariat">unige.ch/fapse/etudiants/secretariat</a>
Théologie	Uni Bastions 1 rue de-Candolle	<a href="http://unige.ch/theologie/infos/contacts">unige.ch/theologie/infos/contacts</a>
Traduction et interprétation	Uni Mail 6256	<a href="http://unige.ch/fti/fr/mobilite-echanges/etudiants-in">unige.ch/fti/fr/mobilite-echanges/etudiants-in</a>
Global Studies Institute	10 rue des Vieux-Grenadiers, 3 <sup>e</sup> étage	<a href="http://unige.ch/gsi/fr/contacts">unige.ch/gsi/fr/contacts</a>

Conseiller·ère académique
Mme Youmna Colin-Osta, M. Alexandre Lombard: <a href="mailto:conseilleres-droit@unige.ch">conseilleres-droit@unige.ch</a>
M. Nicolas Fornerod: <a href="mailto:mobilite-lettres@unige.ch">mobilite-lettres@unige.ch</a> Mme Françoise Zay: <a href="mailto:Francoise.Zay@unige.ch">Francoise.Zay@unige.ch</a> (ELCF)
M. Xavier Chilier: <a href="mailto:conseiller-etu-sciences@unige.ch">conseiller-etu-sciences@unige.ch</a>
Mme Margaux Bierme: <a href="mailto:mobility-gsem@unige.ch">mobility-gsem@unige.ch</a>
Mme Vanessa Rousseaux: <a href="mailto:mobilite-etu-sds@unige.ch">mobilite-etu-sds@unige.ch</a>
Mme Vera Kotte: <a href="mailto:Vera.Kotte@unige.ch">Vera.Kotte@unige.ch</a>
Mme Chen Morgane Danelot: <a href="mailto:Chen.Danelot@unige.ch">Chen.Danelot@unige.ch</a>
M. Olivier Demissy-Cazeilles: <a href="mailto:Olivier.Demissy@unige.ch">Olivier.Demissy@unige.ch</a>
M. Marc Pochon: <a href="mailto:Marc.Pochon@unige.ch">Marc.Pochon@unige.ch</a> M. Bogomil Kohlbrenner: <a href="mailto:Bogomil.Kohlbrenner@unige.ch">Bogomil.Kohlbrenner@unige.ch</a> (Global Health)

\*You can also require the validation by email to the academic advisor putting [arnaud.waeber@unige.ch](mailto:arnaud.waeber@unige.ch) in copy.  
Please state clearly the list of the courses/changes (code, name of the courses, ECTS).



# Faculty information session

## MANDATORY

You have to attend only the faculty information session of your host faculty but if you have questions regarding courses you are taking in another faculty, feel free to go...

Faculté	Lieu et date
Droit	<b>16 février   11h15</b> Uni Mail, salle MR380  <b>Étudiant-es CDT/CTL:</b> <b>16 février   12h15</b> Uni Mail, salle MR170
École de langue et civilisation françaises	<b>16 février   entre 10h et 12h</b> Entretiens individuels Landolt, salle L504
GSEM - Économie et Management	<b>16 février   12h15</b> Uni Mail, salle MS130
Global Studies Institute	<b>16 février   12h15</b> Uni Mail, salle MS160
Institut des Sciences de l'Environnement (MUSE et MDT)	<b>19 février   entre 12h et 13h</b> 66 Bld Carl-Vogt, ISE, Bureau B104
Lettres	<b>16 février   18h15</b> Les Philosophes, salle PHIL102
Psychologie et Sciences de l'éducation	<b>17 février   16h15</b> Uni Mail, salle M5020
Sciences de la société	<b>20 février   12h15</b> Uni Mail, salle MS130
Traduction et interprétation	<b>16 février   9h15</b> Uni Mail, salle M1140



# Residence Permit



# UNIVERSITÉ DE GENÈVE



# Residence Permit



Swiss citizens



European citizens



World (visa + non-European citizens)

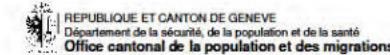


## Residence Permit p.18-21

- **Mandatory !**
- Contact : Office cantonal de la population et des migrations - OCPM
- Deadline to apply : **14 days (7 for non-EU)** from the date of your arrival in Switzerland
- **State your final address in Geneva.** Your permit will be sent there!



## Residence permit / WORLD



You entered in Switzerland  
with a visa and you submitted  
your E form:

You have received a form  
named « *confirmation des  
données* »

> Fill the form and send it to  
the OCPM per postal mail

### CONFIRMATION DES DONNEES

Date d'arrivée à Genève: .....

Adresse de résidence à Genève

Rue: ..... N°: ..... N° d'appartement: .....

Code postal: ..... Localité: .....

C/O Nom: ..... Prénom: .....

N° de logement officiel: ..... Etage: ..... Nombre de pièces: .....

Justificatifs obligatoires à joindre :

- Copie du passeport
- Copie du tampon d'entrée figurant dans le passeport
- Copie du bail à loyer ou, en cas d'hébergement par un tiers, le formulaire AL et ses annexes

Lieu/date: ..... Signature: .....

A retourner par courrier postal:

Office cantonal de la population et des migrations  
Case postale 2652  
1211 Genève 2



## Residence permit / WORLD



**You entered without visa:**

**Fill the E form and send it to the OCPM  
within 1 week,**

*and then*

**Wait for the « *confirmation des données* »  
form and send it back to the OCPM**



## Residence permit / WORLD



### When you get your appointment:

**Go in person** to the OCPM with the document listed on your appointment

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** by regular (postal) mail to the OCPM:

- E Forms and attachments
- Copy of your passport/ID
- 1 passport photo (put your first and last name in the other side)
- Copy of your SMAC Attestation
- Proof of financial means
  - Please note that the O form (financial means) is only valid if you have a Swiss resident providing you funds. In other case, please use a letter from parents and/or bank statement.



