

DEAR ASSISTANT, WELCOME TO LAUSANNE!



The Association des Doctorants et Assistants (ADAS) at the faculty of biology and medicine FBM of the University of Lausanne welcomes you to Lausanne! We will be glad to assist you with the administrative procedures regarding your arrival and stay in Switzerland and your Ph.D. enrollment. Please do not hesitate to contact us via email if you have any questions concerning any of the steps listed below. We will be more than happy to assist.

THINGS TO DO **BEFORE** YOU ARRIVE IN LAUSANNE

STEP 1

AT LEAST 3 MONTHS BEFORE LEAVING YOUR COUNTRY OF RESIDENCE : APPLY FOR A VISA/ RESIDENCE PERMIT AT THE SWISS EMBASSY OR CONSULATE IN YOUR COUNTRY. CHECK YOUR REQUIREMENTS FOR ENTERING SWITZERLAND [HERE](#) .

STEP 2

AT LEAST 3 MONTHS BEFORE LEAVING YOUR COUNTRY OF RESIDENCE: IF YOU ARE COMING AS A PH.D. STUDENT START COLLECTING THE DOCUMENTS YOU WILL NEED TO ENROLL IN THE PH.D. PROGRAM IN LIFE SCIENCES. CHECK THE GENERAL CONDITIONS [HERE](#). THE DOCUMENTS YOU WILL NEED DEPEND ON THE TYPE OF DIPLOMA YOU HOLD:

[-A SWISS DIPLOMA](#)

[-A DIPLOMA FROM A STATE WHO HAS RATIFIED THE LISBON RECOGNITION CONVENTION](#)

[-A DIPLOMA FROM ANOTHER STATE](#)

[-A DIPLOMA FROM CHINA](#)

STEP 3

AT ANY TIME BEFORE YOUR DEPARTURE

COLLECT IMPORTANT ORIGINALS DOCUMENTS TRANSLATED INTO FRENCH, ENGLISH, GERMAN OR ITALIAN) (IF YOU ARE STAYING MORE THAN 90 DAYS):

- YOUR BIRTH CERTIFICATE
- YOUR MARRIAGE CERTIFICATE (IF YOU ARE MARRIED)

STEP 4

AS SOON AS YOU KNOW YOUR ARRIVAL DATE

[FIND ACCOMONDATION](#) FOR YOUR STAY OR A TEMPORARY SOLUTION. IF YOU WANT TO STAY ON CAMPUS AT THE [VORTEX](#), WE HIGHLY RECOMMEND CONTACTING THE WELCOME CENTER AS SOON AS POSSIBLE. YOU CAN ALSO FIND HOUSING ADVERTISEMENTS ON FACEBOOK, ANIBIS.CH...ETC

STEP 5

BEFORE LEAVING YOUR COUNTRY

[IDENTIFY CHILDCARE SOLUTIONS](#)

AND/OR SCHOOL ARRANGEMENTS FOR YOUR CHILDREN IF NEEDED.

STEP 6

BEFORE LEAVING YOUR COUNTRY

INQUIRE ABOUT [HEALTHCARE INSURANCE](#) , WHICH IS MANDATORY IN SWITZERLAND. YOU CAN COMPARE HEALTH INSURANCE PREMIUMS BASED ON YOUR NEEDS ON [COMPARIS.CH](#) .

THINGS TO DO **AFTER** YOU ARRIVE IN LAUSANNE

STEP 1

DURING THE FIRST WEEK (IF YOU ARE STAYING MORE THAN 90 DAYS):

[DECLARE YOUR ARRIVAL](#) WITHIN EIGHT DAYS TO THE POPULATION OFFICE OF YOUR MUNICIPALITY. YOU WILL HAVE TO PAY A FEE FOR THIS PROCEDURE. YOU WILL NEED TO BRING WITH YOU:

- VALID PASSPORT OR ID
- BIRTH CERTIFICATE (TRANSLATED INTO FRENCH, GERMAN, ITALIAN, OR ENGLISH)
- MARRIAGE CERTIFICATE, IF YOU ARE MARRIED (TRANSLATED AS MENTIONED ABOVE)
- INVITATION LETTER OR EMPLOYMENT CONTRACT FROM UNIL
- PASSPORT-SIZED PHOTOS IN (NEEDED FOR THE RESIDENCE PERMIT)
- LEASE CONTRACT/ SUBLEASE CONTRACT
- AN OFFICIAL DECLARATION OF ARRIVAL:

[FOR EU/EFTA NATIONALS](#)

[FOR NON-EU CITIZENS](#)

TIPS:

- IF YOU HAVE NOT FOUND A PERMANENT ACCOMMODATION AT THIS POINT, YOU CAN PROVIDE THE ADDRESS OF YOUR CURRENT/TEMPORAL PLACE.
- AFTER YOU REGISTER IN YOUR MUNICIPALITY, ASK FOR YOUR RESIDENCE CERTIFICATE.
YOU WILL NEED IT TO OPEN YOUR BANK ACCOUNT.

STEP 2

TAKE OUT [HEALTHCARE INSURANCE](#)

HEALTH INSURANCE IS MANDATORY IN SWITZERLAND. YOU MUST OBTAIN IT NO LATER THAN THREE MONTHS AFTER YOU ARRIVE. IT WILL BE EFFECTIVE FROM THE DATE OF YOUR REGISTRATION WITHIN YOUR MUNICIPALITY.
FOR ANY REQUESTS FOR EXEMPTION, PLEASE CONTACT US.

STEP 3

TAKE OUT OTHER INSURANCE POLICIES
(E.G. PUBLIC. [LIABILITY INSURANCE](#))

STEP 4

[OPEN A BANK ACCOUNT](#) . DO NOT FORGET TO BRING THE FOLLOWING DOCUMENTS WITH YOU:

- YOUR RESIDENCE CERTIFICATE (DELIVERED BY THE IMMIGRATION OFFICE OR MUNICIPALITY) OR RESIDENCE PERMIT IF YOU ALREADY HAVE IT
- YOUR PASSPORT OR ID
- INVITATION LETTER OR EMPLOYMENT CONTRACT FROM UNIL

TIP:

IF YOU ARE COMING AS A PH.D. STUDENT AND, YOU ARE UNDER 30, YOU CAN OPEN A STUDENT PACKAGE, WHICH IS FEE-FREE.

STEP 5

BUY YOUR TRAVEL CARD FOR PUBLIC TRANSPORT IN LAUSANNE (CHECK THE [TL WEBSITE](#)) . FIND MORE INFORMATION ABOUT TRANSPORTATION IN LAUSANNE [HERE](#) .

ADAS wishes you a pleasant stay in **Lausanne**. We advise you to regularly check our website and social media accounts to know of the events and services we offer.

[www !\[\]\(8bba887393ca45b761e5cb49e755e762_img.jpg\) https://wp.unil.ch/adas/](https://wp.unil.ch/adas/)



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