HOUSING APPLICATIONS

When can we expect a reply once the application is submitted?

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

Where can students access information about accommodation and costs before they decide to apply?

The Institute has a dedicated web page providing room floor plans and detailed price lists for both students and non-students.

Student and non-student applicants will receive housing regulations for their respective residence during the application process.

What are the housing admission criteria?

De Picciotto House: Only students enrolled at the Geneva Graduate Institute are eligible to reside here.
Grand Morillon and Barton Sequoia Houses: Students from the Geneva Graduate Institute, UNIGE, HES-SO, other universities in Geneva, as well as interns/young professionals from international organisations are all welcome to apply to the Grand Morillon and Barton Sequoia Houses. Visiting Fellows and Post-doctoral Researchers are also allowed in the Grand Morillon Residence and Barton Sequoia Houses.

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 complete housing application first will be treated first. The second factor the Housing Team considers is whether the applicant's request is compatible 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 or another university?

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

What are the required documents to submit an application?

- Passport / Swiss ID

- Valid and recent (less than 6 months) student/Post Doc/Visiting Fellow's certificate
- Young professional contract or internship contract from an NGO/ OI/ UN

How do I apply for housing?

Visit our dedicated room application page on the website, which will contain a link to the accommodation portal during the main application windows.

Then follow the application steps:

1. Create an online account on the accommodation portal and upload the required documents.
2. Select the preferred room type and submit your application.
3. The status and application will be reviewed by the Housing Team.
4. Once the application is approved, you are invited to accept the housing regulations, sign the accommodation agreement and pay your security deposit within the time-limit set by the Housing Team to confirm your reservation.
5. If the Housing Team's response is negative, it means an applicant's status is unfortunately not eligible and the booking is cancelled.
6. Once the deposit is settled and received and all the pages of the booking process are completed on the accommodation portal, your reservation is confirmed and you will receive a confirmation email.
7. On the accommodation portal, confirmed applicants (forthcoming residents) will receive access to their specific inventory list and any other important documents related to housing.

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

All available accommodation will be shown on the accommodation portal during the main application windows. If any booking cancellations occur or additional rooms become available during these application windows, room availability will be updated on the accommodation portal in real time (we do not operate a waitlist). More details and opening dates for the upcoming application windows will be available on our room application page on the website.

What is the required rental deposit?

To confirm a housing reservation, new students have to pay a deposit equivalent to one month's rent with a minimum of CHF 1000.-. The deposit payment must be received within the time-limit set by the Housing Team to confirm the reservation. After this deadline, if the deposit has not been paid, the application and booking will be cancelled.

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.

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

To cancel or modify your reservation please contact the Housing Team directly: booking.housing@graduateinstitute.ch. Please note that penalty fees might apply (see below).

Are deposits refunded if a housing reservation is cancelled?

In case of termination of the Agreement by the Resident before entering into the Accommodation, the following cancellation policy shall apply:

- In the event of a cancellation between 92 days and 30 days before the first day the Accommodation is granted, the Resident shall be charged CHF 100.00;
- In the event of a cancellation between 29 and 15 days before the first day the Accommodation is granted, the Resident shall be charged 50% of the Deposit; and
- In the event of a cancellation between 14 and 0 days before the first day the Accommodation is granted, the Resident shall 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 in advance, at the latest on the first day of the first month (for example by August 31st for the month of September).

Does everyone sharing housing have to apply?

When booking a couple's apartment such as a ''One bedroom apartment'', only one person (the eligible one) will be appearing on the accommodation agreement, so only one needs to apply. The second occupant will be registered on our system and on the mailbox but not mentioned on the accommodation agreement. If the second occupant needs a housing statement, please contact the Housing Administration.

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 in a random order and they are all mixed gender.
Please ensure that any special needs are communicated to the Housing Administration before the booking is confirmed.

ACCOMMODATION AGREEMENT

What is the accommodation agreement duration?

Accommodation agreements are generally issued either for one semester (from September to January or from February to July) or for one academic year (from September to July). 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 a 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” through the accommodation portal.
A written approval will be sent by email by the Housing Administration.

There is a 2 full month notice period and the agreement must end on the last day of a month. For example, to end a housing agreement on May 31st, the request must be sent before March 31st.

Can I have guests in my accommodation?

Overnight stays (1 guest per stay) are limited to a maximum of 35 nights per academic year and should be announced at least 3 working days prior to the guest’s arrival.

An extra bed and bed linen request may be made at the Housing Administration. If the Housing Administration grants the request, fees apply.

CHARGES:

What services are included in the price?

- 24/7 Security services
- Housing Administration Office (available 5 days/week)
- First-level repair and maintenance services (5 days/week)
- Private lodging cleaning service (twice a month)
- Bed linen change service (twice a month)
- Cleaning of common areas (5 days/week)
- Postal letter distribution (5 days/week)
- Connected parcel lockers
  (Parcels can also be collected from the nearest Post Office.)
- Vacuum cleaner loan service *(shared equipment)*
- Bicycle parking
- Use of common kitchens

What services incur additional costs?