## Residence permit / EU CITIZENS



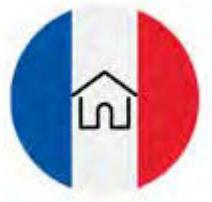
If you do the procedure online which requires an e-demarches account, they will ask you if you are a Scholarship holder. Putting YES implies you need to put a number.

Despite receiving a SEMP scholarship, you are not considered as a Swiss Confederation Scholarship holder. Therefore, put **NO** instead.



## Residence permit p.20

If you are 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 are living **in the canton de Vaud**:

→ Contact the Population Office of the commune where you are living to get your residence permit.



## OCPM – Addresses

Postal address:  
Service étrangers  
Case postale 2652  
1211 Genève 2

! Appointment for biometrics:  
Centre cantonal de  
biométrie  
2-4 route de Peney  
1214 Vernier

Bus 6 – 19 – 53 - 57



If you are living **in France** and you are coming from a **French university/institution**, you **cannot** be **eligible for the SEMP scholarship** !

The country of residence during the exchange must be different than the one of your home institution according to the rule of our National Agency MOVETIA.



## Residence Permit - Additional information

E form and « confirmation des données » help available on the Welcome Session SP26 web page  
(<https://www.unige.ch/exchange/welcome-session-sp26>)

The image is a screenshot of a website section titled 'DOCUMENTS TO DOWNLOAD'. The title is in a large, bold, red font. Below it, there is a list of documents in a smaller red font. An orange arrow points from the left towards the list of documents.

- Mobility Guide
- How to fill in OCPM's form E
- How to open a bank account



# Insurance

[www.unige.ch/exchange/health](http://www.unige.ch/exchange/health)



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## Insurance p.22-24

- **Mandatory!**
- Once registered to the OCPM, the SAM will write to you (regular mail) to get a copy of your health and accident insurance.
- Do not send information to the SAM before they contact you!
- Contact: Service Cantonal de l'assurance-maladie (SAM)



## 3 options:



Students who have no insurance:

- Register for a Swiss student health insurance policy at your arrival in Geneva. Please refer to your student guide (p. 22-23).



Students who have a private insurance:

- Students who already have a private insurance can validate their insurance in Geneva. Request the recognition through the « check form for equivalent of swiss health insurance. Normally to be done before arrival !
- European Health Insurance Card:
- Reply to the SAM sending a copy of your EU card (both sides), a copy of your ID and the attestation from the SMAC Office to the SAM **after** their request!





## EXCEPTION FOR EU Health insurance card holders:



If you work legally (even if only 1 hour),  
you cannot ask for the equivalence of  
your EU Health insurance card.

→ Therefore, you must buy a Swiss  
health insurance.



## Third party liability insurance p.24

Not mandatory but strongly recommended!

- It covers damage you might cause to a third party
- Often required by accommodation providers
- Mandatory if you use a vehicle (for bicycle check with your insurance)
- About 15 CHF.- per month



See details and help scanning the QR code in the Guide (page 22).





# Finances



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## Geneva taxes p.26

You will receive a tax declaration

- don't fill it if you don't work
- **you will get a survey to facilitate the process (sent by the SMAC)**



Informations complémentaires



## Bank account

Detailed information in the document available in PDF on the welcome session web page

### « how to open a student swiss bank account »

Documents to bring with you to open an account:

- **Passport/ID**
- **Student card**
- **Copy of the attestation from the SMAC Office**
- Copy of the residence permit or proof of payment. It is possible to provide it later but it's still mandatory !
- Proof of address



## Job – Students living in Geneva



### EU and EFTA citizens:

- During term time: a maximum of 15h/week
- During the holidays: a maximum of 40h/week but on request (see Uni Emploi)



### International/World students:

- 15h/week but **only after 6 months** of legal stay



**Request authorisation from the OCPM**



# Scholarship



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## SEMP Scholarship

- All students from an European university partners of UNIGE are granted a scholarship if coming through a SEMP agreement.
- Your scholarship will only be given on a Swiss bank/postal account, one payment (per semester) at the beginning of the semester.
- We will request your IBAN and the Declaration of Honour signed using an Online Survey (see “Declaration of Honour” in your welcome pack).



Only for UK universities students: in some case, the Turing Scheme does not allow you to receive the SEMP scholarship if you receive the TS grant. Please ask your university to send an email to Arnaud Waeber stating if you are allowed to the SEMP scholarship or not.



# SEMP Scholarship: Declaration of Honour



Swiss-European Mobility Programme – Student Mobility for Studies



## Declaration of Honour

between

Université de Genève  
24 rue du Général-Dufour  
1211 Genève 4

and

NAMES

Both parties agree that the following documents:

- Learning Agreement for Studies or Study Plan
- Final Report
- Certificate of Attendance (provided at the end of the exchange)

are an integral part of this declaration.

