

Checklist

Arrival in Switzerland



Formalities for settling in Switzerland

14 days preceding the contract start date:

☐ **Register with your host municipality** ([Residents' Office](#), Neuchâtel, Rue de l'Hôtel-de-Ville 1) with:

- Passport/ID card
- Employment contract (if applicable)
- Authorization from the [Cantonal Migration Office](#) (if you are a non-EU national)
- Lease agreement or housing certificate
- Passport photo

To obtain your residence permit (Permit L, B or G depending on nationality, length and purpose of stay)

☐ **Open a Swiss bank account** (e.g., La Poste, BCN, ...)

Provide passport, residence permit and address, and proof of registration to the university if necessary

Within **12 months** after arrival:

☐ Exchange your driver's license for a Swiss license (if driving in Switzerland and staying longer than 12 months)



Insurance and Social Contributions

Within **3 months** after arrival:

☐ Register for mandatory health insurance ([LAMal](#)), unless you are exempt based on your country of origin ([specific conditions](#) apply). In that case, you must provide proof.

For more information please consult the dedicated UniNE [Social Office](#) page

If you have an employer:

☐ Check that your employer has registered you for the following insurances:

- Accident insurance (LAA / UVG)
- Old-age, disability and loss of earnings insurance (AVS/AI/APG)

If you do not have an employer:

☐ Check with your health insurance provider that you are covered in case of accident and loss of earnings.
If not, you must take out insurance yourself.



Children and Family

If you **have children** when arriving in Switzerland:

☐ Register your child when you register with the municipality ([Residents' Office](#), Rue de l'Hôtel-de-Ville 1)

- Child's passport or birth certificate
- Parent's residence permit or permit application
- Housing certificate

If both parents do not live in Switzerland, provide parental authorization or legal guardianship.

☐ Take out health insurance (LAMal) for your child **within 3 months**

☐ Apply for family allowances through your employer or the cantonal fund

If your child is **under 4** or needs childcare:

☐ Register your child on the [municipal childcare portal](#)

☐ Contact approved nurseries to find a place (priority access to [UniNE nursery](#) subject to availability)

If your child is **4 or older**:

☐ Contact the [Eorén](#) service for school enrollment.

☐ Contact [after-school care facilities](#) if needed

If you need **babysitting** services:

☐ Register on the UniNE babysitting list ([liste Babysitaire](#)) or contact the [Red Cross](#)

For parenting advice and support in French-speaking Switzerland, consider contacting the [Jeunes Parents Association](#)



Housing

- ☐ Search for accommodation ([useful links](#))
- ☐ Prepare the documents for a rental application:
 - Copy of passport/ID card
 - Copy of residence permit (if already issued)
 - Employment contract or job offer + recent pay slips (last 3 if possible, otherwise employer's letter)
 - Lease agreement or housing certificate
 - Bank statement or proof of solvency
 - [Extract from the debt collection register](#)
 - Property management application form
- ☐ Provide a security deposit (equivalent to 1–3 months' rent): either deposit in a blocked bank account or use a rental guarantee service (e.g., [Swisscaution](#))
- ☐ Take out private liability insurance ([RC ménage](#)) with an insurer
- ☐ Register for local services (water, electricity, internet) if necessary



Public Transport

- ☐ Consider purchasing a Half-Fare travelcard from [SBB](#) (Swiss Federal Railways)
- ☐ Download and install the [FAIRTIQ](#) app on your phone for easy ticket access
- ☐ Check monthly or annual subscriptions for local transport with the [TransN](#) network
- ☐ Consider a bike-sharing subscription with [Neuchâtelroule](#) (50% discount for UniNE)



Access to Administrative Documents

To simplify access to your procedures and documents with local public administrations (pay slips, health, vehicle,):

- ☐ Register with the [Guichet unique](#) for Neuchâtel Public Administrations:
 - Download the usage agreement
 - Complete two copies of the agreement
 - Submit two **unsigned copies** to the [Residents' Office](#)
 - You will then receive your access codes by mail (processing time: 3–4 weeks)



Renewal/Change of situation

- ☐ Before your residence permit expires: submit the renewal application
- ☐ Notify the municipality (Residents' Office) of any change of address, employment, or marital status

For any further questions, the University's [Social Office](#) remains at your disposal

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