Welcome to the University of Geneva!
Vera Sandoval
Claire Giordano

Academic Exchange Office
# Welcome Session

## Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am – 8:30am</td>
<td>Welcome: Distribution of welcome packs, Welcome words by Rector Yves Flückiger</td>
</tr>
<tr>
<td>8:30am – 10am</td>
<td>Mobility information session: Extra-European Students (non-SEMIP)</td>
</tr>
<tr>
<td></td>
<td>Uni Dufour, Room U300</td>
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<tr>
<td>10am – 10:30am</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>10:30am – 11:40am</td>
<td>Student Services’ session: Uni Dufour, Room U800</td>
</tr>
<tr>
<td>11:40am – 12:30pm</td>
<td>Student Services Booths: Maison des Langues, Sports, Social and Health…</td>
</tr>
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<td>11:40am – 12:30pm</td>
<td>Permanence - Exchange Team: Ask your questions to your exchange coordinator:</td>
</tr>
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<td></td>
<td>Uni Dufour, Room U800, Extra-European Students (non-SEMIP)</td>
</tr>
</tbody>
</table>

## Activities organized by student associations

- **Tuesday 13:00**
  - Inter-Association Rally, organized by Uni Party and the student associations, by registration only
- **Wednesday 14:00**
  - Inter-Association Rally, organized by Uni Party and the student associations, by registration only
- **Friday 16:00**
  - Associations Day: 11am-6pm, Palais des Beaux-Arts, Uni Mail. Free admission
- **Saturday 17:00**
  - Campus tour, organized by Erasmus Student Network (ESN), by registration only
- **Sunday 25:00**
  - City tours, organized by Erasmus Student Network (ESN), by registration only

## In addition

- No 12 to Fri 16:00
  - Visits of the UNIGE Library sites: every afternoon at 3:30 pm, on registration
    - Uni Anné (SILLS, sciences 2): Monday (in French) and Friday (in English)
    - Uni Bastions - Étapes Jum, No Jour: Tuesday (in French) and Friday (in English) - (to be confirmed for Friday)
    - Uni Mail – Monday to Thursday (in French) and Friday (in English)
- **Tuesday 15:00**
  - University Sports Center open house, 11am to 6pm, University Sports Center - Champs-Élysées. Free entrance
Welcome Pack

• Cover page with:

Your student number

Your main faculty

< NAME >

Numéro ETU SIUS : 38338018
Cadre d'échange : Accord de collaboration
Université d'origine : Université Laval - Faculté des sciences de l'éducation
Faculté principale : Faculté de psychologie et sciences de l'éducation
Statement from the IA Office

Document to be presented at:

- OCPM
- Bank
- Other institutions
Guide d’Accueil
Mobilité
Septembre 2022
Plan des sites de l’université

Plan des bâtiments et accès: [www.unige.ch/presse/plans/](http://www.unige.ch/presse/plans/)
Checklist  p.4

A faire maintenant/urgent

☐ Séances d’information des facultés (p.11)
☐ Permis de séjour (p.12)
☐ Acheter ou valider votre assurance (p.16)
☐ Validation de la carte d’étudiant-e à chaque début de semestre (p.32)

A faire dans les 2 semaines

☐ Inscriptions aux cours (p.27)
☐ Inscriptions aux examens (p.28)
☐ Validation du plan d’études (p.27)
☐ Enregistrer les numéros d’urgence dans vos contacts
☐ Si vous êtes secrétariat, annoncez-vous au Service STEPS – Santé au travail, environnement, prévention et Sécurité ; secretariat-steps@unige.ch

Facultatif

☐ Inscription aux tandems linguistiques (p.30)
☐ Inscription aux cours de français (gratuits) (p.30)
☐ Inscription aux activités sportives et culturelles (p.34)
☐ Inscription à une association d’étudiant-es (p.36)
☐ Inscription au groupe Facebook Mobilité, au Buddy System et à la page Facebook de l’ESN. (p.36)

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 15

To do now

☐ Information sessions in the Faculties (p.11)
☐ Residence permit (p.12)
☐ Buy or validate your insurance, (p.18)
☐ Validate your student card every semester (p.30)

