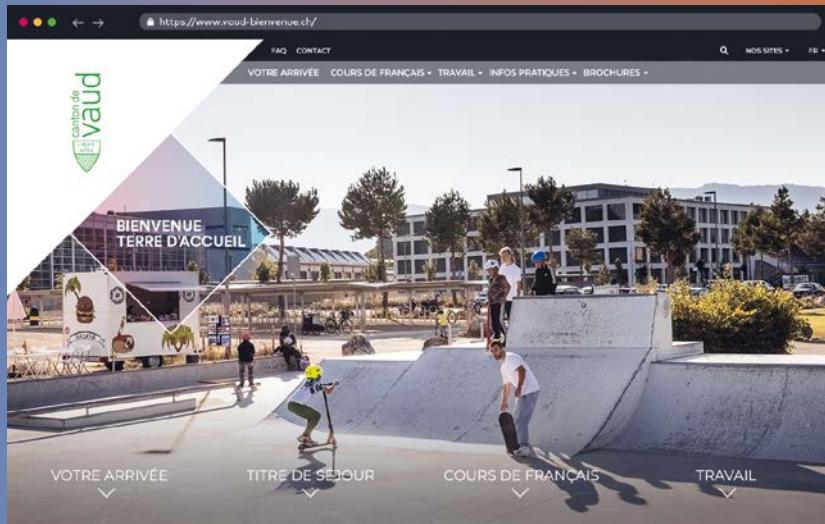


ANGLAIS

WELCOME TO THE CANTON OF VAUD



ALL USEFUL INFORMATION ON THE WELCOME PORTAL



To enable you to quickly find your bearings in your place of residence, the Welcome Portal facilitates your procedures.

Proposed by the Bureau cantonal pour l'intégration des étrangers et la prévention du racisme (BCI), it provides you with the information necessary for your installation, and is regularly updated.

Visit
the Portal



vaud-bienvenue.ch

The portal allows you to better understand the institutional system (residence permit, school, insurance, employment, etc.) and the administrative procedures to be undertaken, but also to identify the contact persons who can help you.

A TRADITION OF WELCOMING NEWCOMERS

1

In the canton of Vaud, welcoming newcomers is not a simple expression, it is a tradition and a real political will of the Vaud authorities. This culture of hospitality is carried by many players such as the state, institutions and associations.

It translates into different offers that aim to facilitate your installation and the discovery of your new living environment. Among them, this brochure which is intended as a compass to guide you, inform you and direct you in your daily life, personal but also professional.

Having at heart to take into account the diversity of its population of which it is proud, the Canton translates the Welcome Brochure into many languages and makes it available in digital format to make it accessible to as many people as possible.

It's up to you to discover it, use it and make it known in its different forms!

In a context where it is important to ensure that the link is maintained and developed, we hope that the Welcome Brochure, the fruit of a fruitful pooling of valuable and varied skills, will continue, as it has done so for many years, to constitute the connection between you and your canton.

Amina Benkais

Integration Delegate of the Canton of Vaud and Head of the Bureau cantonal pour l'intégration des étrangers et la prévention du racisme (BCI).

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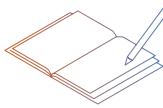
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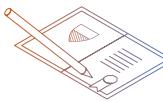
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ON YOUR ARRIVAL, WHAT YOU MUST DO...

1

Personally declare yourself to the Contrôle des Habitants of your municipality of residence **within 8 days** of moving in, with the following documents:

- A valid identity document with entry visa, if applicable
- Your rental lease with your name mentioned. If your name does not appear on the rental lease, you must produce:
- A dated and signed certificate from your landlord (your name must appear on this document)
- A passport photo

You will have to pay registration fees (max. CHF 40) by credit card or in cash, independently of the cost of the residence permit.

The Contrôle des Habitants (Residents Control Office) may ask you questions about your religion. This information is only for statistical purposes and has no impact on future procedures. The answer is optional.



