

## **HOUSING APPLICATIONS**

### **How long does it take to process housing applications? What is the timeline?**

Once a fully complete application has been submitted, applicants can expect a reply within three working days.

### **Where can students access information about costs before they decide to apply?**

The Institute has a dedicated web page providing room floor plans, virtual visits and detailed price lists for both students and non-students. Visit [Our Rooms](#).

Student and non-student applicants will receive housing regulations for their respective residence once a housing offer is made. The regulations must be signed and returned with the housing contract to confirm the request.

### **What are the housing admission criteria?**

De Picciotto House: Only students from the Geneva Graduate Institute are eligible to reside here.

Grand Morillon: Institute students are given priority in this residence, followed by students from UNIGE/HES-SO universities. Students from other universities in Geneva, as well as interns from international organizations, are also welcome to apply.

Visiting Fellow and Postdoctoral Researcher are only allowed in the Grand Morillon Residence as De Picciotto Student House is strictly reserved to IHEID students.

### **If demand exceeds supply, what are the criteria used to determine housing allocations?**

Housing is allocated on a first-come, first-served basis, so the applicants who send their completed housing request package first will be treated first. The second element the housing staff considers is whether the applicant's request is a good fit with the remaining available units.

### **Can I apply if I do not have a Swiss residence permit yet?**

Yes. A Swiss residence permit is not required for the application.

### **Can I apply for housing if I am not yet admitted to the Geneva Graduate Institute?**

Only confirmed Institute students who have already paid their pre-registration fee can apply for housing.

### **What are the required documents to submit an application?**

Applicants should submit a copy of their passport and a study certificate covering the entire duration of their studies at the Geneva Graduate Institute.

Required documents for non-Institute students?

### **What if there is no housing available for my selected dates?**

If there is a cancellation, the free accommodation will appear on the reservation website below :

<https://graduateinstitute.starrezhousing.com/StarRezPortalX>

Interested applicants should regularly check there for any updates, since there is no waiting list. Students may also apply to other student residences in Geneva (link to pdf with other residence contact details)

### **What is the required rental deposit?**

To confirm a housing reservation, new students have to pay a deposit equivalent to one month's rent. If the monthly rent is less than CHF 1,000, the deposit will be set at CHF 1,000. The deposit payment must be received within two weeks of the housing offer. After this deadline, if the deposit has not been paid, the housing offer may be rescinded.

Students wishing to renew existing contracts for the same rental category are not required to make a new deposit payment. If the renewed contract is for a different category, the deposit amount will be adjusted.

### **Are deposits refunded if a housing reservation is canceled?**

In the event of a cancellation 93 days or more before the start date of the agreement, the deposit will be refunded fully.

In the event of a cancellation between 92 days and 30 days before the beginning of the agreement, CHF 100 will be charged to the resident.

In the event of a cancellation between 29 and 15 days before the beginning of the agreement, the resident will be charged 50% of the deposit; and

In the event of a cancellation between 14 and 0 days before the beginning of the agreement, the resident will be charged 100% of the deposit.

### **Is the first month's rent due if the deposit was already paid?**

Yes. The rent is different from the deposit. The deposit covers any damages or unpaid amounts residents may owe the Geneva Graduate Institute as stipulated in the agreement.

The first month's rent is due and payable before the start of the month (ex: by 31 August at the latest for the month of September and so on).

### **Does everyone sharing housing have to apply?**

Yes because individual accommodation agreements are issued and rooms are assigned randomly.

Can I choose the people I share with? Are the shared apartments mixed gender?

It is not possible to choose roommates. As mentioned above, accommodations are assigned randomly and they are all mixed gender.

Please ensure that for any particular dietary conditions that the Housing Administration is duly informed before the booking is confirmed.

What should I do if I want to cancel my reservation?

To cancel the housing reservation, please visit the housing portal and login to the portal using the required login and password. For deposit refund policy questions, please see above.

