**STEPS TO FOLLOW WHEN YOU GET AN INTERNSHIP/JOB OFFER**

1. Receive an internship/job offer
2. Follow the steps of this guide
3. Submit relevant documents to OCPM
4. Start working!

**What is your nationality?**

- **Swiss**
  - You can start working right away!

- **EU**
  - You can start working right away!

- **non-EU**
  - There is a 6 month latency period regardless of whether the job is paid or unpaid

According to your contract, how many hours will you be working?

- **Maximum 15hrs/week during the semester and 40 hrs/week during the holidays**
- **More than 15hrs/week during the semester and 40 hrs/week during the holidays**

Would you like to validate it for ECTS?

- **No**
  - Validate your internship for credits with your academic department
  - Reach out to Career Services (career@graduateinstitute.ch) with the following information to begin the work authorisation request process:
    - Employer’s name
    - Start and end date of the internship
    - Number of working hours per week
    - Your arrival date in Switzerland
    - Whether you will validate this internship as ECTS
    - Please specify in the email subject line “Your name - OCPM attestation/internship agreement”.

- **Yes**
  - You can start working as soon as you send out your application to OCPM
  - [You do not need to wait for work authorisation processing to start working!]

Is the internship with an international organisation?

- **No**
  - Validate your internship for credits with your academic department
  - Once you have received information from Career Services, send application file to OCPM

- **Yes**
  - Would you like to validate it for ECTS?
    - **No**
    - Validate your internship for credits with your academic department
    - Request a CDL permit from the organisation
    - There are 2 exceptions in which non-EU students can bypass the 6 month latency period:
      1. You validate your internship for credits with your academic department
      2. Have already received an offer from an international organisation and arrive in Switzerland with a CDL permit
    - You can start working right away!

*Careful, you can only ask for academic credits ONE TIME in your studies*