

Student Residency Application Process

IMPORTANT: If you have already started the procedure with an embassy, please do not use e-filing as it will create duplicate and administrative errors.

You have been accepted to the Graduate Institute and now need to apply for student residency in 2023? Read the instructions below carefully!

Please note that our admission team maintains continual communication with the Geneva cantonal authorities and that the following new online application process has received endorsement from the OCPM (Cantonal Office for Population and Migration – the Geneva immigration authorities). You may come across inconsistent information on your embassy's website; however, the information provided here should be regarded as reliable. For any additional enquiries, please do not hesitate to contact us at admission@graduateinstitute.ch.

PRELIMINARY STAGE FOR ALL FOREIGN STUDENTS

- Create a “simple digital account” (e-démarches) on the OCPM website: <https://www.ge.ch/accéder-aux-e-demarches/compte-particuliers>.

The screenshot shows the 'ge.ch' website interface. At the top, there is a navigation bar with 'e-démarches', 'Recherche', and 'Menu' icons. Below the navigation bar, the main heading is 'Accéder aux e-démarches'. A list of six items is displayed: 1. L'essentiel en bref, 2. Compte pour particuliers, 3. Compte pour entreprises, 4. Rechercher une démarche, 5. Conditions d'utilisation, and 6. Signaler un problème technique. The second item, '2. Compte pour particuliers', is selected and expanded. It contains the text: 'Vous êtes un particulier et souhaitez créer votre compte pour accéder aux e-démarches. Créer un compte simple La création d'un compte simple ne nécessite pas de vérifier votre identité. Il donne accès à un nombre restreint de e-démarches. Ce compte est immédiatement utilisable. Il suffit de compléter puis valider le formulaire d'inscription jusqu'à l'étape 3/3.' A prominent blue button labeled 'Créer un compte simple' is at the bottom of this section. To the right, there is a 'Voir aussi' section with links for 'Rechercher une démarche', 'Mon identité numérique GenèveID', and 'Mon espace e-démarches'. Below that is an 'Actualité' section with a small image of a person at a computer.

For this online registration, you will only need your phone and a valid email address.

Enter the information and follow the three steps to register and access the “e-démarches”.

You now have access to the “e-démarches” interface. You can open the online residency request form by selecting the option below and clicking on “Accéder” (access).

Accéder aux e-démarches

1. L'essentiel en bref
2. Compte pour particuliers
3. Compte pour entreprises
4. Rechercher une démarche
5. Conditions d'utilisation
6. Signaler un problème technique

4. Rechercher une démarche

Catalogue des démarches

Recherchez parmi toutes les démarches administratives, à réaliser en ligne ou au guichet.

Ma démarche concerne

Demander un permis de séjour pour étudiant

Accéder

Voir aussi

- e-démarches fiscales
- e-démarches fiscales pour mon entreprise
- Mon espace e-démarches
- Dossier électronique du patient (DEP)

Actualité

You will arrive on the required page to apply for your student residency.
<https://www.ge.ch/demander-permis-sejour-etudiant>

AT THIS STAGE, SELECT THE SITUATION THAT APPLIES TO YOU:

1. You hold a passport from an EU/EFTA country or your nationality qualifies for a visa waiver.
2. You hold a passport from a non-EU/EFTA country

1. L'essentiel en bref

Si vous êtes étranger et souhaitez résider et étudier à Genève, vous aurez besoin d'un permis de séjour. Les conditions d'obtention de cette autorisation sont différentes selon votre nationalité.

- Vous êtes ressortissant d'un pays membre de l'UE/AELE et souhaitez déposer votre demande de permis pour études ?

Demande de permis pour étudiant UE/AELE ← **First option**

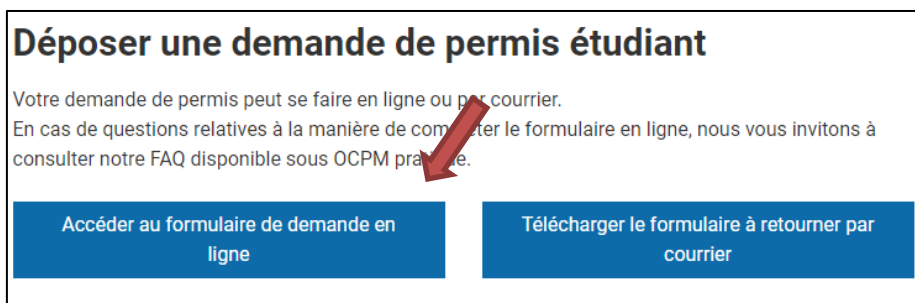
- Vous êtes ressortissant d'un pays tiers et souhaitez déposer votre demande de permis pour études?

Demande de permis pour étudiant d'un Etat tiers ← **Second option**

1. **EU/EFTA NATIONALS OR QUALIFIES FOR A VISA WAIVER:**

You are a national of a member country of the EU (European Union) or EFTA (European Free Trade Association), or your nationality qualifies for a visa waiver.

