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?

- No
- Yes

Validate your internship for credits with your academic department

- No
- Yes

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

- If you are an EU student, you can start working as soon as you send out your application to OCPM
- If you are a non-EU student, you have to wait until your employer received your work authorisation to start working

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

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