To do in the first 2 weeks

☐ Sign up for courses (p.27)
☐ Sign up for exams (p.28)
☐ Validate your study plan (p.27)
☐ Save emergency numbers in your contacts
☐ If you are a first aider ; report to the STEPS Service – Santé au travail, environnement, prévention et Sécurité; secretariat-steps@unige.ch

Optional

☐ Sign up for language tandems (p.30)
☐ Sign up for free French classes (p.30)
☐ Sign up for cultural and sports activities (p.34)
☐ Join a student association (p.36)
☐ Join the Mobility Facebook group, the Buddy System and the ESN Facebook page (p.36)

Do not forget when you...

• Change your address
  ➔ Modify your details on the Portal UNIGE ➔ mon UNIGE ➔ données de contact ➔ adresse
  ➔ Inform the Office Cantonal of the Population and Migrations (OCPM) – see page 15

Emergency numbers

Police 117 / Fire 118 / Medical emergencies 144 / Poisoning 145
Soutien psychologique 143 / Sécurité Intérieure +41 22 379 12 22
Hotline COVID 0800 909 400

Checklist  p.4
Contacts
Find your way to a classroom

Receive notifications from your faculty

Look for a contact

Opening hours of students office
Contacts  p.7

**Practical matters**
- Administrative matters
- Statements
- Insurance, residence permit
- Etc.

Claire Giordano  
International Affairs Office  
Uni Mail R050  
Tuesday, Thursday, Friday  
10 to 12am

**Academic matters**

Secrétariat des étudiants of the faculty  
+ Academic advisors (conseiller-ère aux études)
Contacts

Practical matters

Academic matters

. Courses selection
. Study plan validation
. Registration for courses & exams

Transcripts
. Etc

Secrétariat des étudiants of the faculty
+ Academic advisors (conseiller-ère aux études)
- Academic questions
- Change or take new courses
- Validate your Learning Agreement
- Registration to courses & exams

### Contacts et organisation

<table>
<thead>
<tr>
<th>Faculté</th>
<th>Secrétariat</th>
<th>Contacts et horaires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Droit</td>
<td>Uni Mail 3003</td>
<td><a href="http://www.unige.ch/droit/lbc/organisation/secr%C3%A9tariat/">www.unige.ch/droit/lbc/organisation/secrétariat/</a></td>
</tr>
<tr>
<td>Lettres</td>
<td>LudoLett</td>
<td><a href="http://www.unige.ch/lettres/ludo/contact/service-etu/">www.unige.ch/lettres/ludo/contact/service-etu/</a></td>
</tr>
<tr>
<td>Sciences</td>
<td>Sciences III 00093</td>
<td><a href="http://www.unige.ch/sciences/fly/formation/contacts/">www.unige.ch/sciences/fly/formation/contacts/</a></td>
</tr>
<tr>
<td>Economie et management</td>
<td>Uni Mail 3087A</td>
<td><a href="http://www.unige.ch/pom/fi/etudiants/service/">www.unige.ch/pom/fi/etudiants/service/</a></td>
</tr>
<tr>
<td>Sciences de la société</td>
<td>Uni Mail 3729</td>
<td><a href="http://www.unige.ch/sciences/societe/faculty/organisation/secr%C3%A9tariat/">www.unige.ch/sciences/societe/faculty/organisation/secrétariat/</a></td>
</tr>
<tr>
<td>Psychologie et sciences de l'éducation</td>
<td>Uni Mail 3019 (PDCO) 3009 (SEDE)</td>
<td><a href="http://www.unige.ch/pysa/etudiants/secr%C3%A9tariat/">www.unige.ch/pysa/etudiants/secrétariat/</a></td>
</tr>
<tr>
<td>Théologie</td>
<td>Uni Bactiors 8004</td>
<td><a href="http://www.unige.ch/bactiosis/info/contacts/">www.unige.ch/bactiosis/info/contacts/</a></td>
</tr>
<tr>
<td>Traduction et interprétation</td>
<td>Uni Mail 6016</td>
<td><a href="http://www.unige.ch/lty/lt/mobile-echanges/contacts/">www.unige.ch/lty/lt/mobile-echanges/contacts/</a></td>
</tr>
<tr>
<td>Global Studies Institute</td>
<td>10 rue des Vieux Grenadiers, 3 étage</td>
<td><a href="http://www.unige.ch/gpi/lty/contacts/">www.unige.ch/gpi/lty/contacts/</a></td>
</tr>
</tbody>
</table>

