

## Tick off list of things to handle for the start in EDIC

### Register at the commune.

Within 10 days from your arrival date in Lausanne you must register for the Swiss permit at the commune where you currently live (it doesn't hinder the possibility to move, later on). Papers to bring: 40 OASA 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.

### Biometric card.

At the same time or before you have registered at the commune, you need to register at the biometric card office. Details to be found in the invitation letter you have received from HR. If you have not received the above invitation letter you can ask EDIC if it is necessary for you. Please book an appointment at [info.passeport@vd.ch](mailto:info.passeport@vd.ch) in advance, before going in person.

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

### Bank account.

If you do not have a Swiss bank account you would need to open one. The Attestation de domicile from the commune is needed at the bank for this purpose.

### Personal file for HR/EDIC.

Kindly complete the personal file and provide it to EDIC by Sept 10<sup>th</sup> if you start in Fall or by Feb 10<sup>th</sup> if you start in Spring. If you do not have all the details by this date please let us know.

### Camipro card and mandatory online trainings

You have to follow and pass two mandatory online training courses before you can register for the Camipro card.

1. **Basic safety training course**
2. **IT Security training course**

The access to the training is through the portal [The Essentials](#) and the password to use is [fobs@epfl.ch](mailto:fobs@epfl.ch).

Once you have passed the mandatory training you can make an appointment with the Camipro office [camipro@epfl.ch](mailto:camipro@epfl.ch) and provide the below.

- ### Send a digital photo by email to [camipro@epfl.ch](mailto:camipro@epfl.ch) (JPEG or PNG in color, Resolution: 640x480px (1000x750px recommended), Proportion: 4:3, File name: *firstname\_name.jpg* or *firstname\_name.png*)
- The face must cover the majority of the photo (passport photo)
  - The background must be plain
  - The person must be facing forwards and looking straight at the camera-
  - No headgear or other objects that obstruct the face

The 4 remaining training courses at [The Essentials](#) can be passed at a later point.

### **Half Fare Travel Card offer.**

To benefit from the EPFL offer regarding the travel card you need first to get a SwissPass card at the train station (in FLON, Lausanne, Renens,..) and then email the card number and your postal code to [cff.demi-tarif@epfl.ch](mailto:cff.demi-tarif@epfl.ch). The offer is valid from the start of your contract. Please do not buy the half fare before and process only this way.

#### **Health insurance.**

Please read important details about the insurances [here](#). It is mandatory to have a Swiss health insurance. As you are employed by EDIC you are not considered as a student and have to pay the price as an employee. Ask your fellow colleagues for advice, compare prices at [comparis.ch](http://comparis.ch). Regarding accident insurance, you are automatically covered by EPFL (SUVA).

#### **Enrollment confirmation and sending of final and official transcript to the Registrar's office at EPFL.**

Shortly after your meeting with the EDIC staff for the program enrollment you will be contacted by the Registrar's office (SAC-Doctorant). They will ask to receive the official transcript of your latest degree, sent by email or in a sealed envelope directly from your university directly to the Registrar's office at EPFL. The detailed instructions regarding how to process will be communicated to you by the Registrar's office, please do not start the process until you received the detailed instructions.

#### **Enrollment fee.**

Pay the enrollment fee – the invoice will be 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

#### **Mentoring during your PhD.**

The mentor is involved in your annual report and is a support and guide for your academic and personal progress and well-being. You will be invited by EDIC to choose your mentor within 3 months after the enrollment to the program. You can read about the mentoring at the EDIC home page [mentoring](#) .

#### **Course and project registration.**

You will receive an information message about the course and semester project registration from EDIC. The registration is made through a registration form to EDIC and in addition online through the IS-Academia and the Moodle platforms.

#### **Read and know** the EDIC [arrival guide](#), the first year [EDIC requirements](#) , and the [EPIC guide](#) (Graduate Student Association).

#### **EPFL Sesame portal.**

The access to your salary slip and the management of your personal data is through the EPFL Sesame portal. Please make sure that your personal data always is updated in this portal.

#### **Vacation**

As an EPFL employee you have 25 days of vacations to take each year. Vacations are planned in accordance with the advisor(s) and lab and the dates are registered in the EPFL absence tool which will be communicated to you by EPFL after the start of the employment contract. You are required to register and plan your vacation regularly and all the vacation days must be taken by the end of the academic year.

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

- Pass one depth course with the min. grade of 5 (EPFL MS students can validate the requirement if they took such course already, and take a breadth course instead)
- Pass two semester projects
- Find an advisor (fellowship students)
- Pass the candidacy exam (information presentation meeting will take place in February 2024)