### Details of student ("Beneficiary")<sup>1</sup>

E-mail:

Date of birth (dd/mm/yyyy)

Home institution:

City, country:

Student number:

### Bank details (to be completed by the student):

Bank (or state "postal account"): \_\_\_\_\_

Branch address: \_\_\_\_\_

IBAN: \_\_\_\_\_

Account number (bank or postal): \_\_\_\_\_

In the name of (student only): \_\_\_\_\_

### Details of study period

Host institution: Université de Genève

City, country: GENEVA, Switzerland

Prospective start of study courses – without introductory events/days – (dd/mm/yyyy): 20/09/2021

Prospective end of study courses – without exam session – (dd/mm/yyyy): 24/12/2021

I accept the grant in the total amount of CHF 4400,-<sup>3,4,5</sup>,

which will be provided to me by the Swiss Confederation represented by the State Secretariat for Education, Research and Innovation (SERI) and the agency Movetia via the Swiss institution in charge of the mobility and undertake to:

- only use the funding to cover the travel, living expenses and language preparation costs I incur in connection with the planned study trip abroad,
- agree the enclosed programme of study (Learning Agreement for Studies or Study Plan for worldwide mobility) with my home and host universities before the start of the mobility. I am also aware that any changes to the programme of study originally agreed must be documented in an updated 'Learning Agreement for Studies' (or Study Plan for worldwide mobility),
- provide my home institution with a Certificate of Attendance confirming completion of the study programme and the exact dates of the stay. This certificate should be issued at the end of the stay abroad,
- write a report about studying at the host institution (Final Report) following the instruction provided by my host institution,
- repay part or all of the grant if I do not start the stay abroad or return early, or if I breach the obligations stated in this declaration.

A pre-financing payment shall be made by the Swiss institution to the student representing 100 % [between 70% and 100%] of the grant stated above:

- within 30 calendar days of signing this agreement
- [or] shortly before the start or the start date of the mobility period [or upon receipt of confirmation of arrival at the host institution by the Beneficiary].

Should the Beneficiary fail to provide the supporting documents in time, according to the home institution's timeline, a later payment of the pre-financing can be accepted in exceptional cases.

If the payment is lower than 100% of the maximum grant amount, the Swiss institution shall make the balance payment:  
[either/or]

- following the submission of the student's Final Report which can be considered as the beneficiary's request for payment
- shortly before the end of the mobility period.

### Green Travel Top-Up for more environmentally-friendly travel

I meet the conditions mentioned below and I would like to obtain the corresponding funding:

If I tick the box, I accept the financial incentive of CHF 100 and I undertake to:

- use this sum to subsidise a means of transport causing lower CO<sub>2</sub> emissions than the airplane for my trip (to travel to my host country and return to my country of origin), and all my trips during my exchange,
- present proof of purchase of the travel ticket(s),
- return all or part of the aid if I do not carry out my stay abroad, if I interrupt it or if I breach the obligations indicated here.

The flat rate of CHF 100 is paid in accordance with the rules set out by the Swiss institution responsible for the mobility. By ticking the box, I will be contacted by Arnaud Waebler to provide the proofs.

The Beneficiary notes that the institution will process his/her personal data and the data generated during the stay abroad for mobility purposes. The Beneficiary gives his/her consent for the institutions to exchange these data where necessary. In addition, he/she acknowledges that the institution is required to forward the aforementioned data to the Swiss National Agency Movetia, to ensure proper implementation of the Swiss-European Mobility Programme SEMP. Movetia is mandated by the Swiss government to implement the SEMP.

Place, date: \_\_\_\_\_

Signature of Beneficiary: \_\_\_\_\_

<sup>3</sup> The duration of the study courses determines the grant amount. A grant can be paid, provided that the Beneficiary physically moves from the home institution to the host institution abroad. In the case of "blended mobility" (i.e. where part of the semester takes place virtually and part with a physical presence at the host institution), the grant is adjusted to the actual duration of stay in the host country. No grants of any kind are awarded in the case of virtual-only mobility.

<sup>4</sup> For one semester: an equivalent of 5 times the monthly amount of CHF 440,-; For two semesters: an equivalent of 10 times the monthly amount of 440,-, paid in one lump sum per semester.

<sup>5</sup> The payment is done on a Swiss bank or postal account only.



# SEMP Scholarship: Green Travel

I accept the grant in the total amount of CHF 4400.<sup>3,4,5</sup>

which will be provided to me by the Swiss Confederation represented by the State Secretariat for Education, Research and Innovation (SERI) and the agency Moveria via the Swiss institution in charge of the mobility and undertake to:

- only use the funding to cover the travel, living expenses and language preparation costs I incur in connection with the planned study trip abroad,
- agree the enclosed programme of study (Learning Agreement for Studies or Study Plan for worldwide mobility) with my home and host universities before the start of the mobility. I am also aware that any changes to the programme of study originally agreed must be documented in an updated "Learning Agreement for Studies" (or Study Plan for worldwide mobility),
- provide my home institution with a Certificate of Attendance confirming completion of the study programme and the exact dates of the stay. This certificate should be issued at the end of the stay abroad,
- write a report about studying at the host institution (Final Report) following the instruction provided by my host institution,
- repay part or all of the grant if I do not start the stay abroad or return early, or if I breach the obligations stated in this declaration.

A pre-financing payment shall be made by the Swiss institution to the student representing 100 % [between 70% and 100%] of the grant stated above:

- within 30 calendar days of signing this agreement
- [or] shortly before the start or the start date of the mobility period [or upon receipt of confirmation of arrival at the host institution by the Beneficiary].

Should the Beneficiary fail to provide the supporting documents in time, according to the home institution's timeline, a later payment of the pre-financing can be accepted in exceptional cases.

If the payment is lower than 10% of the maximum grant amount, the Swiss institution shall make the balance payment:  
[either]

- following the submission of the student's Final Report which can be considered as the beneficiary's request for payment
- shortly before the end of the mobility period.