### Conseillers/tres académiques

- Mme. Berta-Bertosa, Mme. Castera-Giarrrea, Mme. Yeumna Ota, conseiller-e(s) de l'université.
- M. Nicolas Ferrero, mobilite-etu@unige.ch
- M. Laurent Calet, laurent.calet@unige.ch (fédération des sciences de la vie et de la santé)
- M. Xavier Chaffi, conseiller-etu@unige.ch
- Mme. Liliane Sohne, mobilite-gms@unige.ch
- Mme Caroline Arpi, mobilite-etu@unige.ch
- Mme Sandra De Giusti, x-acad-fme@unige.ch
- Mme. Chou-Morgane Dandolot, chou. dandolot@unige.ch
- M. Olivier Demont, o.demont@unige.ch
- M. Marc Pochon, marc.pochon@unige.ch
- M. Bagamal Kohlbrener, bagamal.kohlbrener@unige.ch (Global Health)
# Faculty Information Session p.11

## Information !

<table>
<thead>
<tr>
<th>Faculté</th>
<th>Lieu et date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Droit</td>
<td>20 septembre, 12h15, Uni Mail, salle M2170</td>
</tr>
<tr>
<td></td>
<td><strong>Etudiant·es CDT/CTL</strong></td>
</tr>
<tr>
<td></td>
<td>19 septembre, 14h15, Uni Mail, salle MS150</td>
</tr>
<tr>
<td>Lettres</td>
<td>19 septembre, 18h15, Uni-Philosophes, salle Phil 211</td>
</tr>
<tr>
<td>ELCF (entretiens individuels)</td>
<td>19 septembre, 10h15-12h, Landolt, salle L 503</td>
</tr>
<tr>
<td>Economie et Management</td>
<td>22 septembre, 13h15-14h00, Uni Mail, salle MB130</td>
</tr>
<tr>
<td>Global Studies Institute</td>
<td>16 septembre, 14h15, Uni Mail, salle M160</td>
</tr>
<tr>
<td>Sciences de la société</td>
<td>16 septembre, 16h15, Uni Mail, salle M170</td>
</tr>
<tr>
<td>Psychologie et Sciences de l’éducation</td>
<td>21 septembre, 16h15, Uni Mail, salle MR040</td>
</tr>
<tr>
<td>Traduction et interprétation</td>
<td>19 septembre, 8h15, Uni Mail, salle MR170</td>
</tr>
</tbody>
</table>

Pour les autres facultés, contactez le/la conseiller·ère académique.
www.unige.ch→facultés→infos pratiques→contact
For all other Faculties, please contact your academic advisor.
Residence Permit
Residence Permit – p. 12
≠ work permit!

European citizens

World (visa + non-European citizens)
• Mandatory!

• Office cantonal de la population et des migrations - OCPM

• Deadline to apply*: **1 week** from today

• **State your final address in Geneva.** Your permit will be sent there
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
> Help on our plateform
*You entered without visa:*

- Fill the E form and send it to the OCPM
- Wait for the « confirmation des données » form and send it back to the OCPM

> Help with the « E » and « Confirmation des données » forms on our plateform
When you get an appointment:
Go in person to the OCPM with:

- Proof of appointment
- Copy of E Forms and attachments
- Copy of our passport + take the original
- Copy of your student attestation
- UNIGE student card
- Copy of your rental agreement
- Cost $\approx$ 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:

- E Forms and attachments
- Copy of our passport
- 1 passport photo
- Copy of your IA Statement
- Proof of financial means
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.
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
Insurance
Mandatory!

