

EPFL PL RH
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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

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

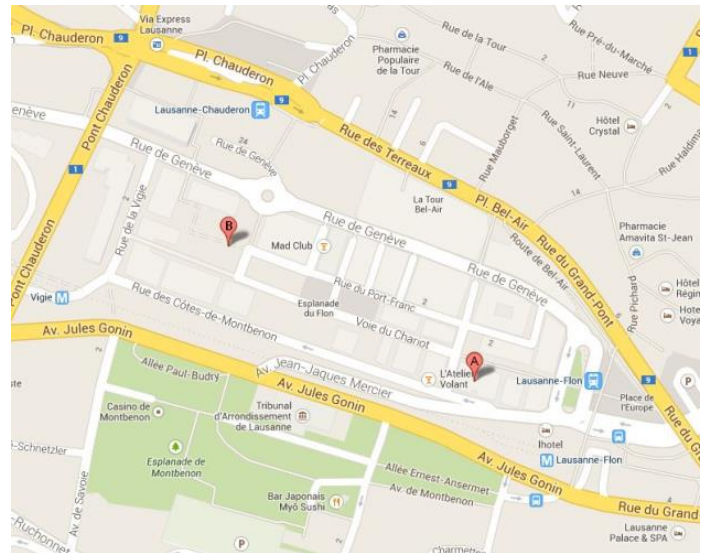
B. Citizen Control (Contrôle des Habitants)

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

Tél: 021 / 706.11.20

Monday-Wednesday-Thursday: 8:00 - 11:30 am

Tuesday: 7:00 - 11:30 am

Friday: 8:00 - 11:30 am

1:30 - 4:30 pm

1:30 - 4:30 pm

1:30 - 4:00 pm

CHAVANNES-RENEVS

Av. de la Gare 46

Tél: 021 / 633.33.30

Monday: 08h00-11h00

Tuesday-Wednesday-Thursday: 08h00-11h00

Friday: 08h00-11h00

2:00 - 6:30 pm

2:00 - 4:30 pm

2:00 - 3:30 pm

CRISSIER

Ch. de Chisaz 1

Tél: 021 / 631.96.35

Monday-Thursday-Friday: 8:00 - 11:30 am

Tuesday-Wednesday: 7:00 am - 1:00 pm

2:00 - 4:30 pm

2:00 - 4:30 pm

ÉCUBLENS

Place du Motty 4

Tél: 021 / 695.33.70

Monday: 8:00 am - 12:00 pm

Tuesday to Friday: 8:00 am - 12:00 pm

2:00 - 6:00 pm

2:00 - 4:30 pm

PRÉVERENGES

Rue de Lausanne 23

Tél: 021 / 811.50.75

Monday: 8:00 - 11:30 am

Tuesday-Wednesday-Thursday: 8:00 - 11:30 am

Friday: 8:00 - 11:30 am

2:00 - 6:30 pm

2:00 - 4:30 pm

PRILLY

Route de Cossonay 40

Tél: 021 / 622.73.21

Monday to Friday: 8:00 - 11:45 am

1:30 - 4:30 pm

PULLY

Av. du Prieuré 2

Tél: 021 / 721.31.11

Monday to Thursday: 7:30 - 11:30 am

Friday: 7:30 - 11:30 am

1:30 - 4:30 pm

1:30 - 4:00 pm

RENEVS

Rue de Lausanne 35

Tél: 021 / 632.76.73

Monday to Wednesday: 8:00 - 11:30 am

Thursday: 8:00 - 11:30 am

Friday: 8:00 - 11:30 am

2:00 - 4:30 pm

2:00 - 6:30 pm

2:00 - 4:30 pm

SAINT-SULPICE

Rue du Centre 47

(Bât. annexe)

Tél: 021 / 694.33.62

Monday to Friday: 8:00 am - 12:00 pm

2:00 - 4:00 pm