



Vera Sandoval Claire Giordano

Academic Exchange Office



WELCOME DAYS WELCOME Session

WELCOME TO GENEVA



WELCOME SESSION Friday 19 February 2021

Agenda

8am - 8:30am Access to the virtual platform

https://www.unige.ch/exchange/en/welcome/sp21

8:30am - 10am Welcome Speech, Yves Flückiger, Rector

Mobility information sessions, log in to your program

• Europe (SEMP) Students

Extra-European Students (non-SEMP)

· Swiss Mobility Students

10am- 12pm Online live chat with Exchange Team

Your questions to your exchange academic coordinator

10am- 12pm Online live chat with Student Services

Library, Maison des Langues, Sports and Culture, Social and Health...

IT Session and online live chat 10am - 12pm

https://plone.unige.ch/distic/pub/welcome-days/welcome-days-feb2021

In addition

Friday 19.02 City tours (as of 2pm), organized by Erasmus Student Network (ESN),

by registration only

Saturday 20.02 Campus tours (as of 2pm), organized by Erasmus Student Network (ESN),

by registration only



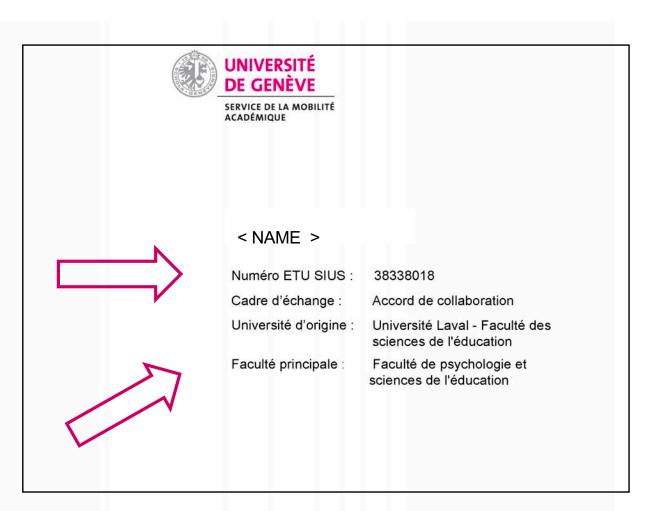


Welcome Pack

• Cover page with:

Your student number

Your main faculty





Statement from the IA Office

Document to be presented at:

- OCPM
- Bank
- Other institutions



Genève, le 28/01/2020

ATTESTATION HÔTE DES AFFAIRES INTERNATIONALES

Nous attestons par la présente que

< NAME > né(e) le 21/11/1997

de nationalité

en provenance de

Université Laval - Faculté des sciences de l'éducation- Canada

(Accord de collaboration) sera accueilli/e

au sein de la Faculté de psychologie et sciences de l'éducation (FPSE)

de l'Université de Genève

dans le cadre d'un séjour d'études/recherche pour la période académique :

PRINTEMPS 2019-2020

entre Février 2020 et Juin 2020



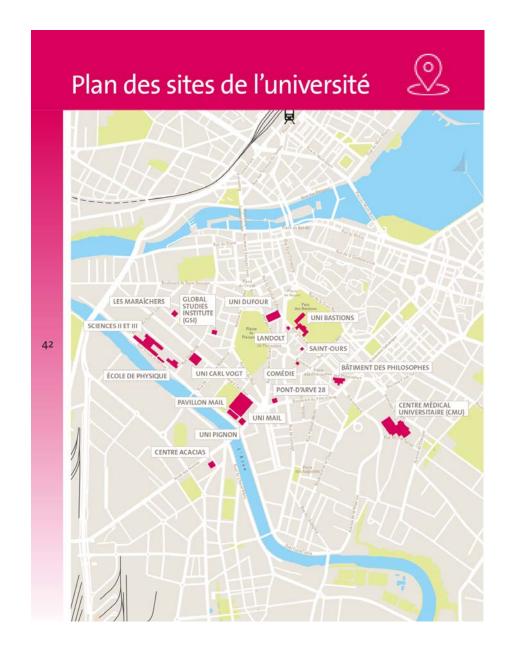
Uni Mail-40 bd du Pont-d'Arve -CH-1211 Genève 4 www.unige.ch/geneva