## Green Travel Top-Up for more environmentally-friendly travel

I meet the conditions mentioned below and I would like to obtain the corresponding funding:

If I tick the "Yes" box, I accept the financial incentive of

## Green Travel Top-Up for more environmentally-friendly travel

I meet the conditions mentioned below and I would like to obtain the corresponding funding:

If I tick the "Yes" box, I accept the financial incentive of CHF 100 and I undertake to:

- use this sum to subsidise a means of transport causing lower CO<sub>2</sub> emissions than the airplane for my trip (to travel to my host country and return to my country of origin),
- and all my trips during my exchange,
- present proof of purchase of the travel ticket(s) or a letter (car sharing)

If I tick the box, I accept the financial incentive of CHF 100 and I undertake to:

- use this sum to subsidise a means of transport causing lower CO<sub>2</sub> emissions than the airplane for my trip (to travel to my host country and return to my country of origin), and all my trips during my exchange,
- present proof of purchase of the travel ticket(s),
- return all or part of the aid if I do not carry out my stay abroad, if I interrupt it or if I breach the obligations indicated here.

The flat rate of CHF 100 is paid in accordance with the rules set out by the Swiss institution responsible for the mobility. By ticking the box, I will be contacted by Arnaud Waeber to provide the proofs.

The Beneficiary notes that the institution will process his/her personal data and the data generated during the stay abroad for mobility purposes. The Beneficiary gives his/her consent for the institutions to exchange these data where necessary. In addition, he/she acknowledges that the institution is required to forward the aforementioned data to the Swiss National Agency Moveria, to ensure proper implementation of the Swiss-European Mobility Programme SEMP. Moveria is mandated by the Swiss government to implement the SEMP.

**Do not forget to sign**

Place, date: \_\_\_\_\_

Signature of Beneficiary: \_\_\_\_\_

<sup>3</sup> The duration of the study courses determines the grant amount. A grant can be paid, provided that the Beneficiary physically moves from the home institution to the host institution abroad. In the case of "blended mobility" (i.e. where part of the semester takes place virtually and part with a physical presence at the host institution), the grant is adjusted to the actual duration of stay in the host country. No grants of any kind are paid for stays of less than 10 days.

<sup>4</sup> For one semester: an equivalent of 5 times the monthly amount of CHF 440.-; For two semesters: an equivalent of 10 times the monthly amount of 440.- paid in one time per semester.

<sup>5</sup> The payment is done on a Swiss bank or postal account only.

Arnaud Waeber will send you a survey to collect the information and documents/proofs.



# SEMP Scholarship : Online survey



## HOW TO RECEIVE YOUR SCHOLARSHIP?

As scholarship holder, you will receive your scholarship only by bank transfer and on a Swiss bank account or postal account.

Please sign the previous document (Declaration of Honour), take a picture of both sides or scan them (scanner available at the UNIGE libraries).

Then, scan the QR code below and complete the survey to provide us your personal data and bank information.

At the end of the survey, you need to upload the document « Declaration of Honour » signed. Please upload the two pages/sides in one document (ideally in PDF).

In addition to the completed and signed "Declaration of Honour", you must have provided a valid (3 signatures) learning agreement.

### Personal data :

First name / Last Name:  
Date of Birth:  
Student number SIUS:  
UNIGE email :

### Information about your exchange :

Sending institution: Universidad Autonoma de Madrid  
Country: Spain  
Academic period: YEAR 2023-2024



Link to the survey for the bank information:  
<https://formulaire.unige.ch/outils/limesurvey3/index.php/467995?lang=en>

**Before doing the online survey, make sure you have a valid Swiss bank account and have the Declaration of Honour completed, signed, and merged in one document.**

