



Welcome to Lausanne!

The Welcome Centre of the University of Lausanne will be glad to assist you with the administrative procedures regarding your arrival and stay in Switzerland. Please do not hesitate to contact us if you have any questions concerning the steps listed below.

THINGS TO DO BEFORE YOUR ARRIVAL IN LAUSANNE:

Prior to departure	
Step 1	<p><i>At least 3 months before leaving your country of residence</i></p> <p>Apply for a visa/ residence permit at the Swiss embassy or consulate in your country for non-EU/EFTA nationals</p>
Step 2	<p><i>At any time before your departure</i></p> <p>Collect important originals documents translated into French, English, German or Italian) <i>(if you are staying more than 90 days):</i></p> <ul style="list-style-type: none"> - Your birth certificate - Your marriage certificate (if you are married)
Step 3	<p><i>As soon as you know your arrival date</i></p> <p>Find accommodation for you stay or a temporary solution</p>
Step 4	<p><i>Before leaving</i></p> <p>Identify childcare solutions and/or school arrangements for your children</p>
Step 5	<p><i>Before leaving</i></p> <p>Inquire about health insurance which is mandatory in Switzerland</p>

THINGS TO DO AFTER YOUR ARRIVAL IN LAUSANNE:

Upon your arrival	
Step 1	<p><i>During the first week (if you are staying more than 90 days)</i></p> <p>Registration with the relevant authority in Lausanne or other municipality.</p> <p>You need to bring with you:</p> <ul style="list-style-type: none"> - 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) - Rental contract/ sublease contract - Official declaration of arrival: <p style="display: flex; justify-content: space-between;"> For EU/EFTA nationals For Non-EU citizens </p>
Step 2	<p>Take out health 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.</p> <p>For any requests for exemption, please contact us.</p>
Step 3	<p>Take out other insurance policies (e.g. public liability insurance)</p>
Step 4	<p>Open a bank account. Do not forget to bring the following documents with you:</p> <ul style="list-style-type: none"> - 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
Step 5	<p>Buy your travel card for public transport in Lausanne (check the TL website)</p>