WARNING

All children of school age must go to school, regardless of their residence permit or the progress of administrative procedures.

2

Take out **compulsory health insurance**, at the latest 3 months after your arrival.

MORE INFORMATION

5.2 Health insurance

3

If you have children of school age (from 4 years old), you must register them as soon as possible with the nearest school.

FIND A SCHOOL

7 School and training

vd.ch > Autorités >

Département de

la formation, de la jeunesse et

de la culture (DFJC) > Direction générale

de l'enseignement obligatoire (DGE) >

Les établissements scolaires





1 RESIDENCE PERMITS

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1.1 WORKING, STUDYING, JOINING A FAMILY MEMBER

WORKING IN SWITZERLAND

→ EU and EFTA Europeans

Europeans, nationals of an EU or EFTA state, benefit from the free movement of persons with Switzerland. They can come and look for work for 6 months in Switzerland without a visa and can settle in Switzerland if they have sufficient resources and do not have recourse to social assistance.

→ Third-country nationals

It is more difficult for nationals who do not benefit from the free movement of persons to come and work in Switzerland. The employer who wants to hire them must demonstrate to the Employment Service (DGEM) that they have not found anyone either in Switzerland (among Swiss or foreign residents), nor in Europe (among nationals of EU or EFTA states) to take up the position. Nationals of a third country likely to come and work in Switzerland must therefore have rare and high-level professional qualifications.

In addition, the number of permits allocated to these non-EU and EFTA nationals is limited by a quota system. Each canton is allocated a limited number of available permits each year.

JOINING A FAMILY MEMBER

Family reunification allows the spouse and minor children to accompany or join a Swiss or foreign person who has a residence permit in Switzerland.

→ EU and EFTA Europeans

The notion of family reunification is extended to children over the age of 18 up to 21 and even older if they are still dependent.

□ LEXICON

European Union (EU)

Political and economic union of twenty-seven European states which delegate or transmit by treaty the exercise of certain powers to community bodies.

European Free Trade Association (EFTA)

Association of four states (Iceland, Liechtenstein, Norway and Switzerland) aimed at establishing a free trade area in Europe.

Third Country

State that is not a member of the European Union or the European Free Trade Association. This is a State with which Switzerland does not have an agreement on the free movement of persons.

→ **Third-country nationals**

A minimum level of knowledge of French is required for adult nationals of third countries who apply for a residence permit to accompany or join in Switzerland a husband or wife, or a registered partner who is also a third-country national.

In the canton of Vaud, if the minimum level of French is not acquired, you have one year to satisfy this linguistic requirement. For more information, see the box Language levels required by the Federal Act on Foreign Nationals and Integration (FNIA) and the Federal Act on Swiss Citizenship (SCA) on pages 10-11.

STUDYING IN SWITZERLAND

→ **EU and EFTA Europeans**

For Europeans who are nationals of the EU or EFTA state, there are no special requirements to join a training establishment in Switzerland. They must nevertheless, like third-country nationals, be able to support themselves financially.

→ **Third-country nationals**

Third-country nationals must show that their objective of studying in Switzerland is part of a coherent educational project. The residence permit is temporary and only valid for the duration of the studies.



DEADLINES FOR FAMILY REUNIFICATIONS (CHILDREN)

A third-country national with a residence permit has 5 years to bring their spouse or children from the date of marriage, recognition of filiation or obtaining the residence permit.

Note

As soon as the children are 12 years old, the deadline for bringing them in automatically becomes only one year.

Example

Mr arrives in Switzerland in 2020 and has a residence permit. His 10-year-old child is abroad. The child has until 2023 to come to Switzerland: the child turns 12 in 2022 and then only has one year left to benefit from family reunification with his/her parent in Switzerland.

Note

These deadlines do not apply to people who join an EU or EFTA national in Switzerland.

