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# Orientation and Welcome

## Residence Permit

Orientation and Welcome Event for International Master- and PhD students



# *u*<sup>b</sup> Visa or permit?

visa  $\neq$  residence permit

Visa = Entry to Switzerland

Do I need a visa? Find out here: [Online visa system \(swiss-visa.ch\)](https://www.swiss-visa.ch)

Residence permit = permit to live in Switzerland > apply and register after arrival to Switzerland



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# Residence Permit

## Registration is mandatory



**Everyone who lives or works in Switzerland must apply for a Swiss residence permit within the first 8-14 days after arrival.**

One must register at the place of residence, e.g.

- Bern > registration Alien Police Bern
- Bolligen > registration cantonal authorities



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# Alien Police (Fremdenpolizei)

## City of Bern

### **Residents of Bern:**

Einwohnerdienste, Migration und Fremdenpolizei  
Predigergasse 5  
3011 Bern

### Opening Hours:

Mon – Fri 10 am – 4 pm; Thurs 10 am – 6 pm

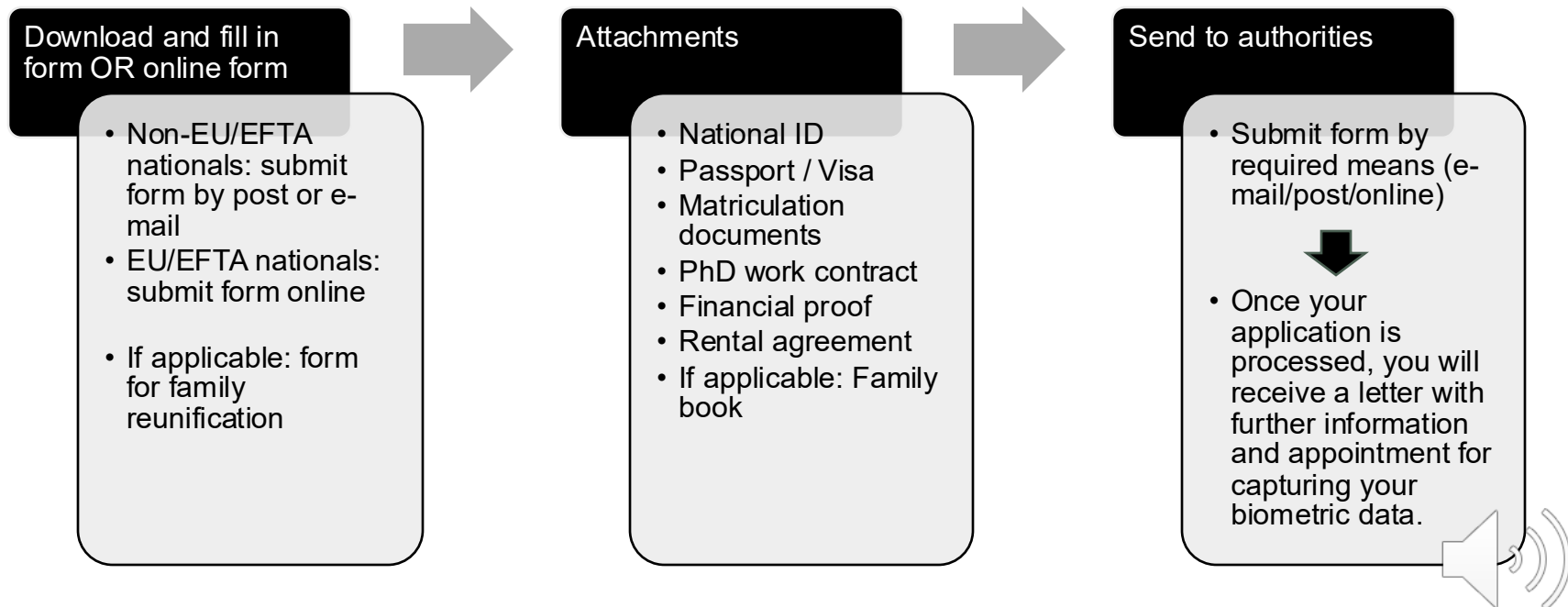
### **Students must apply online!**

[Find more information on the web page of UniBE International](#)



# Registration process

## Overview



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# Forms

## EU / EFTA nationals

Find the online form [here](#).

Submit form including all required documents within 14 days after your arrival in Switzerland.