swissuniversitie







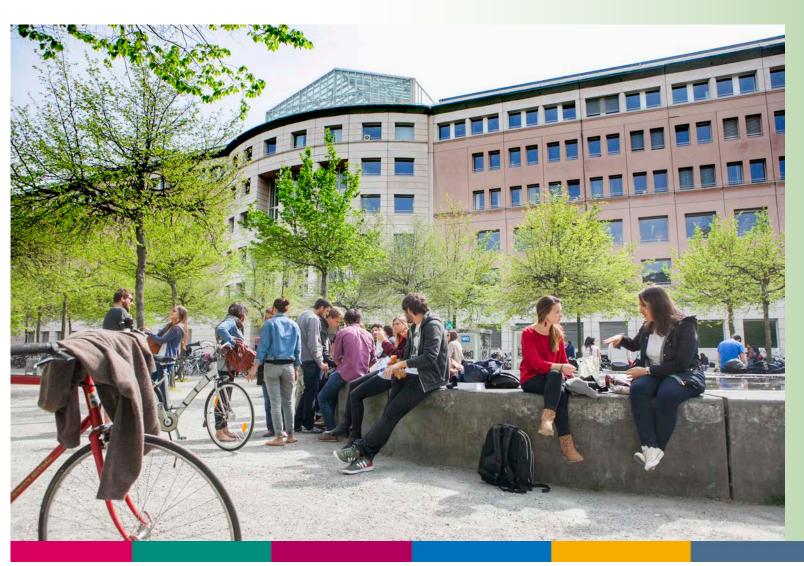




	Checklist				
4	A faire maintenant/urgent Séances d'information des facultés (p.11) Permis de séjour (p.12) Acheter ou valider votre assurance, sauf étudiants UE (p.16) Validation du plan d'études (p.27) Validation de la carte d'étudiant avant chaque début de semestre (p.32) A faire dans les 2 semaines Inscriptions aux cours (p.27) Inscriptions aux examens (p.28)	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'étudiants (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 UNICE → mon UNICE → 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, except EU students (p.16) Validate your learning agreement (p.27) Validate your student card before each semester (p.32) To do in the first 2 weeks Sign up for courses (p.27) Sign up for exams (p.28)	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 Portail UNIGE → mon UNIGE → données de contact → adresse Inform the Office Cantonal de la Population et des Migrations (OCPM) - see page 15	5
	Numéros d'urgence Police 117 / Feu 118 / Urgences m Soutien psychologique 143 / Urgen Hotline COVID 0800 909 400	médicales 144 / Empoisonnement 145 ences à UNIGE 022 379 12 22 /	Emergency numbers Police 117 / Fire 118 / Medical a Psychological support 143 / Em Hotline COVID 0800 909 400	emergencies 144 / Poisoning 145 nergencies at UNIGE 022 379 12 22 /	/



Contacts





Application UNIGE p.6



- Find your way to a classroom
- Receive notifications from your faculty
- Look for a contact
- Access to Campus Life



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 12.30am

Academic matters



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



Practical matters

International Affairs Office
Uni Mail R050
Every day 10 to 12.30am

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 advisors and Student Office by faculty p.8

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

Contacts et organisation



Secrétariat des étudiants

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

Conseillers/ères académiques

Pour les questions académiques ou pour finaliser votre plan d'études, contactez votre conseiller/ère académique.

Faculté	Secrétariat	Contacts et horaires	
Droit	Uni Mail 3093	www.unige.ch/droit/fac/organisation/ secretariat/	
Lettres	Landolt L506a	www.unige.ch/lettres/fr/infos/contact/ service-etu/	
Sciences	Sciences III 0003	https://www.unige.ch/sciences/fr/ informationspratiques/contacts/#toc3	
Economie et management	Uni Mail 3287 A	www.unige.ch/gsem/fr/etudiants/service/	
Sciences de la société	Uni Mail 3279	www.unige.ch/sciences-societe/faculte organisation/secretariat/	
Psychologie et sciences de l'éducation	Uni Mail 3103 (PSYCHO) 3109 (SSED)	www.unige.ch/fapse/etudiants/ secretariat/	
Théologie	Uni Bastions Boo1A	www.unige.ch/theologie/infos/contacts/	
Traduction et interprétation	Uni Mail 6256	www.unige.ch/fti/fr/faculte/organisation administration/	
Global Studies Institute	10 rue des Vieux-Grenadiers, 3 ^e étage	www.unige.ch/gsi/fr/presentation/organ sation/secretariat-des-etudiants/	

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 and to finalise your learning agreement, contact your academic advisor (conseiller/ere académique).