1) purchase a health and accident insurance
   > Deadline: 7 days

2) Send a copy of your contract to the SAM* when they write you (*Service Cantonal de l’assurance-maladie)
Insurance p.16-17

3 options:

- Students who have no insurance
- Students who have a private insurance
- EU students
Students who have no insurance:

- Purchase a Swiss student health insurance
- Recommended: scorestudies.ch (more info at 10:30 today with the Student Service Session)
- Send a copy of your contract to the SAM when you get their mail
Students who have a private insurance:
- request the recognition through the « check form for equivalent of swiss health insurance »
- send the check form to the SAM when you get their mail
3rd option:

EU students:

> If you already have an EU insurance card only
Third party liability insurance  p.18

Not mandatory but strongly recommended!

• It covers damage you might cause to a third party
• Mandatory if you use a vehicle (including bicycles)
• About 15 CHF.- per month
• Students staying at the Cité Universitaire: you should have one already

www.scorestudies.ch/
Finances
Detailed information in the document available with your pack « how to open a student swiss bank account »

Documents to bring with you to open an account:
- Passport/ID
- Student card
- Residence permit: proof of payment
- Proof of address

Scholarship holders: you need a swiss bank account!
Scholarships
Scholarship  p.25

- If applicable
- First scholarship in cash
- Swiss account mandatory
- Credited on your swiss account between the 10th and the 15th of each month
- Last month: credited on your swiss account after signature of the certificate of attendance
• Please check the schedule

• Go to Uni Dufour, 2\textsuperscript{nd} floor with your voucher + passport/ID
Scholarship - Grant agreement

How to proceed?

1. Sign and upload the document or leave us the document at the end of the session

2. Use the QR Code or the link to enter your bank information

Deadline: October 3rd
Studies
Beginning of the Semester

Courses start on:
**Monday**: Law - Economics and Management - Sciences - GSI 2\textsuperscript{nd} part

**Tuesday**: Translation and Interpreting - Psychology & Educational Sc. - GSI 1st part

**Wednesday**: Humanities - Social Science – GSI masters
Course & Timetable online

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

- **B106**
  - B = Bastions
  - 106 = 1er étage (first floor)

Ask for help at the lodges!
Course schedule & restrictions  p.26-27

- Study plan: [www.unige.ch/progcours](http://www.unige.ch/progcours)

  For any changes, contact the academic advisor of your faculty (*p. 8 in your guide*).

- Restrictions: [www.unige.ch/geneva](http://www.unige.ch/geneva) → Conditions d’admission → Restrictions

- Please register within a maximum of 2 Faculties ! *French support courses do not count as an extra faculty* !
Courses & exams p.27-28

• Registration for courses and exams is mandatory for every course > Students Office

• If you take courses in 2 faculties: please check if you need to register in both faculties or not

• Respect the deadline for the registration (courses+exams)
Exams take place at the UNIGE within the official dates.

You have to sit your exams according to the rules established by your Faculty!
Special needs

If you need special accommodation for your studies and/or exams (medical reasons only):

> please contact immediately our Health Service
www.unige.ch/dife/sante-psychologie/besoins-particuliers/
Important:

**State the number** of originals you need when you register for courses and exams.

As soon as possible and **before your departure/exams**, make sure that the UNIGE Students Office has your international Office address and your postal address in Geneva

**Mon UNIGE** → **Données de contact** → **Adresse**
Other
• You need to validate your student card in one of our digital booth

Best from Monday!
Maison des Langues & Ecole de langue et de civilisation française  p.30-31

- French classes: 2 lessons per week free – according to the space available
Registration: https://mdl.unige.ch/coursdappui/

Info session: **Monday** at 10.15pm, UniMail, Room MR290

- Tandem Linguistique (platform)

- Programmes in French from A2 level onwards
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
Cafeteria

5 francs meals, How does it work?

Please log in with your student ID and password on unipass.unige.ch to obtain your QR code.

Show your QR code at the restaurant till and you will take advantage of your 5 francs meal.

