

Permit procedure (B permit for studies purpose)

B permit (*permis de séjour*) is an annual residence permit. It gives you the right to live in Switzerland for 180 days a year or more. **It has to be renewed every year.**

European or non-European students who have just arrived in Switzerland have to apply for a B permit within a maximum of 8 days after their arrival in Switzerland. The foreign students must go personally to the “Contrôle des habitants” of their town of residence with the following documents. The permit application will only be processed when a **complete** file has been received. **Be sure to include all documents.**

Documents required by the “Contrôle des habitants”:

- “Rapport d’arrivée” completed and signed by the students (see attachment)
- Attestation of studies and study plan (provided by BSL)
- Letter of motivation dated and signed mentioning: - reasons for choosing to study in Switzerland - why BSL – any future plans after completion of studies – explain the reasons of change of study orientation / of school
- Curriculum Vitae mentioning: all schools attended, as well as professional experience or activities with an indication of dates, plus attached copies of diplomas
- Bank Statement from a solvent bank in Switzerland/abroad or Bank Attestation stipulating that you and/or your parents have adequate funding available to financially support your living expenses of over CHF 20'000.-- throughout the duration of your studies).
- Accommodation contract or a confirmation by a landlord/host
- Previous Swiss Residence Permit if any
- Written undertaking to leave Switzerland at the end of the planned studies (Separate letter or attestations, dated and signed, constituting a formal undertaking).
- Identity document (copy of passport and the last two Schengen visas if existing)
- Four identical, recent Schengen-conform passport photographs

For those students who have already received a B permit through another school and pursue their studies in Switzerland, we would like to remind you that you need to extend your current B permit at your earliest convenience. Please contact the BSL’s administration in order to receive an attestation of studies and a study plan.

In the case that you have been issued a B permit from another Canton, you have to go personally to the “Contrôle des habitants” in Canton of Vaud of your town of residence and fill in a form called “Application for a temporary residence permit for study purposes in the Canton of Vaud” and provide them with the list of the documents mentioned above.

As soon as you apply for a B permit, it will take approximately 4-6 weeks to receive your B permit card. The “Contrôle des habitants” can provide you with an attestation of residence if you ask for. This document is proof that you are now registered at the “Contrôle des habitants” and that your permit is in process.

HIGHLY IMPORTANT*(Please read the below information carefully)*

Non-European students must stay in Switzerland until they receive their B permit or get a return visa from the “Service de la Population” in Lausanne if you are currently living in the Canton of Vaud. If you are not based in Vaud, please make sure to go to the Service de la Population in your Canton of residence.

*Please be advised that if you decide to leave Switzerland without a return visa, **you will not be allowed to come back**. You will have to apply again for a Study Visa and start the process from the beginning. It takes approximately between 8 to 10 weeks to receive a study visa.*

Mailbox

As soon as you move in to your apartment, please make sure to have your complete name visible on your mailbox. You will receive some letters from the Swiss Authorities regarding your permit, health insurance, etc.

Changing of address / New town of residence

Please remember that the “Contrôle des habitants” has to be informed about any changes to your mailing address. Please make sure to go personally to the “Contrôle des habitants” in order to announce your new mailing address. At the “Contrôle des habitants”, you will have to fill in a form called “formulaire d’arrivée”. In the case that you are moving to another town, you must announce your departure first to the “Contrôle des habitants” of your current town of residence. You will then be able to announce your arrival to the “Contrôle des habitants” in your new town of residence.

Leaving Switzerland at the end of your planned studies

If you are leaving Switzerland at the end of your study, please make sure to go to the “Contrôle des habitants” in order to announce your departure. At the “Contrôle des habitants”, you will have to fill in a form called “formulaire de départ”. On this form you will have to mention your complete contact details, current mailing address, the date of your departure and your new mailing address. The Contrôle des habitants will then provide you with an attestation of departure. This document costs CHF 12.--. Once you have this document you can use it to cancel your various contracts in Switzerland (health insurance, fitness contact, etc...) and prepare your departure.

If you would like to stay in Switzerland after the end of the period of your studies, **please note that it is your responsibility to extend your current B permit in due time.**

BSL is under legal obligation to inform the “Contrôle des habitants” when a student is no longer at BSL.

“Contrôle des habitants” – Contact details & Office opening hours

(Only for students residing in Lausanne)

Contrôle des habitants in Lausanne

Rue du Port-Franc 18
Ground floor
Case postale 5354
1002 Lausanne

Office opening hours:

Monday to Friday
8.00 to 12.00
13.00 to 16.30
Tel. +41 21 315 31 33