

STEPS TO FOLLOW WHEN YOU GET AN INTERNSHIP/JOB OFFER

Receive an internship/job offer



Follow the steps of this guide



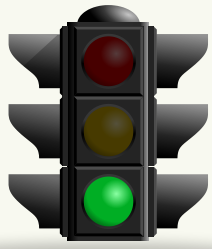
Submit relevant documents to OCPM



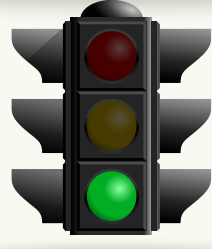
Start working!



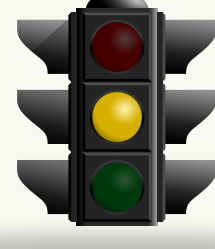
What is your nationality?



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?

Is the internship with an international organisation?

No

Yes

Validate your internship for credits with your academic department

No

Yes

Would you like to validate it for ECTS?



Yes

No

Request a CDL permit from the organisation

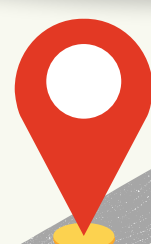
Reach out to Career Services (career@graduateinstitute.ch) with the following information to begin the work authorisation request process:

- 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

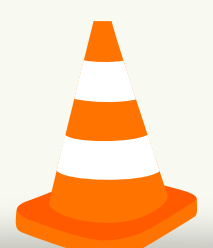
Please specify in the email subject line "Your name - OCPM attestation / internship agreement".

Once you have received information from Career Services, send application file to OCPM

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!]



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



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