Conseiller/ère académique				
	: Bita.Bertossa@unige.ch ari Wassmer: Caterina.GidariWassmer@unige.ch			
	od: mobilite-lettres@unige.ch Laurent.Gajo@unige.ch (Ecole de langue et de civilisation françaises			
M. Xavier Chillier:	: Conseiller-etudes-sciences@unige.ch			
M ^{me} Lisiane Sohier	r: mobility-gsem@unige.ch			
M ^{me} Caroline Aepl	li: mobilite-etu-sds@unige.ch			
	(bachelor et master en psychologie): Valerie.Favez@unige.ch bachelor en sciences de l'éducation, enseignement primaire): Dunige.ch			
M [™] Chen Bergot:	Chen.Bergot@unige.ch			
M. Olivier Demissy	y-Cazeilles: Olivier.Demissy@unige.ch			
	Marc.Pochon@unige.ch renner: Bogomil.Kohlbrenner@unige.ch (Global Health)			
M. Olivier Demissy	y-Cazeilles: Olivier.Demissy@unige.ch Marc.Pochon@unige.ch			

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Faculty information session p.11



Faculté	Date et Lien Zoom
Droit	22 février, 09h15, en ligne https://unige.zoom.us/j/94406999947 Etudiants CDT/CTL: 22 février, 12h15, en ligne
	https://unige.zoom.us/j/96443304384
Lettres	22 février, 18h00, en ligne https://unige.zoom.us/j/96390432853
Economie et Management	22 février, 12h15, en ligne https://unige.zoom.us/j/6228544120
Global Studies Institute	19 février, 14h00, en ligne https://unige.zoom.us/j/95054306736
Sciences de la société	19 février, 16h15, en ligne https://unige.zoom.us/j/96378344879
Psychologie et Sciences de l'éducation	18 février, 10h0o, en ligne https://unige.zoom.us/j/94554932697
Traduction et interprétation	22 février, 08h30, en ligne https://unige.zoom.us/j/91043545556

Today!

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)



Residence Permit - p. 12

- 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



Residence permit / World



- *You entered in Switzerland with a visa and you submitted your E form:
- > Wait for the OCPM's mail/appointment

*You entered without visa:

- Fill the E form and send it to the OCPM
- Wait for their mail/appointment



Residence permit / World



When you get an appointment:

Go in person to the OCPM with:

- Copy of E Forms and attachments
- Copy of our passport + take the original
- Copy of the IA statement
- UNIGE student card
- Cost ≅ CHF 250.-.





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





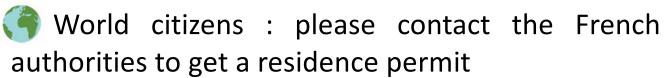
Residence permit p.14



If you are living **in France**:



You don't need to apply for a Swiss 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.



Residence Permit p.15

- Directions to get to the OCPM
- Office hours

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



Residence Permit - Tutoriel

Welcome Days Portal

https://www.unige.ch/exchange/welcome/sp21





Insurance





- Mandatory!
- Service in charge : SAM, Service Cantonal de l'assurance-maladie
- The SAM will write you to get a copy of your health and accident insurance
- Deadline to purchase an insurance: 7 days



Insurance p.16-17

3 options:



Students who have no insurance



Students who have a private insurance



EU students



1st option:





Students who have no insurance:

- Register for a Swiss student health insurance policy
- Recommendation: scorestudies.ch
- Send a copy of your contract to the SAM when you get their mail

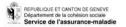


2nd option:



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



CHECK FORM FOR THE EQUIVALENT OF SWISS HEALTH INSURANCE 2019

(Article 2, OAMal of June 27, 1995)