PERMIT RENEWAL

When the permit expires, the federal authorities send a “Notice of end of validity” to your municipality of residence or to you directly. You must then submit a renewal application to your commune of residence, which will forward it to the competent cantonal service (Service de la Population, SPOP). Your situation and your degree of integration are examined, in particular your financial autonomy.

It may happen that the new permit is not immediately issued, because the volumes of applications to be processed are very large. In this case, the cantonal migration authorities will of course not question your stay until the application has been processed. If you are travelling abroad, you must first apply at the counter of the Service de la Population for a “return visa” in order to be able to return to Switzerland in the absence of the new permit.



THE VARIOUS RESIDENCE PERMITS

CASES IN WHICH THE RESIDENCE OR ESTABLISHMENT PERMIT MAY END, BE REVOKED OR NOT RENEWED

- Offence or crime resulting in a conviction accompanied by a decision of criminal expulsion.
- Under certain conditions, in the event of the end of the marital union with the person with whom the family reunification was carried out.
- Received a significant amount of social assistance.
- At the end of a course (completed or interrupted), the temporary residence permit for studies is not renewed.
- As soon as the departure from Switzerland is announced or after a stay outside Switzerland of more than 6 months without the prior agreement of the authorities.

B**RESIDENCE
PERMIT****Third-country national**

Duration of one year, possibly renewed for 2 years.

European national (EU, EFTA)

Duration longer than one year, renewable for 5 years. The possibility of working depends on the person's situation.

G**CROSS-BORDER
COMMUTER PERMIT**

For people who work in Switzerland but do not have their main residence there.

C**SETTLEMENT
PERMIT**

The settlement permit no longer depends on the reason for presence in Switzerland. The permit (document) is renewed every 5 years. In general, the C permit is only granted to persons holding a B permit, after 5 or 10 years depending on the situation. Allows gainful activity.

L**SHORT-TERM
RESIDENCE
PERMIT****Third-country national**

Duration up to one year, possibly renewed once for one year.

European national (EU, EFTA)

Renewable for the duration of the first stay (less than one year). The possibility of working depends on the person's situation.

N**PERMIT FOR
ASYLUM
SEEKERS**

As soon as the holder leaves the Federal Asylum Centre and is attached to the Canton by the Confederation, they have the right to take up employment.

F**PROVISIONAL
ADMISSION**

Granted to people who have not formally obtained asylum, but who can legally stay in Switzerland. Possibility of working in the same way as a B or C permit holder or a Swiss national. In the event of successful integration (economic autonomy and absence of conviction, in particular) the F permit can be transformed into a B permit.

S**PERMIT FOR
INDIVIDUALS IN NEED
OF PROTECTION**

Provisional residence permit for Switzerland. The right of residence cannot be guaranteed until the end of validity of the permit. Any new employment or change of job is subject to prior authorisation.



LANGUAGE LEVELS REQUIRED BY LAW

RESIDENCE PERMIT

The Federal Act on Foreign Nationals and Integration (FNIA) and the Federal Act on Swiss Citizenship (SCA) require the cantonal authority to take into account the language skills of the person of foreign nationality. Therefore, the Federal Council has defined the language level required for family reunification, the renewal of a residence permit (B permit), the issue of a settlement permit (C permit), as well as the Swiss naturalisation procedure.

| | |
|---|---|
| PROVISIONAL ADMISSION (F PERMIT) | SETTLEMENT (ORDINARY C PERMIT) |
| A1 ORAL | A2 ORAL A1 WRITTEN |
| Spouse by family reunification (including refugees temporarily admitted). (Art. 74a ASEO). | Granted after 10 years of stay (Art. 60 ASEO). New grant after a stay abroad (Art. 61 ASEO) or after demotion (Art. 61a ASEO). Spouse of the holder of a settlement permit or of a Swiss national (Art. 73b ASEO). Nationals of certain countries* that have establishment agreements with Switzerland are exempt from the French language requirement. |
| RESIDENCE (B PERMIT, OUTSIDE EU-EFTA) | A1 ORAL |
| Spouse of the holder of a settlement or residence permit by family reunification (Art. 73a ASEO). Dissolution of marriage or family (Art. 77 ASEO). | |

TRANSFORMATION OF B PERMIT INTO C PERMIT

The settlement permit (C permit) offers a more stable status than the residence permit (B permit). After a period of 5 to 10 years, depending on the nationality and the reason for the stay, it is possible for a B-permit holder person to apply for a C permit.

