

# Residence permit

With the exception of Swiss citizens or students holding a Swiss B or C permanent residency permit, all students have a legal obligation to apply for a residence permit within 48 hours of arriving in Switzerland.

This process is handled on behalf of the student by Les Roches Student Affairs team. The permit is linked to the mandatory health insurance, and to your studies at Les Roches.

Upon arrival at Les Roches, the **Student Affairs team** will initiate your residence permit with the Swiss authorities.

The following documents are required from all students upon arrival, for the registration:

**European students must bring:**

- A copy of the **letter of commitment** from your financial sponsor (dated 6 months prior to the intake and signed)
- 2 passport-quality **photographs** (passport-size: 3.5 x 4.5 cm). Please bring additional passport-size photos to use for your CV (resume), internship placements, season passes, etc.
- A valid **passport** or national ID card

**Non-European students must bring:**

- A valid passport **with a valid Swiss visa**

**Special agreement non-European students (Malaysia, Singapore, Japan, New Zealand, Brunei Darussalam) must bring:**

- A **valid passport**
- A copy of the **letter of commitment** from your financial sponsor (dated 6 months prior to the intake and signed)
- A copy of your **CV**
- A **Study and Post-Study statement** (a letter explaining why you want to study at Les Roches and what you plan to do after leaving. You can find a template on our website [lesroches.edu](https://www.lesroches.edu))
- A copy of your **Diploma** or latest transcripts from your high school
- A document proving your **level of English**

**Students transferring from another Swiss school must bring:**

- The valid **residence permit** issued by another Swiss school needs to be handed to the Student Affairs team upon arrival at Les Roches. (The validity of the old residence permit expires on the day the student checks in at Les Roches)
- A valid **passport**
- A copy of the **letter of commitment** from your financial sponsor (dated 6 months prior the intake and signed)
- A copy of your **transcripts** from your previous school in Switzerland
- A **Study and Post-Study statement** (a letter explaining why you want to study at Les Roches and what you will do after you leave. You can find a template on our website [lesroches.edu](https://www.lesroches.edu))

**Students holding a Swiss B or C permanent residency permit must bring:**

- A valid **passport**
- A valid **Swiss B or C permanent residency permit**
- A **certificate of residence** (attestation de domicile / Wohnsitzbestätigungen), which can be obtained from the local authorities where you reside

**Swiss nationals must bring:**

- A **certificate of residence** (attestation de domicile / Wohnsitzbestätigungen), which can be obtained from the local authorities where you reside. Essential for all students who are residents of another Swiss Commune, or of another country
- A valid **passport** or **National ID card**
- A copy of your **health insurance card** or contract

## Important!

Although you have sent the same documents with your completed application, please ensure you bring an additional set of copies with you to initiate this important process upon arrival.

The residence permit process may take more than 2 months. Therefore, you should not make any travel plans abroad before receiving your residence permit.