FOREIGN INSURER CERTIFICATE REQUIRED FOR DISPENSATION FROM

Sumame				N. tel.			
Forename (s)			E-mail				
Date of birth		nationality		sex		M	□ E
Civil Status	single	maried	separated	☐ div	orced	D w	idower / widow
Federal Law on Registered Partnerships of Same Sex Couples (Lpart)	ioined by a registered partnership	partnership dissolved by the court	partnership dissolved by death	partnership dissolved upon declaration of absence			
For foreigners type of permit	☐ file C	☐ file B	☐ file L	valid fro	valid from		
	ident	atriate*	☐ trainee ☐	teacher			
School / employer			End of stay in Si	witzerland			
Street & no*						_	
Post code & city*							

Surname	Forename (s)	Date of birth	Sex Mou F	Relationship

The undersigned insurer certifies that the person or persons mentioned above enjoy during their stay in Switzerland

- heath and discident insurance coverage equivalent to mantation; care insurance (see back), particularly covering:

 all hospitalization expenses in the general wand to plublic hospitals of the canton of General at the rates set forth for persons who are not covered under collective bargaining agreements. The technical and medical cost of hospitalization, including all services provided during the hospital stay, is determined according to SwissDRG hospitalization, including an services provision of configuration of the compensation of (Swess Diagnosis Related Groups; <u>www.swesdrg.org</u>) which is the new rate system for the compensation of hospital services in acute somatic treatments. It sets the compensation for hospital services uniformly as packages y case, according to the latest revision of the LAMal;
- all expenses related to pregnancy and maternity, particularly lying in the general ward of public hospitals of the canton of Geneva, at the rates set forth (according to the SwissDRG) for persons who are not covered under collective bargaining agreements.
- all expenses for ambulatory treatments such as those defined in Articles 25 through 31 LAMal cited on the back of this document (by way of illustration, for dialysis, transplants and auto grafts, the SVK (Schweizericher Verband für Gemeinschaftsaufgaben der Krariserverscherer / Swess Federation for common tasks of health insurers; www.svk.org) rate will be applied taking into account the rates set forth for persons who are not covered under
- Under this certificate, the undersigned insurer undertakes to pay the benefits when any of the above-mentioned situations occurs. Service by social community or canton aid is excluded.

Effective date of cover:	Stamp / seal and signature of insurer *:
Date of expiry of cover:	5-3-3-3-3-3-3-3-3-3-3-3-3-3-3-3-3-3-3-3
Place and date:	

1207 GENEVE - tel. 022 546 19 00 - fax 022 546 19 19

"The insurer and the person insured undertake to communicate to the competent authority the cancellation of this contract, as well as any reduction of the cover of the insurance which no longer guarantees the equivalent cover to the compulsory Swiss health insurance cover.



3rd option:



EU students:

The SAM will contact you and request a copy of your insurance



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.

→ Hence, you <u>must buy a swiss health insurance</u>



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/

scorestudies:)
you study, we care!



Insurance - Tutoriel

Welcome Days Portal www.unige.ch/exchange/welcome/sp21







Finances





Bank account p.20-21

Detailed information in the document available with your pack whow 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



Scholarship « Bon de caisse » p.25



Please check the schedule

 Go to Uni Dufour, 2nd floor with your voucher + passport/ID



Scholarship - Grant agreement

UNIVERSITÉ DE GENÉVE	To be signed and uploaded using the QR code
Accord d	e collaboration
Mobilité des étudia	ants à des fins d'études
Déclaratio	n d'engagement
(Gran	t Agreement)
	2017/18
	entre
24 rue di	sité de Genève u Général Dutour 1211 Genève 4
	et
J'accepte la bourse d'un montant de	CHE
mise à ma disposition par l'Université de Gené	rve, et m'engage à
prigrantion linguistique qui mincontend de informatire l'Affantie internationales si pir et drougne, acustien riègorius, sutre boursell; less, avant le désign du siègoriu, sur le louse de la companie de la la confidencia de commande que de la confidencia de programme d'écludes les Affaires internationales durant mon séque, portiques sur adicidation des Affaires internations de la page l'acustos les farmations de la page l'acustos l'Affaires internations de la page l'acustos l'alles men expériences montres de la locurse si je infet les obligations mentionnées (u.).	or course he stage de voyages, les become de Sabel et l' nome ceute du digit officier de Galace petro, you une autre bourse en leen avec ma mobile (Liverant blackerners de Liverant drottipe et du de la character blackerners de Liverant drottipe et du de la character blackerners de Liverant drottipe et de la character blackerners de Liverant drottipe et la character participation de la character de la character participation de la character p
Lieu, date:	
Signature étudiant/e	



How to proceed?