For nationals of non-French-speaking countries, an official certificate of French proficiency is necessary to obtain a C permit.

ESTABLISHMENT (ADVANCE C PERMIT)

B1 ORAL A1 WRITTEN

Advance granting after 5 years of stay (Art. 62 ASEO).

NATURALISATION

B1 ORAL A2 WRITTEN

Ordinary naturalisation after 10 years.
Facilitated naturalisation for the spouse of a Swiss national, after 5 years (Art 6. SCO)

PEOPLE WITHOUT RESIDENCE PERMIT

Swiss legislation provides under certain conditions the possibility for a person living in Switzerland without a residence permit to be regularised if their integration is successful and if the duration of their stay is significant and sufficiently proven. In concrete terms, the application is sent to the Canton (Service de la Population – SPOP), which decides whether to forward it to the federal authorities. The regularisation is only effective once approved by the Confederation.

1.2 STEPS TO FOLLOW FOR A RESIDENCE PERMIT

WHO SHOULD I CONTACT?

→ **EU and EFTA Europeans**

Contact the municipality of residence in Switzerland (Contrôle des habitants).

→ **Other nationals**

Contact the Swiss representation (embassy or consulate) located in your country of residence.

In both cases, the file will be sent to the Service de la Population of the canton of Vaud, which will process the application.

DOCUMENTS TO BE PROVIDED FOR THE FILING OF AN APPLICATION
 ● vd.ch > Thèmes >
 Population > Population étrangère > Entrée et séjour



RESIDENCE PERMITS FOR EUROPEANS (EU, EFTA): NEW CREDIT CARD FORMAT DOCUMENTS

Since 1 July 2021, Europeans benefiting from free movement (nationals of the European Union or of the European Free Trade Association) who obtain or renew their permits receive a laminated document in credit card format instead of the paper document

This novelty implies for them a trip every 5 years to the Centre for Biometrics and Identity Documents in Lausanne (at Flon) for the recording of digital data. The future card will include a signature and a photo in digital form.

Until now, only third-country nationals had such cards (requiring a visit to the Biometrics Centre).

1.3 ASYLUM

13

FEDERAL JURISDICTION

The decision whether or not to grant asylum rests exclusively with the federal authorities (Secrétariat d'État aux migrations and Tribunal administratif fédéral). The cantons have no competence to intervene in the asylum procedure.

CRITERIA

The integration criteria are not used to assess the asylum application.

To recognise refugee status and grant asylum, the federal authorities base themselves on whether or not the person needs protection. They assess whether or not the person is in danger in their country. The integration criteria in Switzerland are therefore not used to assess the asylum application.

People who are granted asylum receive a residence permit (B permit). Those who only have refugee status or who cannot be returned receive a "Provisional Admission" (F permit). All others must leave Switzerland.

REGULARISATION OF PEOPLE REJECTED FROM ASYLUM

Under certain conditions, in particular if they have been in Switzerland for at least 5 years, without having committed an offence, and if the authorities have always known their domicile, a person who has been refused asylum can ask the Canton to submit a proposal for regularisation to the federal authorities (Art. 14, para.2 AsylA).

NOTES



UN

2 FRENCH COURSES

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2.1 LEARNING FRENCH

IN BRIEF

Learning the language of the country in which you intend to settle considerably facilitates daily life. This allows you to get information, find a job, communicate with your neighbours, develop your social life and help your children in their learning.

The Integration Act provides that it is essential for people to familiarise themselves with society and the way of life in Switzerland and to learn a national language. For certain procedures, such as the renewal of a permit, the cantonal administration may ask you for a certificate of your level of French.