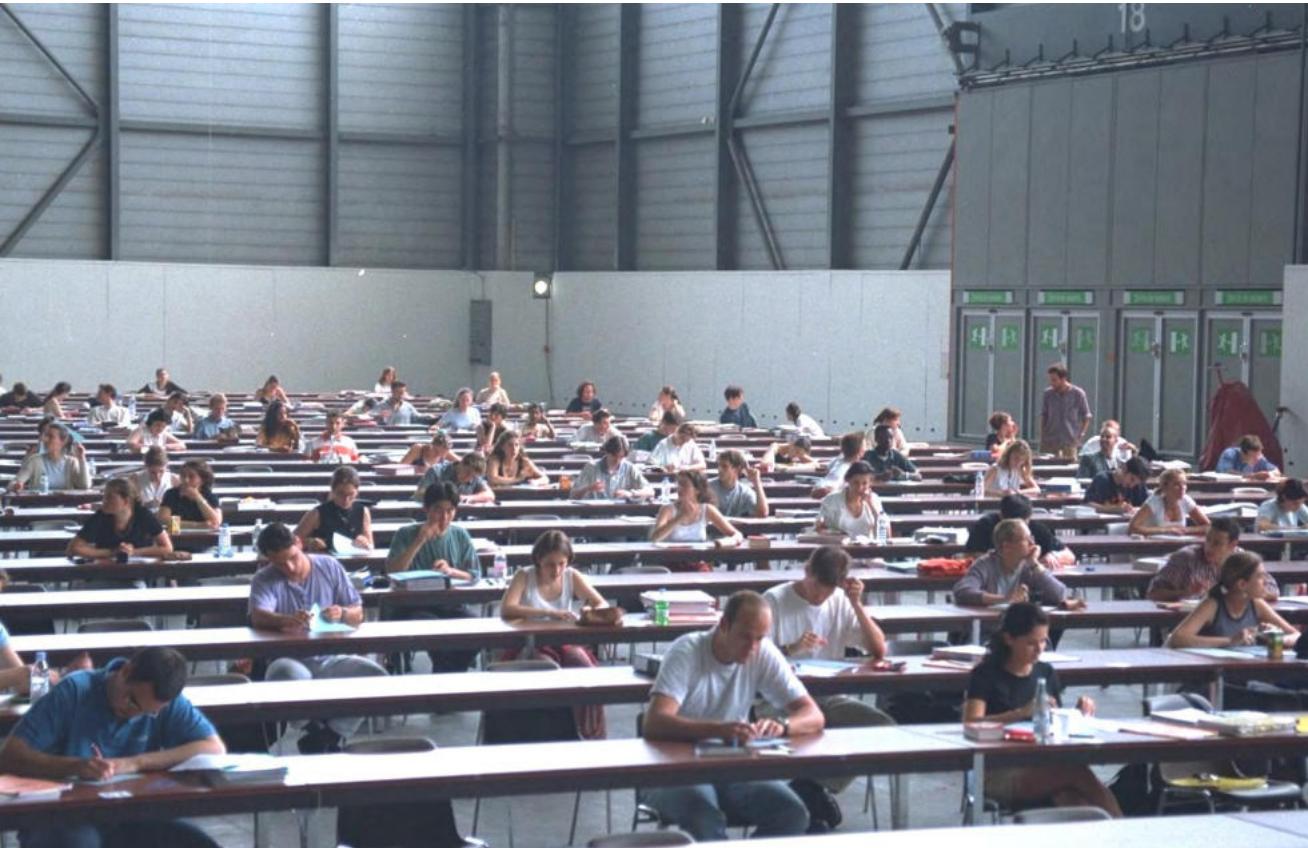


## PLEASE NOTE THAT THE SCHOLARSHIP WILL BE GIVEN ONLY IF YOU :

- Provide a valid Swiss IBAN  
*and*
- Provide the signed Declaration of Honour (both pages)  
*and*
- Provide your Learning Agreement signed by all  
(student, your home university coordinator and Arnaud Waeber  
or the UNIGE academic advisor)



# Studies



UNIVERSITÉ  
DE GENÈVE



Introduce yourself always...

as an **exchange student**

to make sure you will get the correct information



## UNIGE Learning support

You need help or support for your studies?

- . Workshops
- . Individual interviews
- . Campus coach





## Find a classroom

- **MR 080 / MS 150**
  - M = Mail (the building)
  - R = rez-de-chaussée (ground floor)
  - S = sous-sol (basement)
  - M2193 = Uni Mail, second floor



Ask for help at the  
lodges or use the UNIGE  
App !



## Course schedule & restrictions p.32-33

- Course schedule/timetable : [www.unige.ch/progcours](http://www.unige.ch/progcours)

For any changes, contact the academic advisor of your faculty (p. 14-15 *in your guide*) stating clearly your changes and putting [arnaud.waeber@unige.ch](mailto:arnaud.waeber@unige.ch) in copy.

I only sign Learning agreement if I have the ok from the academic advisor.

- Restrictions : <https://www.unige.ch/exchange/en/incoming>
- SEMP → *Cours & Restrictions* → *Restrictions*
- Please take courses within a maximum of 2 Faculties ! *French support courses do not count as an extra faculty* !



## Check the calendar of the faculty

Available on the faculty web page

- indicates key dates such as deadline to register for the courses/exams
- shows the exams period
- Dates or information/procedure might be different depending on the faculty



# Course Schedule & Restrictions p.32-33

UNIVERSITÉ  
DE GENÈVE

PROGRAMME DES COURS | ANNÉE ACADEMIQUE 2022-2023

Portail

Global Governance.  
The Art of Negotiation.

COURS-SÉMINAIRE

Global Studies Institute

Global Studies Institute

CS J4M165

• Horaire et lieu(x)

Enseignant-e référent-e

Informations complémentaires

Sous-titre

Objectif

Descriptif

Bibliographie

Horaires et lieu(x)

Période: Printemps 2023

Durée: 2h

Horaires et lieu(x): Mardi 14-16  
Uni-Mail MS050 - Multimédia Sauf 28.2.23 de 14h15 à 17h00. Salle MS050

Enseignant-e référent-e

MC Micheline Calmy-Rey



## Courses & exams p.33-34

- Registration for **courses and exams** is **mandatory** for every course  
→ Students Office of your host faculty (not with me!)
- Each faculty has its own procedure for registration for both courses and exams
- If you take courses in 2 faculties : register **in/through your host faculty.**
- Respect the deadline for the registration (courses+exams)
- The exact schedule for the exams will be provided by the faculty only few weeks before the exams...



## Exams

Exams take place at the UNIGE within the official dates.

**You have to sit your exams according to the  
rules and dates established by your host  
Faculty!**

**You cannot ask for a special/other way or date of  
examination than the regular students !**



# Transcripts

The transcript of records (hardcopy) is sent by the Student office of the faculty to the address you mentioned during the online registration.

**Check your address and change it if necessary:  
unige.ch → My Portal → Personal data**

**Your university might require to receive your ToR. Check it and if necessary state the address provided by your home university.**



The SMAC Office does not send nor manage any transcript of records.