- Extra cleaning
- Extra beds and bed linen
- Gym access
- Laundry services
- Secured private locker (Grand Morillon and Barton only)
- Car & motorbike parking (Grand Morillon and Barton only)
- Use of rooms for events

When and how should I pay the accommodation rent?

The rent shall be paid monthly and in advance, at the latest on the first day of the relevant month or, as the case may be, on the next business day.

There are two payment options: by direct bank transfer or via the Flywire card payment/bank transfer option in the "My Finance Account" section of the accommodation 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 contents 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 agreement. 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 (assurance ménage).

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

When is the VAT applicable?

VAT is applicable at the legal rate, currently at 3.8 %. 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 Geneva Graduate Institute 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 room type upon booking but are not able to specify location within the residences as the reservation system assigns housing in a random order 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 indicated on the form submitted to 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 authorized by the Housing Administration in advance may lead to an immediate booking cancellation and/or termination of the accommodation agreement.

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 agreement before arrival. However, if you need to extend your contract, please contact the Housing Administration to check availability.

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 booking.housing@graduateinstitute.ch for more information about visiting our residences. Please note that in case you plan a visit for the accommodation category you booked, the apartment you will visit is not necessarily the one you will get upon arrival.

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. Kindly note that you will have to clean your own bed sheets.

What is the arrival and departure time?

<u>Arrival:</u>

During the main arrival dates (the start date of your agreement), the offices have extended opening hours to welcome you. Check-in details will be sent by email approximately one month before your arrival. Check-in is possible only on specific days and hours. Please contact us for more information.

Arrivals during weekends or after 5 p.m. on weekdays are not possible at either the Barton–Sequoia Houses or the Grand Morillon residence. We therefore recommend arranging alternative accommodation if you plan to arrive outside these hours.

If you would like someone else to collect the keys on your behalf, please send us an email with the person’s full name as well as the intended pick-up date.

We would like to inform you that no personal belongings can be stored 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 agreement 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 twice 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 (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, doors or furniture is not permitted.

Blu Tack may 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 are provided twice a month and according to the schedule displayed on the entrance doors and in the lifts. This does not apply if you bring your own bed linen. However, if the cleaning is cancelled 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?

Submit a maintenance intervention request by email to the Housing Administration. A technician will be sent as soon as possible.

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

Contact our Accounting Department at: housing.accounting@graduateinstitute.ch

Are there gym facilities on campus? If there are, how much 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. Residents must subscribe to a three-month membership, charged at an additional cost of CHF 120 for Grand Morillon and CHF 90 for De Picciotto. Residents from Barton Sequoia Houses may also subscribe to De Picciotto's Fitness facilities. 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. Availability may vary throughout the year. A parking booking request must be submitted through your accommodation portal account. The car parking fee is CHF 195 per month and the motorbike parking fee is CHF 50 per month.

The residence also offers 200 secured bike parking spots, free of charge with mandatory registration. There are also 400 free outdoor bicycle spots, available on a first-come, first-served basis. For both indoor and outdoor bicycle parking, a bike sticker must be collected at the administration office.

Barton Sequoia House: Car parking spots are available on site and must be booked at least 7 days prior to arrival. The fee is CHF 150 per month. Free bicycle parking is available in front of each pavilion.

De Picciotto student house: There is no car or motorbike parking available at this residence. An indoor bicycle storage is available for residents upon request, free of charge. A bike sticker must be collected at the administration office. A nearby option is the Sécheron P+R, which offers parking spots for local residents. For more information, please consult their website.

Important notice: Bicycles and electric scooters are not permitted inside the accommodation.

Are there additional spaces to store personal belongings?

Lockers of 1 m^3 are available at the Grand Morillon residence for a minimum rental period of three months. Residents may store their belongings at a cost of CHF 10 per month (locks included).
Residents from De Picciotto and Barton Sequoia Houses may also book one or several of these lockers at the same rate if needed.
Residents from Barton Sequoia Houses already have one locker included in their rent, located in Pavilion D (Barton).

Each month that has begun is fully charged, and no pro-rata refund will be issued in case of cancellation. At the end of the rental period, the provided padlocks must be returned to the Housing Administration, and the locker must be emptied.

Are there laundry facilities?

Each of the three residences is equipped with washing and drying facilities for residents, including washing machines, dryers, irons, and ironing boards. The laundry facilities are available for a fee.

AFTER MY DEPARTURE

How and when will I get my deposit back?

The deposit is refunded provided there is no damage, no missing items, and no outstanding balance after departure. Once the final inspection has been carried out by the Housing Administration and Maintenance, a deposit restitution form is sent to the departing resident. The Housing Administration endeavours to process deposit refunds as quickly as possible; however, the procedure may take several weeks depending on the number of departures, the condition of the accommodations, and the availability of the accounting department.

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.

Can mail be delivered after my departure?

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?

A thorough check of the accommodation is performed by the Housing Administration and the Maintenance team. Charges will apply and will be deducted from the deposit in case of missing items or damages. A list of fees is available through the accommodation portal and also sent by email.