LANGUAGE LEVELS

vd.ch > Thèmes >
Population > Population
étrangère > Entrée
et séjour > Loi sur les
étrangers et l'intégration (LEI)



For children, school is compulsory from the age of 4 to 15 years old in Switzerland. As soon as they start school, students arriving from abroad are entitled to intensive French lessons at school.

MORE INFORMATION

7.2 From 4 to 15 years old: compulsory school and day care for children

For young people aged 15 to 20 years old who have just arrived, reception classes allow them to learn French and seek training. The application for admission is made via the Migration Portal.

MORE INFORMATION

7.4 Finding training upon arrival

For adults, many French courses are offered throughout the Vaud region. There are two types of courses presented in this chapter: those of private schools and those of associations.

ADVICE

A very good way to learn French is to practise it by meeting other people and taking part in volunteer, leisure or social integration activities.

MORE INFORMATION

10 Leisure and social life
7 School and training

PRIVATE SCHOOLS

Private schools offer French courses. These courses have flexible schedules and variable admission requirements, at a higher cost.

You can find an offer by visiting the local.ch website and entering "Language school" in the search engine.

The website of the l'Association vaudoise des écoles privées (AVDEP) contains a directory of all these private schools.

MORE INFORMATION

avdep.ch

2.2 CERTIFICATIONS

GET A CERTIFICATE

For certain procedures (for example for an application for a B permit, a renewal, an anticipated C permit or a naturalisation procedure), the administration will ask you for a certificate of your level of French.

The FIDE test (French, German, Italian) is a project of the Confederation for the linguistic encouragement of migrants. This test allows you to check your oral and written skills and to obtain a language passport which certifies your level of French. Different organisations offer these assessments. For more information on assessment centres and exam sessions, please consult the language passport website.

MORE INFORMATION

 fide-info.ch

Other certificates are also recognised for issuing the language passport, such as the Diplôme d'études en langue française (DELF) certificate. To obtain it, you must pass a written and oral French exam. For more information on the exam sessions, please consult the Fondation Esprit Francophonie website.

MORE INFORMATION

 delfdalf.ch

 1.1 Working, studying, joining a family member

CLAIMING A CERTIFICATE

If you have already obtained another language certificate in Switzerland or abroad and it is on the list of recognised certificates, you can send it to the Fide Secretariat. They will issue you the language passport attesting to the corresponding levels, oral and written, against payment of a fee of CHF 20.

If you have language skills at level B1 or higher, presenting a fide file could be the easiest and fastest way to obtain the language passport.

MORE INFORMATION

 fide-service.ch/fr/attestations/dossier-fide

2.3 FRENCH COURSES AVAILABLE

FRENCH COURSES





EAST ZONE

- 01
- 02
- 03
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- 08
- 09
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ASSOCIATIONS OFFERING FRENCH COURSES IN THE CANTON

The State subsidises French courses given by associations. These courses are delivered by trained professionals and are accessible to small budgets. Reception classes sometimes available in parallel with the lessons. You will find below some of the associations offering French courses. All the details concerning all the offers are available and updated on the “Welcome to the canton of Vaud” internet portal.

LIST OF ONLINE ASSOCIATIONS

🌐 [vaud-bienvenue.ch/
cours-de-francais](http://vaud-bienvenue.ch/cours-de-francais)



EAST ZONE

01 Appartenances – Espace femmes riviera

French courses; for pregnant migrant women or mothers of young children, centred on the themes “Pregnancy, birth and early childhood”, with child-minding for children of preschool age. Reception, meeting and social orientation for migrant women with or without children.

- 📍 Vevey
- 📞 021 922 45 23
- ✉️ ef.vevey@appartenances.ch
- 🌐 appartenances.ch

02 Association AMIS

French courses with child-minding for children of preschool age. Conversation workshop for migrant and Swiss women, as well as for their preschool children.

