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
*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 apartment: ..............................................

Code postal/ Postal code: ........................................... Localité/ Locality: .................................................................

C/O Nom/ Name on the mail box: ......................... Prénom/Surname on the mail box:

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

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

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: ..........................
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 ≅ 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.
Section 1: Type of request

- Exchange program student
- 1st application
How to fill in Form E

Section 2: Beneficiary

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Surname(s): .................................................................</td>
</tr>
<tr>
<td>2.3</td>
<td>Given name(s): ...............................................................</td>
</tr>
</tbody>
</table>
| 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: ............................................................... |

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
................................................................. ................................................................. ................................................................. □ F □ M
................................................................. ................................................................. ................................................................. □ F □ M
................................................................. ................................................................. ................................................................. □ F □ M

4.5 Arriving also in Geneva? (if yes, individual form to be completed)
□ no □ yes □ no □ yes □ no □ 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 (1\textsuperscript{st} part): Address in Geneva

<table>
<thead>
<tr>
<th>6.</th>
<th>Address in Geneva (if already known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Owner: ☐  Tenant: ☐  (attach a copy of the lease)  Subtenant: ☐  (attach the landlord’s written confirmation)</td>
</tr>
<tr>
<td>6.2</td>
<td>Street: ..........................................................  No: ................................  6.3 Appartment No: ..................................</td>
</tr>
<tr>
<td>6.4</td>
<td>Postal code: ..............................  6.5 Locality: ..................................................</td>
</tr>
<tr>
<td>6.6</td>
<td>c/o: Surname(s): ...........................................................  6.7 Given name(s): ...............................................................</td>
</tr>
<tr>
<td>6.8</td>
<td>Official Housing Number: ..............................  6.9 Floor: ................................  6.10 Number of rooms: ..................................</td>
</tr>
<tr>
<td>6.11</td>
<td>Date of arrival in Geneva (mandatory): ..................................................</td>
</tr>
</tbody>
</table>

### 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 (2\textsuperscript{nd} 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
### Section 7 (1st part): Study program

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>School name: University of Geneva</td>
</tr>
<tr>
<td>7.2</td>
<td>Course start date: 14.09.2020</td>
</tr>
<tr>
<td>7.3</td>
<td>Courses taken in capacity as: ☐ intern ☐ external</td>
</tr>
<tr>
<td>7.4</td>
<td>Degree(s) envisaged and expected date of completion: Student exchange, no degree expected</td>
</tr>
</tbody>
</table>

**7.1.** “University of Geneva”  
**7.2.** “19.09.2022”  
**7.3.** ☐ External  
**7.4.** “Exchange student, no degree expected”
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): .................................................................

Family relationship: ....................................................

Given name(s): ...........................................................

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