## Transcripts

Important:

**State the number** of originals you need when you register for exams (students office).



## Languages Learning:

«La Maison des Langues» (MDL) & «Ecole de Langue et civilisation françaises (ELCF)» p.36-37

- **2 French lessons per week free of charges for Exchange students (space available basis); 3 ECTS for each lesson**
- **Link for registration already sent**
- **Booth in Uni Mail Lobby on**

**February 16-17-18 for questions (10h00 to 14h30)**

- **Deadline to register: 18.02.2026**
- **Tandem Linguistique (platform)**

**École de langue et de civilisation françaises**  
Formation d'1 ou 2 semestres, avec obtention de crédits ECTS et possibilité de suivre également des cours dans une autre faculté d'UNIGE.  
ADI (immersion): perfectionnement de l'apprentissage de la langue et enrichissement des connaissances culturelles  
AP (préparatoire): programme intensif de mise à niveau en français  
[» unige.ch/lettres/elcf/enseignements/mobilite-in](http://unige.ch/lettres/elcf/enseignements/mobilite-in)

**TANDEMS**  
Le programme est gratuit et vise à constituer des binômes en permettant aux utilisateurs/trices de rechercher un-e partenaire avec qui «échanger» dans deux langues; Cela permet à chacun-e de progresser dans la langue qui l'intéresse et qui est la langue maternelle de son binôme.

Inscriptions:  
[» unige.ch/tandems](http://unige.ch/tandems)



**ELCF**  
1 or 2 semesters of study leading to ECTS credits and the possibility of also taking courses in another UNIGE faculty.  
ADI (immersion year): deepen your language skills and enrich your cultural knowledge.  
AP (preparatory year): intensive program to increase your language level in French.  
[» unige.ch/lettres/elcf/enseignements/mobilite-in](http://unige.ch/lettres/elcf/enseignements/mobilite-in)

**TANDEMS**  
This free program helps you find a partner wishing to join you in a language exchange. Each of you will thus be able to improve your skills in your partner's native language.  
[» unige.ch/tandems/en](http://unige.ch/tandems/en)



# Vie de campus p.38-39

## | ÉTUDIANT-ES |

### LE POINT VIE DE CAMPUS

Situé au cœur d'Uni Dufour, cet espace est à disposition de la communauté universitaire pour découvrir toutes les offres du campus.

Lundi-vendredi | 10h à 16h  
Uni Dufour | 1<sup>er</sup> étage



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### CULTURE

[culture.unige.ch](http://culture.unige.ch)

- Activités
- Spectacles
- Concerts
- Ateliers
- Billets offerts
- Projections
- Expositions



### AIDE À LA RÉUSSITE

[vie-de-campus.unige.ch/reussir](http://vie-de-campus.unige.ch/reussir)

- Ateliers
- Soft skills
- Conseil
- Évaluation
- Stratégies



### ÉTUDIANT-E EN MOBILITÉ



### SANTÉ & BIEN-ÊTRE

[unige.ch/sse](http://unige.ch/sse)

- Consultations
- Ateliers et groupes
- Besoins particuliers
- Soutien par les pairs
- [unige.ch/help](http://unige.ch/help)



### SPORT

[sport.unige.ch](http://sport.unige.ch)

- Activités
- Camps
- Tournois
- Centre sportif
- Championnats
- Sorties

STUDENTS

39



**The university of Geneva offers a very large choice of activities:**

**See Campus Life (Vie de campus) :**

**<https://www.unige.ch/dife/vie-de-campus/>**

**and**

**Student Services' session + Booths**



# Special needs

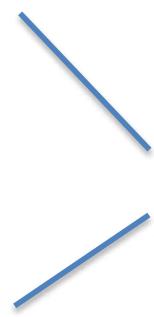
- Information available <https://www.unige.ch/sse/en/besoins-particuliers>
- It is possible to have special accommodation for your studies and/or exams for medical reasons.
- You have to submit an accommodation request.
  - For courses accommodation: contact the academic advisor of your host faculty
  - For exams accommodation: submit a form+documents
- It is not possible to transfer your current accommodation from your home university directly to the UNIGE.
- Questions: [besoins-particuliers@unige.ch](mailto:besoins-particuliers@unige.ch)

**Deadline: 12 March 2026 (exams accommodation)**



## Application UNIGE p.40

Receive notifications from your faculty



Students offices opening hours



Find your way to a classroom



Look for a contact



## Student card p.41

- You need to validate your student card in one of our digital booth



*Enjoy the coffee time instead of queuing !*



## Libraries p.43



Your (validated) student card allows you to borrow books and use the library services.

The Uni Mail library is open every day.

[www.unige.ch/biblio](http://www.unige.ch/biblio)