### **How do I apply for housing?**

Go to the housing website "[Apply for a room](#)":

Then follow the application steps:

1. Create an account on the online housing portal and upload the required documents.
2. Select the preferred room type.
3. The status and application will be reviewed by the Housing Team.
4. Once a housing offer is sent, applicants have two weeks to pay the deposit in order to secure the reservation. If the Housing Team's response is negative, it means an applicant's status is unfortunately not eligible and the booking is canceled.
5. Once the deposit is settled, Housing's accounting department will confirm the reservation.
6. In the housing portal, confirmed applicants (forthcoming residents) will receive access to their specific accommodation agreement, the inventory list and any other important documents related to housing.
7. The Housing Regulations will be communicated (currently under revision) will be communicated at a later stage before the arrival.

## **CONTRACTS**

### **What is the accommodation agreement duration?**

Accommodation agreements are generally issued either for one semester (from September to January or from February to June) or for one academic year (from September to June). Exceptions can be given to interns, who have more flexibility on the dates and duration of the contracts.

### **Is my agreement automatically renewed for the next academic year?**

The initial agreement is for a fixed period not exceeding two semesters, and not automatically renewed. Residents may request renewal for subsequent periods. Such continuous renewals cover the summer period. Renewal requests are subject to availability and to the enrollment or employment status of the resident. The resident may be offered a new accommodation agreement for the same or a different accommodation.

### **What do I do if I want to leave earlier than the expected end date of my contract?**

Residents may request an "early departure" before the end of the current month, and two months prior to the desired exit date. For example, a request can be submitted before end-March to leave after 31 May, and the rent would be due until 31 May. Early departure requests must be submitted in writing via email and must include the reason for the early departure. The motive will then be evaluated by the Housing Administration Office.

### **Can I have guests in my accommodation? What about short stay visitors? What is considered short versus long term?**

Residents are permitted guests during the day until 23:00. Residents may also have overnight guests. For any guest remaining overnight, residents are asked to inform the Housing Administration Office 3 working days before the guests' arrival. They are limited to a maximum of 25 nights between September and June and a maximum of 10 nights in July-August. There is also a fee for overnight visitors, which is invoiced to the resident at CHF 25/night Monday-Thursday, and CHF 50 for Friday, Saturday and Sunday nights. Overnight visitors will receive a mattress and sheets from the Housing Administration Office. Visits are capped at 15 nights per academic year per accommodation.

## **ACCOUNTING**

### **What services are included in the price?**

- Security services (24h/7 days per week)
- Housing Administration Office (5/7 days per week)
- Repair & Maintenance services, 1st level (5/7 days per week)
- Private lodging cleaning services (every 15 days)
- Bed linen change services (every 15 days)
- Common areas cleaning services (5/7 days a week)
- Postal letter distribution services (5/7 days a week). Parcels can be collected from the nearest Post Office.
- Vacuum cleaner loan service (shared equipment)
- Indoor and outdoor bicycle parking
- Use of communal kitchens

### **What services incur additional costs?**

- Extra cleaning
- Extra beds & bed linens
- Gym access
- Laundry
- Secured private locker (Grand Morillon only)
- Car & motorbike parking (Grand Morillon only)
- Use of fully equipped auditorium with multimedia equipment
- Use of terrace hall for events

### **When and how should I pay the accommodation price?**

Accommodation payments are due in advance on a monthly basis (ex : by 31 August for the month of September, by 30 September for the month of October, and so on).

There are two payment options: By wire transfer or via the Flywire payment application on your individual financial account portal. More information is given closer to the arrival date.

### **What are the insurance costs for the accommodation?**

The Geneva Graduate Institute requires a mandatory private liability and home content insurance, which covers the furniture, furnishings and equipment provided by the Institute in the Accommodation and the Residence's common areas.

