



UNIL | Université de Lausanne  
 Relations internationales  
 Welcome Centre  
 Château de Dorigny  
 CH-1015 Lausanne



## 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 <u>for non-EU/EFTA nationals</u></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"> <li>- Your birth certificate</li> <li>- Your marriage certificate (if you're married)</li> </ul>
Step 3	<p><i>As soon as you know your arrival date</i></p> <p><u>Find accommodation</u> or temporary housing solution</p>
Step 4	<p><i>Before leaving</i></p> <p><u>Clarify childcare solutions</u> and/or school system for your kids</p>
Step 5	<p><i>Before leaving</i></p> <p><u>Inquire about health insurance</u> which is mandatory in Switzerland</p>

Services Centraux  
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THINGS TO DO AFTER YOUR ARRIVAL IN LAUSANNE:

Upon your arrival	
<b>Step 1</b>	<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"> <li>- Valid passport or ID</li> <li>- Birth certificate (translated into French, German, Italian or English)</li> <li>- Marriage certificate, if you are married (translated as mentioned above)</li> <li>- Invitation letter or employment contract from UNIL</li> <li>- Photos in passport size (needed for residence permit)</li> <li>- Rent contract/ sublease contract</li> <li>- Official announcement of arrival:</li> </ul> <p><a href="#">For EU/EFTA nationals</a> <span style="margin-left: 200px;"><a href="#">For Non-EU citizens</a></span></p>
<b>Step 2</b>	<p>Take out <a href="#">health insurance</a> (LAMAL). Health insurance is mandatory in Switzerland. You must obtain health insurance 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 exemption's requests, please contact us.</p>
<b>Step 3</b>	<p>Contract other insurances (e.g. <a href="#">liability insurance</a>)</p>
<b>Step 4</b>	<p><a href="#">Open</a> a bank account. Don't forget to bring with you the following documents:</p> <ul style="list-style-type: none"> <li>- Your residence certificate (delivered by the immigration office or municipality) or residence permit if you already have it</li> <li>- Your passport or ID</li> <li>- Invitation letter or employment contract from UNIL</li> </ul>
<b>Step 5</b>	<p>Buy your travel pass for public transport in Lausanne (check out at <a href="#">TL website</a>)</p>