

## Dear New Students,

First of all, we are delighted to welcome you to our vibrant and diverse student community. The coming years will be a time of exciting challenges as well as academic and personal growth for you. These pages will provide guidance and links for a whole range of information to make sure you settle into the Institute as quickly and smoothly as possible. We do hope you will enjoy your time at the Institute which we believe will lead to rewarding careers.

The Student Office staff

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### Getting to the Institute and its Campus

Located in the international quarter of Geneva, all of our buildings are well served by public transports (by buses and railways).

→ For additional information, consult the Web site of [Geneva Public Transports, Transports Publics Genevois](http://www.tpg.ch) [\[http://www.tpg.ch\]](http://www.tpg.ch)

→ Download [a map \[PDF\]](#) of our campus and its different buildings.

### Checklist of things to do before arriving

- Regularly check the website and your personal Email for up-to-date information.
- Read all the documents sent by the Admission Office and the University of Geneva.
- Make sure you have accommodation lined up (if possible).
- If relevant, obtain your visa.
- Make sure you are insured.

### Checklist of things to do after arriving

- If necessary, register at [Office Cantonal de la Population](http://www.geneve.ch/ocp) [\[http://www.geneve.ch/ocp\]](http://www.geneve.ch/ocp) and request a residence permit (no later than 14 days after your arrival).
- From 24 August, attend the French course if you requested a waiver at the time of your application (see below)
- Register to the Institute at the reception desk of the Student Office (Voie Creuse 16, 2<sup>nd</sup> floor) and enroll at the University of Geneva (Uni Dufour building, rue du Général Dufour 24), during the week of 7 to 11 September.
- At the reception desk of the Student Office, get your welcome kit which include your student card and computer ID and password ; at the library (Voie Creuse 16), get your library card.
- Check the curriculum for your programme of study in the [course catalogue \[PDF à venir\]](#) and start thinking about optionnal choices, if applicable.
- As soon as you receive your welcome kit, register for courses online via the Campus IT system from Monday 7 September to Monday 28 September.

### French course

If you requested a waiver of the French language requirement at the time of your application, you have been registered automatically for a French course designed for students of the Institute and organised by the University of Geneva.

Duration: Three weeks prior to the start of the semester **from 24 August to 11 September 2009**.

Venue: Auditorium AJF (Villa Barton, 132 rue de Lausanne).

Development: Knowledge of French evaluated on the first day; thereafter, classes every morning from 8 am to 12 pm.

The Institute will contribute CHF 300 towards the cost of the course and that you will be invoiced for the remaining CHF 200 during the first semester. After the beginning of the academic year, a weekly 2-hour class will be organised ; it is highly advisable to attend.

A compulsory French test is held twice a year (in November and March) ; the first session will take place on 20 November 2009, in Room AJF. We recommend that you take the test at the start of your programme so that you can pass it again if you fail.

## Orientation Day

New Students are invited to attend the **Orientation Day** [\[PDF, Programme Academic Week\]](#) on Monday 14 September. This day is the ideal time to start exploring the campus, get to know your fellow students, attend programmes & academic units introductory events, and find out about the range of supports and activities available to students (career services in particular). All students are invited to a cocktail organised at the cafeteria, at 5:30 pm.

In addition to these events, the **Student Association GISA** [\[http://iheidgisa.weebly.com\]](http://iheidgisa.weebly.com) has arranged a programme of activities specially dedicated to new students and has published its own **Student Guide** [\[PDF\]](#).

## Stay Informed

Should you need service of any kind, do not hesitate to go to the reception desk of the Student Office (2<sup>nd</sup> floor, Voie Creuse 16) or get in touch with the assistant of the programme you belong to.

We also advise you to consult regularly **ETUNET** [\[www.graduateinstitute.ch/students\]](http://www.graduateinstitute.ch/students), a Web portal where current students find essential and up-to-date information concerning all administrative and academic questions.