The Insurance premium is CHF 90 or CHF 150 depending on the accommodation type. It must be paid by the resident along with the first monthly rent payment of each new rental contract. In case of damage inside the accommodation unit, the insurance will cover replacement costs higher than the first CHF 500, which must be covered by the resident. This initial fee is CHF 2,000 for damage caused to equipment in the common areas (common kitchens, shared spaces, gym etc.).

Residents who wish to insure their private property, such as bicycles, clothes, computer, etc., should seek out a separate insurance policy privately.

The Housing Administration Office cannot reimburse insurance premiums in case of early termination of the housing contract.

### **When is the VAT applicable?**

VAT is applicable at the legal rate, currently at 3.7 %. Depending on the status of the Resident and the effective duration of the stay, the Resident may be exempted from VAT. The VAT exemption only applies to students that meet the following cumulative conditions: (i) the academic course of the student lasts at least one year (two semesters) without interruption and (ii) the student resides without interruption at the place of training for the duration of their course. Absences during academic holidays, weekends and/or internships are not considered as an interruption. Unless the Resident qualifies for the above-mentioned exemption, the VAT for the full duration of the stay will be charged to the Resident at the end of the Agreement. In all cases, the attention of the Resident is drawn to the fact that the IHEID is bound by the applicable law and the position of the tax authorities regarding the application of VAT to its residents.

## **BEFORE MY ARRIVAL**

### **Can I choose the location/floor/view/room number of my accommodation?**

Students may select the accommodation type upon booking but are not able to specify location within the residences as the reservation system assigns housing randomly and apartment numbers are not disclosed in advance. Residents are informed of the room number upon arrival.

Please note that the room number does not need to be filled in on form E for the cantonal office for population and migration (OCPM).

### **Can I bring my pet with me?**

No pets nor any animals are allowed in either student residences. Exceptions may be made by Housing Administration for certified and trained assistance dogs, if duly justified and authorized by a medical certificate from a Swiss doctor certifying the necessity and the ability of the dog to assist. In the case of foreign certificates, these must be translated into English by a certified translator. Animals must be announced to the Housing Administration at the time of the booking. Animals not announced and duly authorized by the Housing Administration prior may lead to an immediate booking cancellation and/or termination of the accommodation agreement.

Non-authorized animals will be removed and the related costs incurred will be charged to the resident.

### **Can I change the dates of the accommodation agreement?**

It is not possible to arrive earlier than the expected arrival date or modify the end date of your contract before arrival.

**Can I visit the accommodation before moving in?**

Visits may be possible, if an unoccupied accommodation is available, and if the appropriate staff are available to accompany the visit. Please contact us at [housing.administration@graduateinstitute.ch](mailto:housing.administration@graduateinstitute.ch) for more information about visiting our residences.

**Should I bring my own bed linen?**

Bed linen is provided by the housekeeping team. However, you may bring your own sheets if you wish. If this is the case, please inform the Housing Administration beforehand.

**What is the arrival and departure time?****Arrival:**

During the main arrival dates (start date of your contract), the offices have larger opening hours to welcome you. Arrival procedure and details will be sent one month in advance. Check-in is possible only on specific days and hours. Please contact us for more information.

Any arrival during the weekend or after 5pm on weekdays is not possible at the Grand Morillon residence. We advise you to find alternative accommodation options.

If you wish another person to pick up the keys on your behalf, please send us a copy of the passport and the pick-up date.

We would like to inform you that no personal belongings can be stored at the residence before your arrival.

Usually for all other reservations during the year including short stays the check-in time is: 3pm.

**Departure:**

Latest departure time on your contract end date is: 10am

## **DURING MY STAY**

### **Can I move to another accommodation during my contract?**

Room move requests are addressed to the Housing Committee once a year and may be validated only under certain conditions, such as medical needs or unforeseen reasons.

If approved, the move is organized by the Housing Administration and the moving fee is CHF 200 (please kindly note that the option to move to another accommodation may be limited).

### **Can I move out furniture that is part of the inventory?**

No, it is not allowed.