You need to select the first option (<https://www.ge.ch/demander-permis-sejour-etudiant/je-suis-ressortissant-pays-membre-ue-aele>), and scroll below to “Accéder au formulaire de demande en ligne” (access the online form). Then, enter your digital account ID and password, and you will find an English version of the form at this stage.



Déposer une demande de permis étudiant

Votre demande de permis peut se faire en ligne ou par courrier.
En cas de questions relatives à la manière de compléter le formulaire en ligne, nous vous invitons à consulter notre FAQ disponible sous OCPM pratique.

Accéder au formulaire de demande en ligne

Télécharger le formulaire à retourner par courrier

WHO: As a national of an EU/EFTA country (or having a nationality that qualifies you for a visa waiver) wishing to study in Switzerland, you are entitled to a right of residence if you have:

- Sufficient financial resources to support yourself (you will need to document funds for one year, but the assumption is that you have sufficient funds for the total duration of your study programme);
- Health and accident insurance covering all risks. This can be either your current insurance cover if it extends to your stay in Switzerland; or a new insurance package you will purchase locally when you arrive.

WHAT: The residence permit is issued for one year. If your study programme lasts several years, the permit is renewable until the end of the studies.

Study permits have a strictly temporary nature.
Permits are granted for the school and the degree programme specified in your study plan.

CONDITIONS: You must be enrolled at an institution to pursue a full-time programme of study there.
Any change of school or study plan requires a new authorisation and must be immediately reported to the cantonal immigration office, with supporting reasons.

Professional activity, remunerated or not, is possible, provided it does not exceed 15 hours per week, except during university holidays when full-time work is allowed. It requires authorisation and must be reported to the cantonal immigration office using form E.

You may also benefit from family reunification for your partner and dependent child(ren). Adult dependents who wish to join you in Geneva must complete a separate residency request.

REQUIRED DOCUMENTS:

- Colour copy of a valid identity document;
- 1 passport-size photo
- Proof of enrollment in school (our admission attestation);
- Evidence of financial means **and/or** proof of support (form O if your guarantor resides in Switzerland);
- In case of subletting or accommodation in Geneva by a third party, an attestation from the landlord established according to form AL (with a copy of the main lease and a copy of the landlord's identity document);
- Copy of the departure certificate from the canton of origin, if you have previously resided in another Swiss canton.

2. NON-EU/AELE NATIONALS

You need to select the second option (<https://www.ge.ch/demander-permis-sejour-etudiant/je-suis-ressortissant-etat-hors-ue-aele>), and scroll below to “Accéder au formulaire de demande en ligne” (access the online form). Then, enter your digital account ID and password, and you will find an English version of the form at this stage.

Déposer une demande de permis étudiant

Votre demande de permis peut se faire en ligne ou par courrier.
En cas de questions relatives à la manière de compléter le formulaire en ligne, nous vous invitons à consulter notre FAQ disponible sous OCPM pratique.

Accéder au formulaire de demande en ligne

Télécharger le formulaire à retourner par courrier

WHO: As a national of a non-EU/EFTA state wishing to pursue your studies in Switzerland.

Students must prove that they have sufficient financial means. You will need to document funds for one year, but the assumption is that you have sufficient funds for the total duration of your study programme

WHAT: The residence permit is issued for one year. If your study programme lasts several years, the permit is renewable until the end of the studies.

CONDITIONS: You must be enrolled at an institution to pursue a programme of study there. Before entering Switzerland, you must apply for a visa from the Swiss representation in your place of residence - **unless you submit your application via this online form.** If you have a long-stay visa or a valid residence permit issued by a Schengen state, you do not need to apply for a visa.

Any change of school or study plan requires a new authorisation and must be immediately reported to the cantonal immigration office, with supporting reasons.

Professional activity, remunerated or not, is possible, provided it does not exceed 15 hours per week, except during university holidays when full-time work is allowed. It requires authorisation and must be reported to the cantonal immigration office using form E. Non-EU/EFTA nationals cannot work in the first six months of their stay in Switzerland.

REQUIRED DOCUMENTS:

- Colour copy of a valid identity document;
- 1 passport-size photo;
- Proof of enrollment in school (our admission attestation);
- CV and letter of motivation indicating your intentions upon completion of studies
- Study plan indicating the number of weekly class hours, schedules, details of subjects and programme, total duration of studies, as well as the degree(s) targeted
- Written commitment to leave Switzerland at the end of the planned studies, except for students admitted to a Swiss university within the meaning of Article 2 (2) of the Federal Law of 30 September 2011 on the Promotion of Universities and Coordination in the Swiss University Sector (LEHE);
- Evidence of financial means **and/or** proof of support (form O if your guarantor resides in Switzerland);
- In case of subletting or accommodation in Geneva by a third party, an attestation from the landlord established according to form AL (with a copy of the main lease and a copy of the landlord's identity document);
- Plans of internships or employment
- Extract of your criminal record (if easily available)
- Copy of the departure certificate from the canton of origin if you have previously resided in another Swiss canton.