

STEPS TO FOLLOW WHEN YOU GET AN INTERNSHIP/JOB OFFER

Receive an
internship/job
offer



Follow the steps
of this guide



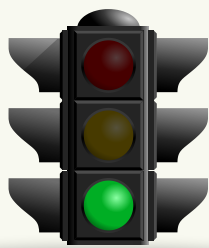
Submit relevant
documents to
OCPM



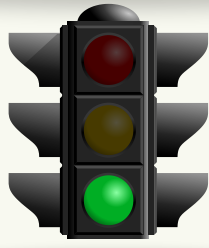
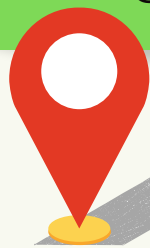
Start working!



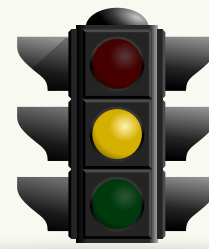
What is your nationality?



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?

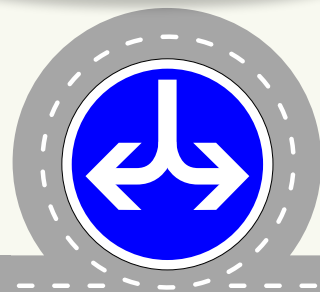


Maximum 15hrs/week
during the semester and
40 hrs/week during the
holidays



Would you like to
validate it for ECTS?

No



Yes

Validate your internship for
credits with your academic
department

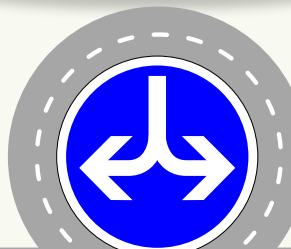


More than 15hrs/week
during the semester
and 40 hrs/week during
the holidays



Is the internship with an
international organisation?

No

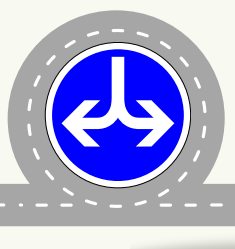


Yes

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

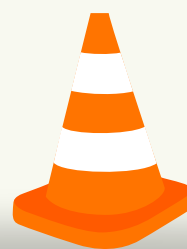
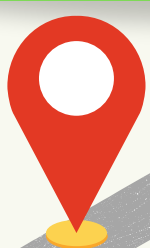
Please specify in the email subject line "Your name - OCPM
attestation / internship agreement".



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



- 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**