



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

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

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

**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:  F  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:  no  yes If yes, indicate years: .....

**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? (if yes, individual form to be completed)	
.....	.....	.....	<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

**5. Address abroad**

- 5.1 Full address: ..... Locality: ..... Country: .....  
 5.5 Embassy / consulate, responsible for your place of residence: .....

**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): .....

**7. Study Program**

- 7.1 School name: ..... 7.2 Course start date: .....  
 7.3 Courses taken in capacity as:  intern  external  
 7.4 Degree(s) envisaged and expected date of completion:  
 .....  
 7.5 *Other studies envisaged ?*  no  yes (fill out points 7.6 to 7.9)  
 7.6 School name: ..... 7.7 Course start date: .....  
 7.8 Courses taken in capacity as:  intern  external  
 7.9 Degree(s) envisaged and expected date of completion:  
 .....  
 7.10 Studies completion date: .....  
 7.11 Reasons why you chose Geneva: .....  
 .....  
 7.12 Indicate your specific intentions upon studies completion:  
 .....  
 .....

**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



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**Beneficiary's Data Reminder**

Surname(s): ..... Given name(s): .....  
 Date of birth: ..... Nationality: .....

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**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: .....

9.2 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)*  
 .....

**10. Employer (to be completed in case of a profitable activity / ancillary activity / traineeship)**

10.1 Company / corporate name: ..... 10.2 Economic sector: .....  
 10.3 Street: ..... 10.4 No. : .....  
 10.5 Postal code: ..... Locality: ..... Country: .....  
 10.6 E-mail address: ..... 10.7 Phone number: .....  
 10.8 Proxy: .....  
 10.9 Street: ..... No.: .....  
 10.10 Postal code: ..... Locality: ..... Country: .....  
 10.11 E-mail address: ..... 9.12 Phone number: .....

**11. Information on Profitable Activity**

11.1  Employed  Independent 11.2 Employed as: .....  
 11.3 Monthly Gross Salary (in Swiss Francs): ..... 13<sup>th</sup> Salary:  yes  no  
 11.4 Duration of the profitable activity:  Permanent as of: .....  Fixed-term, starting from: ..... to: .....  
 11.5 Business address: .....  
 11.6 Number of hours worked per week: .....


Place/Date: ..... Employer's stamp and signature : ..... Signature\*: .....  
(in case of a profitable activity) (Beneficiary or proxy)

\* By signing this form, applicants allow the Authority to directly contact the school to inquire on their study progress or status.

**Space only for use of the Administration**

#Invoice: .....  
 Attendant: .....  
 Notes: .....

## INSTRUCTIONS to fill out Form E

<b>Formalities</b>	Student permits are strictly temporary and in principle should not exceed more than 8 years. Permits are granted for a specific school. <b>Any change of school or orientation is subject to a new application and must be immediately announced to the Office with supported motives.</b>	
<b>Procedure</b>	 Complete application to be mailed to following address: (incomplete files will not be received and will be returned to the sender) Office cantonal de la population et des migrations Case postale 2652 - 1211 Genève 2	
<b>Supporting Documents</b>	Form E duly completed, dated and signed.  Color photocopy of a valid I.D. (if requested by mail)	
<b>Additional Documents</b>	<b>EU/ EFTA Nationals</b>	<b>Non-European Nationals</b>
<i>Student Stay (1st Application)</i>	School registration certificate  1 passport-sized photo with full names written on the back for stays of more than 364 days  Proof of financial means or sponsorship certificate (Form O)  In case of sublet or rent-free accommodation, landlord's attestation - AL form (with copy of the main lease and landlord's identification)	School eligibility certificate  C.V. and motivation letter indicating student's intentions upon studies completion  Detailed study plan (class hours per week, schedule, branch details, studies total duration)  Proof of financial means or sponsorship certificate (Form O)  Copy of lease or landlord's attestation - form AL (with copy of his main lease and his I.D.)  Envisaged traineeship or profitable activity  Criminal record extract  Written commitment to leave Switzerland upon studies completion, except students admitted in a higher school under Article 3 of the federal swiss act on university support (LAU).
<i>Students arriving from another canton</i>	Departure certificate issued by the canton of provenance	Departure certificate issued by the canton of provenance
<i>Renewal</i>	School registration certificate  1 passport-sized photo with full names written on the back for stays of more than 364 days	School registration certificate  Proof of financial means or sponsorship certificate (Form O)
<i>Profitable activity during studies</i>		Approval letter issued by the Swiss higher school (max. 15h / week)
<i>Traineeship</i>	School certificate stating that the internship is an integral part of the studies	School certificate stating that the traineeship is an integral part of the studies
<i>Students arriving with their family  Individual form M for each family member to be completed</i>	Copy of lease or landlord's attestation - form AL (with copy of his main lease and his I.D.)  Copy of spouses marriage certificate (with official translation)  Copy of children's birth certificate (with official translation)  Evidence of children's parental authority, if arriving with only one parent or form EM	Copy of spouses marriage certificate (with official translation)  Copy of children's birth certificate (with official translation)  Evidence of children's parental authority, if arriving with only one parent or form EM

The Administration reserves the right to request any other additional evidence.