### **Can I decorate my room?**

The equipment and furniture should remain clean and in good condition; it cannot be disassembled or removed from the original location. The installation of new furniture in the accommodation is not allowed unless specifically requested by email and authorised by the Housing Administration. The colour of the walls may not be changed or altered.

The use of adhesive tape, glue, screws, nails, gum or any other material that could damage the walls, the doors or the furniture is not permitted.

Tacks can be used on plastered walls. The resident will bear any costs related to the repair of any damage to the paint and/or the walls of the accommodation upon departure.

### **Are cleaning services included in the price?**

Cleaning and bed linen changing is provided twice a month and according to the schedule displayed on the entrance doors and in the lifts. However, if the cleaning is canceled upon your request or by our team for any reason, the Housing Administration cannot credit the cancellation to your rent.

### **I have a technical issue in my room, what can I do?**

Contact our Technical Support Team at: [maintenance.residences@graduateinstitute.ch](mailto:maintenance.residences@graduateinstitute.ch)

### **I have a problem with my payments, what can I do?**

Contact our Accounting Department at: [housing.accounting@graduateinstitute.ch](mailto:housing.accounting@graduateinstitute.ch)

### **Are there gym facilities on campus? If there are, what does a gym membership cost and how often do you need to get it renewed?**

Each residence has its own gym, which residents may use with a membership and based on availability of the memberships. Residents must take a membership for a minimum of three months for the listed prices, charged at an additional cost per quarter: CHF 120 for Grand Morillon and CHF 90 for De Picciotto. For security reasons, gym access is not permitted to anyone outside of the Geneva Graduate Institute or residence community.



**Is there secure parking for cars and/or bicycles at the residences?**

Grand Morillon student residence: Car and motorbike parking spots are available upon request and dependent on availability. The cost for a car is CHF 180 and for a motorbike CHF 50/month. There are also 400 free outdoor bicycle spots, available on a first come, first served basis.

In addition, the residence has 200 secured bike parking spots available for CHF 10/month. For both options, padlocks are highly recommended. Please contact the administration for more information.

De Picciotto student house: There is no car or motorbike parking provided within the residence. An indoor bike room is available upon request for residents and is free of charge. There is the nearby Secheron P & R, which provides a paid parking option for nearby residents. For more information, visit their page.

**Are there additional spaces to store personal belongings?**

Lockers of 1m<sup>3</sup> are available only at the Grand Morillon residence for a three month minimum period. Residents can store items at the rate of CHF 10/month (locks included).

Each new month started is due and no pro rata refund will be provided in case of cancellation. At the end of the renting period, the provided padlocks must be returned to the Housing Administration's office and the lockers emptied.

**Are there laundry facilities?**

There are washing and drying machines available for resident's use in both residences. Washer/dryer virtual tokens, as well as washing products can either be bought beforehand or can be purchased in the laundry facilities.

## **AFTER MY DEPARTURE**

### **How and when will I get my deposit back?**

The deposit is reimbursed if there is no damage, missing items or outstanding balance after departure. Once the final check is processed by the Housing Administration, a deposit restitution form is sent to the departing resident. The Housing Administration does its best to release the deposit as soon as possible, however it may take a few weeks depending on the flux of departures.

### **Should I notify the Cantonal Office for Population and Migration (OCPM) of my departure?**

Each resident is responsible for making the necessary address changes and contacting the OCPM before their departure. Please note that persons without a signed agreement may not continue to reside at the student residences.

### **Can mail be delivered after my departure?**

Once you have an agreed upon date of departure, the Housing Administration will make the necessary steps to begin preparation for new arrivals. Former residents will no longer have access to their mailboxes, nor is the Housing Administration able to keep mail for them. However, there are options to forward mail to a new address through the post office.

### **What is the procedure regarding missing or broken items upon departure?**

The resident should inform the Housing Administration in advance of any damage or missing articles. Outstanding charges are applied and deducted from the deposit (the charges are mentioned in the Housing Regulations).