

INTERNSHIP PROGRAM

WORK AUTHORISATIONS



Administrative procedures

- B Permit, work authorisations and visa procedures usually take time ! Up to eight weeks most of the times ! You must immediately start these procedures as soon as you are accepted for an internship or master's project.
- It is your responsibility to ask for an attestation to support your work authorization / visa request.
- Take this information into consideration when applying for internships or master's projects in the industry.

Work authorizations

Students from third countries (non UE / EFTA)

The company must ask the competent authorities of labor for the permission to employ you as an intern and submit the working conditions. The company and the student must wait for the positive decision of the authorities of labor market before starting the internship.

Students from EU and members of EFTA

Get the principle of mobility and ability to perform an activity for the duration of the internship. The internship must, however, be announced to the inhabitants control office of the town the student or in the canton where the internship will take place. The internship can begin as soon as the announcement is made.

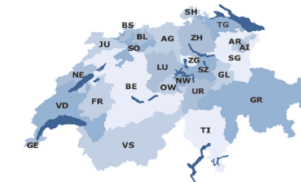
IF YOU ARE STAYING IN SWITZERLAND

Internship in canton of Vaud

The company must apply for a work authorization.

If you are an EU / EFTA member, you may start the internship / master's project as soon as the request is made.

If you are from a non EU / EFTA member country, the company must apply for a work authorization however you are not allowed to start until you receive a positive answer from the authorities. This procedure may take up to eight weeks.



Internship in another canton

If you are an EU /EFTA member, you may move the other canton and ask for the work authorization there. You can start as soon as the request has been submitted.

Change of canton in case of internship (non UE/EFTA)

The Lausanne authorities advise you to keep your main address in "Canton de Vaud" and to take a temporary address in the other Canton.

- Ask in your "commune" of residence if you can have an administrative address. Not all communes accept it but it is worth it to ask.
- Ask a friend if you can register with him/her in his/her house. In this situation you will have to register at your friend's "commune".
- It is important to inform the authorities that you have a temporary address in another canton by showing them the attestation the internship office will provide you with.
- All occupancy taxes and insurances will be linked to you principal address.

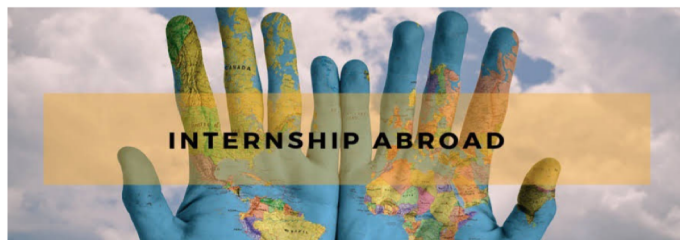
In the Canton where you are doing your internship you have:

- To inform the Residents' registration office about your temporary address
- To ensure that the hosting company applies for a work authorization

IF YOU ARE GOING ABROAD

If you are leaving Switzerland, you may need to apply for a visa :

- check with the hosting company if they can help you with the visa's procedure
- Contact the country's embassy
- Before leaving Switzerland, you must inform the local authorities that you will be absent for more than 3 months.
- Provide them with the attestation you received from the internship office to justify your absence.
- Two months before coming back to Switzerland to pursue your studies, contact the swiss authorities in order to "reactivate" your B Permit.



Attestations

If you are leaving Switzerland

You will need two attestations :

1. To be submitted to the local immigration office (inhabitants control office) to inform them of your departure.
2. To be submitted to the company in order to support the visa and work authorizations applications.

If you are staying in Switzerland

You will need one attestation, that must be given to the future employer. The company must complement it with your work authorisation request and submit it to the local immigration office (inhabitants control office) where the internship / master's project will take place.