Welcome to the University of Geneva!
Daniela Sauge
Vera Sandoval
Claire Giordano

Academic Exchange Office
Welcome Session

WELCOME SESSION
(14 February 2023)

Agenda
8:00 – 8:30 Welcome and distribution of packs Main Hall – Uni Mail
8:30 – 8:45 Welcome speech Yves Frühiger, Rector Main Hall – Uni Mail
8:45 – 10:00 Mobility information sessions Main Hall – Uni Mail
  - Erki Students (non-SEMP)
  - Europe (SEMP) Students (signing of certificates at the end of session)
  - Swiss Mobility Students
10:00 – 11:00 Coffee break, networking Main Hall – Uni Mail
11:00 – 12:00 Information session by student services MR000 – Uni Mail
12:00 – 12:30 IT Session [bring your computer]
  - Mac
  - PC
MR000 – Uni Mail
MR050 – Uni Mail
12:00 – 13:30 Stands by student services Main Hall – Uni Mail

In addition
12:00 – 13:30 Helpdesk and Lunch (Emergencies, housing) Main Hall – Uni Mail
12:30 – 13:30 Student card extra session (for exchange students/Erki cards) M3020 – Uni Mail (1st floor)
13:00 – 14:00 Workshop: Residence permit MR000
14:00 – 15:00 Workshop: Health Insurance MR040
Saturday 15:00 Campus tours By registration only
Welcome Pack Contents

- Student guide
- Student card
- Agenda
- Statement from the IA office
- Grant Agreement and voucher – if applicable
- “How to open a student Swiss bank account”
- Residence permit form
Welcome Pack Contents

- 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
Access codes page p.42

Connect to our Wifi

Choose unige
Plan des sites de l’université
Checklist

A faire maintenant/urgent
- Séances d'information des facultés (p.19)
- Permis de séjour (p.12)
- Acheter ou valider votre assurance, sauf étudiants UE (p.16)
- Validation du plan d'études (p.27)
- Inscription aux cours de français (gratuits) (p.30)
- Validation de la carte d'étudiant avant chaque déplacement (p.33)

A faire dans les 2 semaines
- Inscriptions aux cours (p.27)
- Inscriptions aux examens (p.28)

Facultatif
- Inscription aux tandems linguistiques (p.30)
- Inscription aux activités sportives et culturelles (p.26)
- Inscription à une association d'étudiants (p.26)
- Inscription au groupe Facebook Mobility au Buddy System et à la page Facebook du 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.19)
- Residence permit (p.12)
- Buy or validate your insurance, except EU students (p.16)
- Validate your learning agreement (p.21)
- Sign up for free French classes (p.30)
- Validate your student card before each semester (p.30)

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 cultural and sports activities (p.30)
- Join a student association (p.30)
- 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

Numéros d'urgence
Police 117 / Fire 118 / Urgences médicales 144 / Empoisonnement 145
Soutien psychologique 143 / Urgences à UNIGE 022 379 12 21

Emergency numbers
Police 117 / Fire 118 / Medical emergencies 144 / Poisoning 145
Psychological support 143 / Emergencies at UNIGE 022 379 12 21
Contacts
• Find your way to a classroom
• Receive notifications from your faculty
• Look for a contact
Contacts p.7

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

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

**Academic matters**

Secrétariat des étudiants of the faculty
+ Academic advisors (conseiller-ère aux études)
For general questions/orientation:

Guichet Mobilite Information

Open every day from 10am to 1pm
/ in front of the International Affairs Office,
Uni Mail, Room 050
Contacts

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
Faculty information session p.11

**Présence obligatoire !**

<table>
<thead>
<tr>
<th>Faculté</th>
<th>Date et salle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Droit</td>
<td>17 février, Uni Mail, MS130, à 12h15</td>
</tr>
<tr>
<td></td>
<td>Étudiants CDT/CTL :</td>
</tr>
<tr>
<td></td>
<td>17 février, Uni Mail, MS130, à 13h15</td>
</tr>
<tr>
<td>Lettres</td>
<td>17 février, Uni Bastions B101, à 18h15</td>
</tr>
<tr>
<td>Économie et Management</td>
<td>17 février, Uni Mail, MR060, à 12h15</td>
</tr>
<tr>
<td>Global Studies Institute</td>
<td>14 février, Uni Mail, M1170, à 14h15</td>
</tr>
<tr>
<td>Sciences de la société</td>
<td>14 février, Uni Mail, M2170, à 16h15</td>
</tr>
<tr>
<td>Psychologie et</td>
<td>18 février, Pavillon Mail, PM15, à 16h15</td>
</tr>
<tr>
<td>Sciences de l'éducation</td>
<td></td>
</tr>
<tr>
<td>Traduction et interprétation</td>
<td>17 février, Uni Mail M2130, à 08h15</td>
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</tbody>
</table>

Pour les autres facultés, contactez le/la conseiller/ère aux études.
www.unige.ch/facultes

For all other faculties, please contact your academic advisor.

Today!
Residence Permit
Residence Permit – p. 12
≠ work permit!

European citizens

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

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.-.
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 are living in France:

- 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.
• Directions to get to the OCPM
• Office hours
Workshop

• You have more questions?

• You need help to fill a form?

> meet us this afternoon at 13:00, room MR030 UniMail
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
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
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:

– 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 must buy a swiss health insurance
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/
Workshop

• You have more questions?

• You need help to fill a form?

> meet us this afternoon at 14:00, MR040 UniMail
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
- Copy of the residence permit or 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^{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: March 2
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 = 1er étage (first floor)

Ask for help at the lodges!
Course schedule & restrictions  p. 28-29

- **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*
Courses&exams  p. 28-29

• 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 take place at the UNIGE within the official dates.

You cannot take an exam abroad!
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

Mon UNIGE ➔ Données de contact > Adresse
Other
Incoming Exchanges, UNIGE
You need to validate your student card in one of our digital booth

Best from Monday!
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

<table>
<thead>
<tr>
<th>Now</th>
<th>Coffee break:</th>
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<tbody>
<tr>
<td>11.00</td>
<td>Student Services  U600</td>
</tr>
<tr>
<td>12.00</td>
<td>IT Rooms MR080 – MR060</td>
</tr>
<tr>
<td>12.00</td>
<td>Stands, Buffet, Helpdesk</td>
</tr>
<tr>
<td>1pm + 2pm</td>
<td>Workshops Insurance + Residence permit</td>
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Tomorrow

Campus + City Tour
Questions
Have a great stay in Geneva ...