Welcome to Switzerland and EPFL.

Here are the steps you need to perform at your arrival in Switzerland:

1.1 **GO TO BIOMETRIC CENTER** *(only if you are a Europe Non-Member Citizen)*

- Invitation form provided by HR
- ID / Passport
- 20.00 CHF

1.2 **REGISTER AT THE CITIZEN CONTROL OF YOUR CITY OF RESIDENCE** *(See address at the back)*:

- Form 40 OASA or CE-AELE or 1350 provided by HR.
- Copy of employment contract
- Passport
- 1 photo
- Birth certificate (single) / Marriage Certificate
- Leasing contract of an apartment or letter from landlord

2. Then, ask them for a **CERTIFICATE OF RESIDENCE** *(paying ~30.00 CHF)* to regularize your situation pending licensure.

3. **OPEN A BANK ACCOUNT**:

- Identity card
- Certificate of residence
- Copy of employment contract

**FOR HUMAN RESOURCES, THANK YOU TO RETURN:**

☐ Employment Contract
☐ Job Description (Cahier des charges)
☐ Personal file *(fully filled with your personal address in Switzerland and Swiss IBAN)*

⚠️ After your registration at the Citizen control, you’ll have 3 months to contract a **Health Insurance**.
You can compare different offers on: [www.comparis.ch](http://www.comparis.ch)
LAUSANNE:

A. Biometric Center (Centre de Biométrie)
Voie du Chariot 3, 1003 Lausanne
Monday to Friday: 8:00 am - 5:00 pm
Saturday: 8:00 am - 4:00 pm
Tél: 0800 011 291

B. Citizen Control (Contrôle des Habitants)
Rue du Port-Franc 18, 1003 Lausanne
Monday to Friday: 8:00 am - 12:00 pm
1:00 pm - 4:30 pm
Tél: 021/315.31.33

BUSSIGNY
Place de l’Hôtel-de-Ville 1
Monday-Wednesday-Thursday: 8:00 - 11:30 am 1:30 - 4:30 pm
Tuesday: 7:00 - 11:30 am 1:30 - 4:30 pm
Friday: 8:00 - 11:30 am 1:30 - 4:00 pm
Tél: 021 / 706.11.20

CHAVANNES-RENENS
Av. de la Gare 46
Monday: 08h00-11h00
Tuesday-Wednesday-Thursday: 08h00-11h00
Friday: 08h00-11h00
Tél: 021 / 633.33.30

CRISSIER
Ch. de Chisaz 1
Monday-Thursday-Friday: 8:00 - 11:30 am 2:00 - 4:30 pm
Tuesday-Wednesday: 7:00 am - 1:00 pm 2:00 - 4:30 pm
Tél: 021 / 631.96.35

ECUBLENS
Place du Motty 4
Monday: 8:00 am - 12:00 pm 2:00 - 6:00 pm
Tuesday to Friday: 8:00 am - 12:00 pm 2:00 - 4:30 pm
Tél: 021 / 695.33.70

PRÉVERENGES
Rue de Lausanne 23
Monday: 8:00 - 11:30 am 2:00 - 6:30 pm
Tuesday-Wednesday-Thursday: 8:00 - 11:30 am 2:00 - 4:30 pm
Friday: 8:00 - 11:30 am
Tél: 021 / 811.50.75

PRILLY
Route de Cossonay 40
Monday to Friday: 8:00 - 11:45 am 1:30 - 4:30 pm
Tél: 021 / 622.73.21

PULLY
Av. du Prieuré 2
Monday to Thursday: 7:30 - 11:30 am 1:30 - 4:30 pm
Friday: 7:30 - 11:30 am 1:30 - 4:00 pm
Tél: 021 / 721.31.11

RENNENS
Rue de Lausanne 35
Monday to Wednesday: 8:00 - 11:30 am 2:00 - 4:30 pm
Thursday: 8:00 - 11:30 am 2:00 - 6:30 pm
Friday: 8:00 - 11:30 am 2:00 - 4:30 pm
Tél: 021 / 632.76.73

SAINT-SULPICE
Rue du Centre 47
Monday to Friday: 8:00 am - 12:00 pm 2:00 - 4:00 pm
(Bât. annexe)
Tél: 021 / 694.33.62