

# Residence 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 weeks** 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

- If you have an appointment scheduled at the OCPM : go in person with:
  - Copy of E Forms and attachments
  - Copy of your passport + take the original
  - Copy of the Academic Exchange Office Statement
  - UNIGE student card
  - Cost  $\cong$  CHF 250.-.
- If you do not have an appointment yet : mail your Form E and its attachments to the OCPM.



## Residence permit / EU citizens

- Documents to be sent to the OCPM:
- E Form and attachments
- Copy of our passport
- 1 passport photo (first and last name towards)
- Copy of your Academic Exchange Office Statement
- Proof of financial means

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



### 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.

# How to fill the Form E

## Section 1: Type of request

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

### 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

☒ Exchange program student

☒ 1<sup>st</sup> application

# How to fill the 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 the 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  
came alone in Geneva

# How to fill the 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 the Form E

## Section 6 (1<sup>st</sup> 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 the Form E

## Section 6 (2<sup>nd</sup> 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.** 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. If your name is on the mailbox, please do not answer 6.6. and 6.7.

**6.8. – 6.10.** No need to answer

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

# How to fill the Form E

## Section 7 (1<sup>st</sup> 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.** Please write: « University of Geneva »

**7.2.** Please write: « 14.09.2020 »

**7.3.** ☒ External

**7.4.** Please write: « Student exchange, no degree expected »

# How to fill the Form E

## Section 7 (2<sup>nd</sup> 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.** Please write: « One semester (*or year if applicable*) of exchange in the framework of my university studies »

**7.12.** Please write: « Go back and finish my university studies at home »

# How to fill the 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 the Form E

## Section 9 (1<sup>st</sup> 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 the 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 the Form E

## Section 9 (2<sup>nd</sup> 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 the Form E

## Sections 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.

For EU/EFTA citizens **send** with attachments to:

Office cantonal de la population et des migrations

Service étrangers

Case postale 2652

1211 Genève 2