## Cafeteria p.44

1 dish is available everyday in each cafeteria at 5 francs



**Repas à 5 francs  
Mode d'emploi**

---

*5 francs meals  
User's guide*



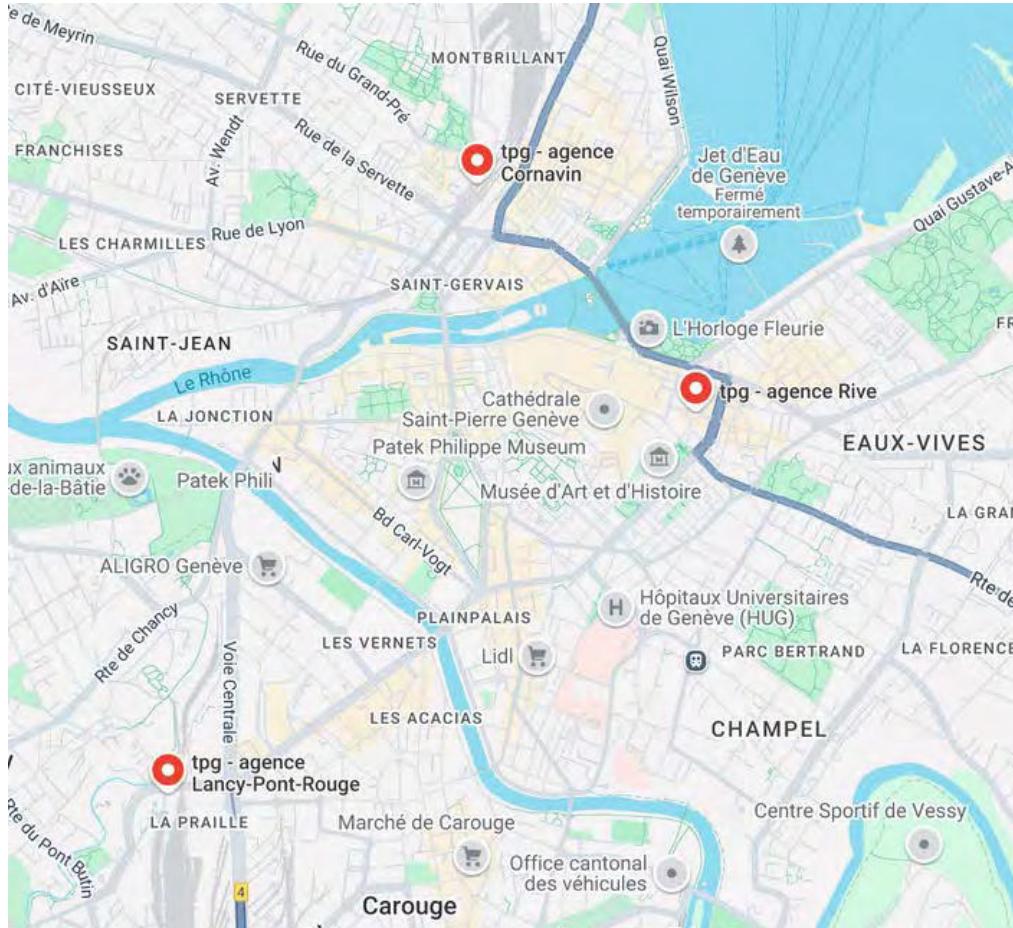
Good Tips p.45

**BONS PLANS/GOOD TIPS**





## Public Transportation p. 46



≤ 24 years old = free annual pass for public transportation in Geneva (TPG)

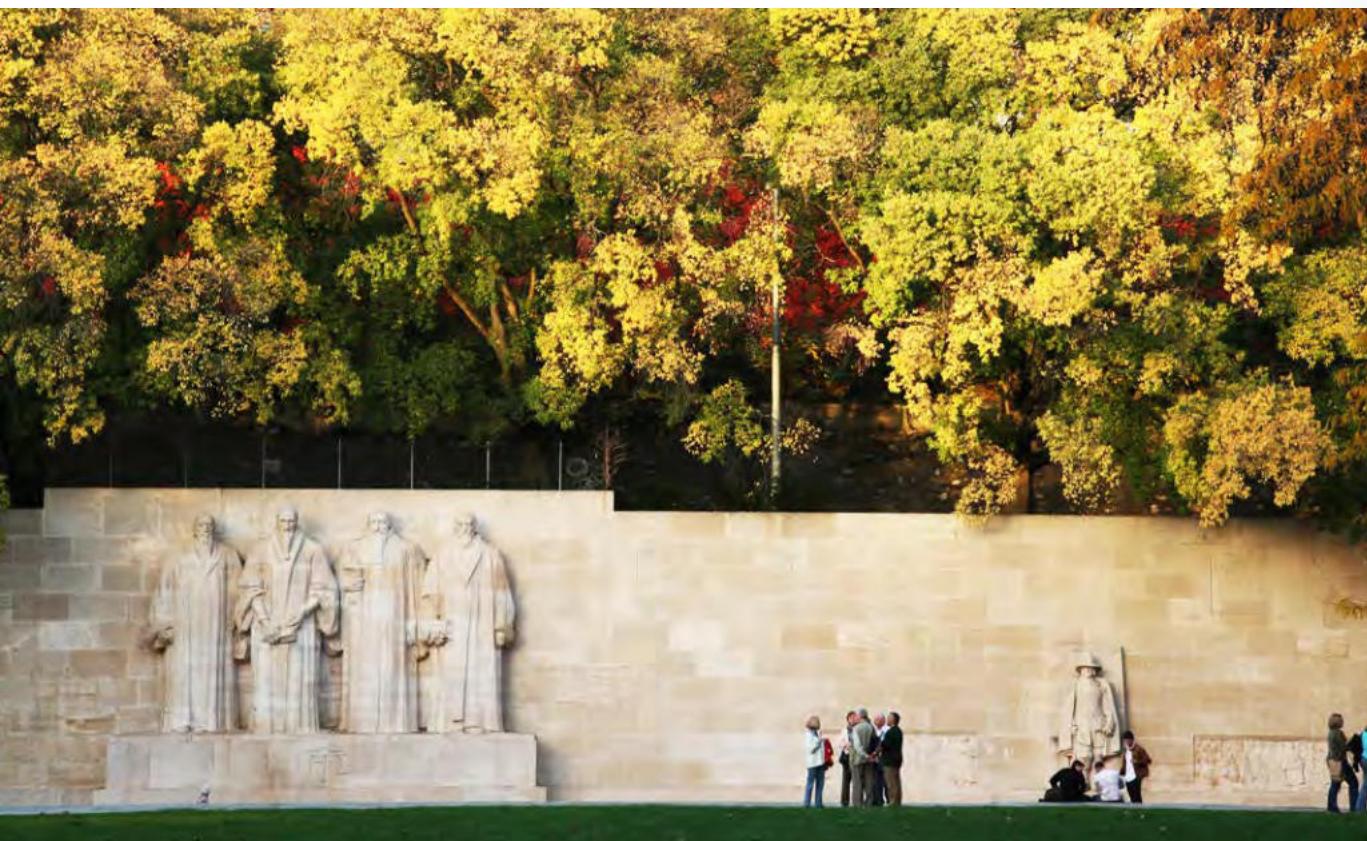
<https://www.unireso.com/>

You need to obtain first a Swisspass

Then you have to go in person to the Cornavin or Rive office with your student ID (UNIGE) and the document Attestation de mobilité // Exchange attestation