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# Forms

## EU / EFTA nationals

### Master Students:

1. [Webformular Zuzug Ausland EU/EFTA Studierende](#)  
(online registration for EU/EFTA nationals who are students)
2. **Gesuch Aufenthaltsbewilligung Aus- und Weiterbildung**  
(Application for further and continuing education)
3. **Ermittlung ausreichender finanzielle Mittel**  
(Investigation about sufficient financial means )
4. **Aktuelle Immatrikulationsbestätigung**  
(Current confirmation of enrolment)

### PhD-Students with PhD work contract:

1. [Webformular Zuzug Ausland EU/EFTA Arbeitnehmende](#)  
(online registration for EU/EFTA nationals who are employees)



# Forms

## Non-EU/EFTA nationals

### ▼ Anmeldung Zuzug als Drittstaatsangehörige

#### Zuzug aus dem Ausland

**Sie haben einen positiven Einreiseentscheid erhalten und sind neu in die Stadt Bern gezogen? Herzlich willkommen!**

Füllen Sie bitte die Anmeldung aus. Senden Sie uns die Anmeldung mit den nachstehend genannten Beilagen – innert 14 Tagen. Wir prüfen die Unterlagen und laden Sie zu uns an den Schalter ein.

Ausfüllen und einreichen:

- **Anmeldung Drittstaatsangehörige (Zuzug Ausland) (PDF, 118.3 KB)**
- Einreisegenehmigung
- Gültiges heimatliches Reisedokument
- Mietvertrag (wenn in Untermiete, Einverständnis der Liegenschaftsverwaltung)



Download form [here](#).

We will provide you with an English translation reading help.

Registration Form  
for Non-EU/EFTA  
nationals





# Forms

## Non-EU/EFTA nationals

### Forms for Master- and PhD students:

**Anmeldung Drittstaatsangehörige – Zuzug Ausland** (Download [here](#))  
(Registration for Third Country nationals)

Most of you have applied for a visa and hence have already submitted the necessary documents e.g. financial statement.

### Attachments (copies/scans):

- Entry authorization («Ermächtigung zur Einreise»)
- Passport + visa
- Marriage certificate (if married/registered partnership)
- Rental contract – when in sublease a confirmation from the landlord or property management is required



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# Frequently asked question

What is the «AHV number»?

- AHV-Nummer (Swiss social security number / old people's pension)
- Leave blank if you do not know the number or if you do not have such a number
- PhD students may inquire with their employing institutes



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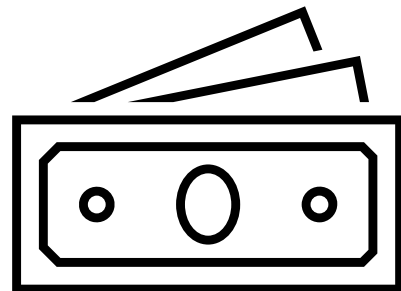
# Residence permit Fees

**EU / EFTA nationals:**

approx. 96 CHF

**Non- EU/EFTA nationals:**

approx. 150-250 CHF



# Initial Interview for Foreigners Integration

Local authorities will invite non-EU/EFTA nationals for an initial interview and discuss integration issues, e.g. learning German.

- Attendance is mandatory upon invitation.
- Mainly concerns PhDs and postdocs with families.

Gesundheits- und  
Fürsorgedirektion des  
Kantons Bern  
Sozialamt



englisch

## Information Sheet for Newly Arriving Residents who are Third Country Nationals

**You have recently moved to the Canton of Bern.  
You are very welcome!**



**At the initial interview your new local authority will welcome you and give you important information that will help you to settle in.**

In accordance with the Integrationsgesetz (Integration Act) of the Canton of Bern, starting in 2015, local authorities meet with foreign nationals who are moving into the Canton of Bern for an initial interview. At this meeting, you will receive information on life in the municipality and on integration offerings (language courses, meeting centres, associations, etc.).

You will obtain informative materials and learn about your rights and obligations.



**If you need more information, the local authority will register you at a contact office for integration matters.**

Based on the various criteria identified in the Integration Act of the Canton of Bern (art. 5, section 4, IntG), the local authority will decide whether to send you to a contact office for integration matters for a more in-depth interview.

The contact offices for integration matters are advising services that assist foreign nationals with integration matters.



**The contact office for integration matters will contact you and schedule an appointment for a free advising session with you.**

If the local authority has referred you to a contact office for integration matters, that office will give you an appointment within five weeks of the initial interview. There, you will be met by a trained advisor who speaks your native language or another language in which you can communicate well.

The advisor can provide assistance in many ways, e.g. in finding a suitable language course, explaining how to go about having your diploma recognized or arranging a support programme for your children.



**Processing of your application for a residency permit will not recommence until you have been at the contact office for integration matters.**

Once you have visited the contact office for integration matters, the migration authority will continue processing your residency permit application.

Your permit can be issued as soon as the application has been approved and your biometric data have been registered at a document centre. The local authority will contact you to invite you to come pick up your permit.



*u<sup>b</sup>*

# Disclaimer

This presentation is meant to help and support you through the registration process.

We do not claim completeness and assume no legal responsibility.



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# Thank you for your attention

## Orientation and Welcome Event

