Tick off list

- Receive your 40 AOSA form from EDIC if not already received.

- Register at the commune where you live for the Swiss permit. Papers to bring: 40 AOSA form, EDIC hiring contract, passport, birth & marriage certificate, rental contract, photos, some cash (CHF 100 – 190). This is also needed if you already have a swiss permit but from another Canton or if you have study/student permit. Check the commune's web page for opening hours and if appointment is needed.

  Ask the commune to issue an "attestation de domicile" which is needed to open a bank account. It can take a few days for the attestation to be ready.

  Please note it can take between 1 to 3 months before you receive the final permit.

- Register at the biometric card office. Details to be found in the invitation letter from HR. Please book an appointment at **info.passeport@vd.ch .**

- Open a bank account (remember to provide the "attestation de domicile" at the bank).

  We would need to receive your bank account details to pay your salary, please therefore fill in the details in the personal file and email it to EDIC by September 10th.

- Pass the mandatory basic online safety training: https://go.epfl.ch/safety-training and set up an appointment for the Camipro card.

- Half Fare Travel Card offer: get a SwissPass card at the train station and send ref number and your postal code by email to michele.ruegg@epfl.ch. A new half-price subscription will be loaded automatically on your SwissPass card.

- Contract a health insurance (ACIDE can advise you http://acide.epfl.ch/). Regarding accident insurance, you are covered by EPFL (SUVA).

- Final and official transcript to be sent to EPFL. The transcript must be sent in a sealed envelope directly from your school to the Registrar's office at EPFL. Please read the detailed instructions regarding how to provide the official transcript to the Registrar's office before you start this process.

  You will find the details in the enrollment confirmation message which is emailed to you from the Registrar's office (SAC).

- Meet with your EDIC first year contact person.

- Sign up for a semester project and course(s) through the EDIC course and project registration form and also online through the IS-Academia platform when you have received confirmation that you are enrolled to PhD program.

- IT Security: You will receive a message to attend an online training module on the basics of IT security shortly after your start in the program.

- Read the EDIC arrival guide and EDIC requirements

- Pay the enrollment fee – the invoice is available at your IS-Academia portal:

  - PhD students holding a Swiss degree will be charged CHF 50.-
  - PhD students holding a foreign degree will be charged CHF 150.-
  - The invoice is issued after the enrollment is confirmed and will appear on your ISA portal

- Please send a copy of your work permit to the HR office or to EDIC when you have received it.

Quick reminder of the first-year program requirements to fulfill:

- Validate min. 4 course credits.
- Pass one depth course with the min. grade of 5
- Pass two semester projects
- Pass the candidacy exam
- Find an advisor (fellowship students)