# Departing Geneva Definitely



UNIVERSITÉ  
DE GENÈVE



## Departing Geneva Definitely p.48-49

*We will contact you before the end of the semester to remind you of the instructions*

Send the completed D Form to the OCPM:

- The form will be sent to you by email before your departure

Close your Swiss bank account (optional but highly recommended)

Complete the Final report:

- Web link sent few weeks before the end of your exchange



## Departing Geneva Definitely p.48-49

### Transcripts:

- Before your departure, check your address in your UNIGE webpage
- Check with your home university where you need to receive your ToR
- If needed, ask for multiple original transcript to your Student Office



# Certificate of Arrival

From 11:45 until 12:30 we can sign your document  
«Certificate of Arrival» (Uni Dufour, 1st floor, «Point de vie  
de Campus»)

**Please fill in already your personal data, dates and information**

If you do not have it, you can contact  
[arnaud.waeber@unige.ch](mailto:arnaud.waeber@unige.ch) for an appointment or send it by  
email for signature.



# Questions

- My presentation will be available online very soon
- I will be present today from 11:45 until 12:30 for your questions

→ «Point de vie de Campus»



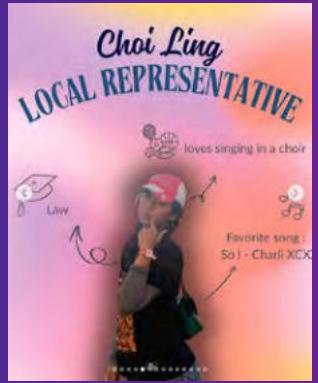
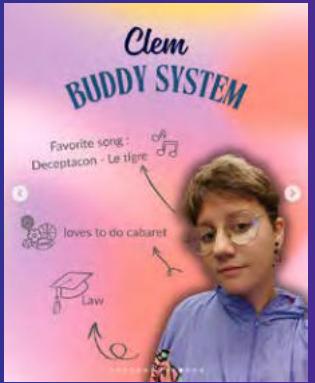
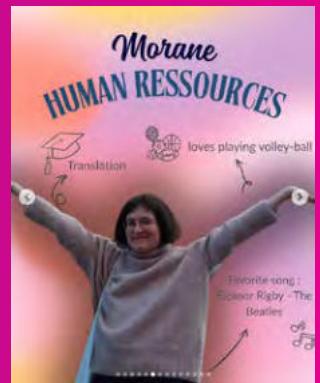
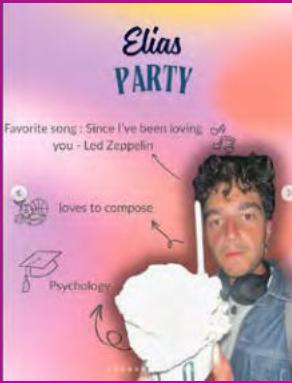
# ESN Genève



*Spring 2026*







And so many  
more...



# What is ESN?

- Erasmus Student Network: European association for exchange students
  - Not only for European students!
- Goal: enjoy your exchange as much as possible!
- Remember: we are **Volunteers!** (*aka regular students like you*)

# How do we work?

- **Our Socials** (*Instagram & Telegram*)
- Monthly Calendar
- Registration forms posted on *Telegram*
- Office hours twice a week
- Come pay at our ESN desk



# The ESNcard, what is it ?

- **The ESNcard is the membership card of ESN you will need to access our events during the year**
- **The card will grant you access to all ESN's event and over 1500 discounts all around Europe**

It's valid 1 year from the issue date

.....

15.-



# Where to find us ?

Whether you want to buy your ESNcard or pay for an event, you can find us at the ESN desk in Uni Mail, during our office hours at MR055.



→ Uni Mail, first corridor on the right when entering from the park.



# Also looking for a deeper connection with locals ?

Find your buddy with the **buddy system**

Want to discover the city,  
cool places, help with French  
or another language... or  
just expand your social  
network?

We've got you covered!

.....

Until Sunday!



# Where to get more information?



**@esngeneva**



**ESN Genève FORMAL**



**ESN Genève Chat**

• • • •



FORMAL

CHAT

.....



Join us tomorrow!



If you have any questions, don't hesitate :)  
We are happy to help !





# Next

10:00 – 10:45 : **Coffee break**

10:45 – 11:45 : **Student services sessions room U600**

11:45 – 12:30: **Student Services Booths**

    sports, culture, social, student associations, etc.

11:45 – 12:30: **IT support (U300/U600)**

11:45 – 12:30: **FAQ&Help/Arnaud Waeber**

    questions, signature of your certifical of arrival, etc.



# Have a great stay in Geneva !

TRADUCTION  
INTERPRÉTATION

PSYCHOLOGIE ET  
SCIENCES DE L'ÉDUCATION