Please log in HERE

Your QR code is non-transferable and at your disposal every day in新生的 for the length of your student life. You can download a new one from your smartphone or print it to be able to use it every time you need.
Departing Geneva definitely
We will contact you before the end of the semester to remind you of the instructions.
Checklist

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- Séances d’information des facultés (p.19)
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- Validation de la carte d’étudiant-e à chaque début de semestre (p.32)

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Ne pas oublier lors...
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  - Modifier dans votre Portail UNIGE ➔ mon UNIGE ➔ données de contact ➔ adresse
  - Informer l’office cantonal de la population et des migrations (OCPPM) – voir page 15
- If you are a first aider, report to the STEPS Service – Santé au travail, environnement, prévention et Sécurité: secretariat-steps@unige.ch

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- Information sessions in the faculties (p.11)
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  - Modify your details on the Portail UNIGE ➔ mon UNIGE ➔ données de contact ➔ adresse
  - Inform the Office Cantonal de la Population et des Migrations (OCPPM) – see page 15

Emergency numbers
Police 117 / Fire 118 / Medical emergencies 144 / Poisoning 145
Soutien psychologique 143 / Sécurité interne 41 22 379 12 22 / Hotline COVID 0800 909 400
ESN Genève

September 2022
What is ESN?

- Erasmus Student Network: European association for exchange students
  - Not only for European students!
- Goal: enjoy as much as possible!
Our activities

- Trips (Zürich, Interlaken, Ticino etc.)
- Parties (nightclubs, pubnights, BBQ...)
- Cultural events (museums, CERN, UNO...)
- Sport activities (parkour, team sports, sporting event)
Buddy System

- Meet local students!
- Exchange, ask questions
- Take part in our challenge for the semester!
- Come to our events dedicated to the Buddy System
ESN card

- Mandatory to participate to our events
- CHF 10
- Many discounts: local and international: local bars, Ryanair, Flixbus, Hostelling etc.
Where to get more information?

@esngeneva

[Formal] ESN Genève 22-23

ESN Genève
SCAN ME
WELCOME TO GENEVA

WELCOME SESSION
Friday 16 September 2022
https://www.unige.ch/proseilearn/uni-dufour

Agenda
8am – 8.30am  Welcome
- Distribution of welcome packs
- Welcome words by Rektor Yves Frickiger

8.30am – 10am  Mobility information session
- Extra-European Students (non-SEMIP)
  Uni Dufour, Room U300

10am – 10.30am  Coffee Break

10.30am – 11.40am  Student Services’ session
- Uni Dufour, Room U600

11.40am – 12.30pm  Student Services Bootis
- Maison des Langues, Spots, Social and Health...

11.40am – 12.30pm  Permanence - Exchange Team
- Ask your questions to your exchange academic coordinator
  Uni Dufour, Room U300, Extra-European Students (non-SEMIP)

Activities organized by student associations
Tuesday 13.00  Inter-Association Rally, organized by Uni Party and the student associations,
by registration only.

Wednesday 14.00  Inter-Association Rally, organized by Uni Party and the student associations,
by registration only.

Friday 15.00  Associations Day, 11am-6pm, Parc Baur-Bovy, Uni Mail, Free admission

Saturday 17.00  Campus tours (from 2pm), organized by Erasmus Student Network (ESN),
by registration only.

Sunday 25.00  City tours, organized by Erasmus Student Network (ESN),
by registration only.

In addition
16.00 to Fri. 16.00  Visits of the UNIGE Library sites every afternoon at 3.30 pm, on registration
- Uni Amélie (B03, science 2) - Monday (in French) and Friday (in English)
- Uni Beaulieu – École Jura (Ave Jura) - Tuesday (in French) and Friday (in English)
- Uni Valais – Monday to Thursday (in French) and Friday (in English)
- Uni Valais – Monday to Thursday (in French) and Friday (in English)

Tuesday 16.00  University Sports Center open house, 2.15pm to 6pm, University Sports Center - Champs
Free entrance
Have a great stay in Geneva ...
We are back at 11am for the online live chat