- 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: February 26



Studies





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 = 1^{er} étage (first floor)

Ask for help at the lodges!



Course schedule&restrictions p.26-27

- Study plan: <u>www.unige.ch/progcours</u>
 For any changes, contact the academic advisor of your faculty (*p. 8 in your guide*).
- Restrictions : www.unige.ch/geneva →
 Conditions d'admission → Restrictions



Courses&exams p.27-28

- Registration for courses and exams is mandatory for every course > Students Office
- Each faculty has its own procedure for registration for both courses and exams
- If you take courses in 2 faculties : register in both faculties
- Respect the deadline for the registration (courses+exams)



Exams p. 28

Exams take place at the UNIGE within the official dates.

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



Transcripts

Important:

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

As soon as possible and <u>before your departure/exams</u>, 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





Student card p.32

Best from Monday!

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







Maison des Langues & Ecole de langue et de civilisation française p.30-31

- French classes: 2 lessons per week free of charges for Exchange students Space available basis
 - > more information to register information on our Virtual Hall
- Tandem Linguistique (platform)





Libraries p. 34





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



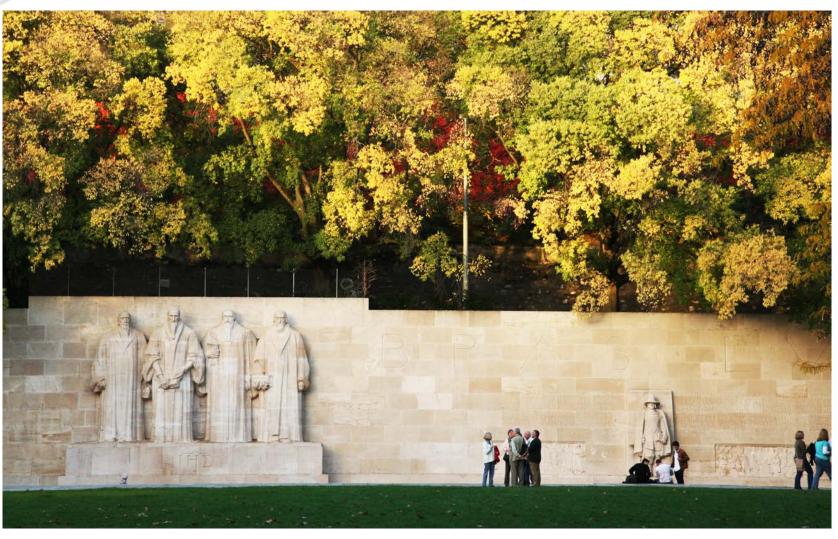
COVID

- « gestes barrière »
- Where can I find more masks in Geneva?
- Wear a mask where it is mandatory and/or keep your distance. Lunch time: please eat at the cafeteria or outside of the building
- Check the opening hours before going somewhere
- If you feel ill > HUG (hospital)

www.unige.ch/coronavirus/fr/



Departing Geneva definitely





Departing Geneva definitely

Send the completed D Form to the OCPM or go to the OCPM if you need a certificate of departure.



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

Close your swiss bank account (optional but highly recommended)



Departing Geneva definitely

Transcripts

Before your departure (exams), make sure that your faculty has the address of your International Office.

If needed, ask for multiple original transcripts to your Student Office in Geneva.



Next

Now

10h-12h Chat live Student Service

Chat live Mobility Team

https://www.unige.ch/exchange/welcome/sp21

10-12h IT

https://plone.unige.ch/distic/pub/welcome-days/welcome-days-feb2021

Tomorrow Campus Tour ESN



Questions





Have a great stay in Geneva ...