- 📍 Aigle
- 📞 024 466 76 00 | 077 507 62 17
- ✉️ info@espaceamis.ch
- 🌐 espaceamis.ch

03 Municipality of Bex/LIBex

French courses. Courses for adults with a child attending school in Bex, focused on the operation of school and conversation workshops.

- ⌚ Bex
- 📞 079 686 6110
- ✉️ français@bex.ch

04 Municipality of Château-d'Oex

French courses.

- ⌚ Château-d'Œx
- 📞 076 387 53 22
- ✉️ c.morier-genoud@bluewin.ch

05 Municipality of Montreux

French courses. Varied social activities to learn and practise French.

- ⌚ Clarens
- 📞 079 228 62 16
- ✉️ info@francais-clarens.ch
- 🌐 francais-clarens.ch

Workshops for exchanging and sharing life experiences, in French, for migrant women accompanied by their children.

- ⌚ Clarens
- 📞 078 845 86 18
- 🌐 montreux.ch/habiter-et-decouvrir/integration/associtions-et-projets-dintegration

06 Municipality of Roche

French courses.

- ⌚ Roche
- 📞 077 407 58 75
- ✉️ integration@roche-vd.ch

07 Municipality of Villeneuve - Commission d'Intégration Villeneuve (CIV)

French courses and conversation workshops.

- ⌚ Villeneuve
- 📞 077 407 58 75
- ✉️ integration@villeneuve.ch

08 ECAP Vaud

French courses.

- ⌚ Vevey
- 📞 021 923 59 90
- ✉️ infovd@ecap.ch
- 🌐 ecap.ch/fr

09 Français en jeu

French courses.

- ⌚ La Tour-de-Peilz, Clarens, Lutry, Paudex, Montreux
- 📞 021 552 44 05
- ✉️ riviera@francaisenjeu.ch
- 🌐 francaisenjeu.ch/poles/est-vaudois

French courses for beginners.

For parents who want to learn the language to better understand what their children live at the Vaud school.

- ⌚ Vevey, Clarens, Montreux, Pully, Aigle
- 📞 021 552 44 05
- ✉️ riviera@francaisenjeu.ch
- 🌐 francaisenjeu.ch/poles/est-vaudois/

10 Lire et écrire

Reading and writing lessons for adults with literacy problems.

- ⌚ Vevey, La Tour-de-Peilz, Clarens, Aigle
- 📞 021 922 46 10
- ✉️ riviera@lire-et-ecrire.ch
- 🌐 lire-et-ecrire.ch/vaud

11 City of Vevey

French classes. Workshops for exchanging and sharing life experiences, in French, for migrant parents. Conversation workshops for migrant women accompanied by their children.

- ⌚ Vevey
- 📞 021 925 53 80
- ✉️ cohesion.sociale@vevey.ch

LAUSANNE REGION**ADVICE**

For an exhaustive list of French courses in Lausanne, you can contact the Bureau lausannois pour les immigrés (BLI) (p. 22)

**12 Appartenances –
Espace femmes Lausanne**

French courses; for pregnant migrant women or mothers of young children, centred on the themes "Pregnancy, birth and early childhood", with child-minding for children of preschool age. Reception, meeting and social orientation for migrant women with or without children.

- ⌚ Lausanne
- 📞 021 351 28 80
- ✉️ ef.lausanne@appartenances.ch
- 🌐 appartenances.ch

**13 Appartenances –
Espace hommes Lausanne**

Introductory French courses and workshops for migrant men.

Permanence of reception, listening and orientation for migrant men in precarious psychosocial situations.

- ⌚ Lausanne
- 📞 021 320 01 31
- ✉️ eh.lausanne@appartenances.ch
- 🌐 appartenances.ch

14 Armée du salut

French courses.

- ⌚ Lausanne
- 📞 021 312 73 52
- 🌐 ads-arclemanique.ch

15 Association Nouvelles perspectives

French courses and conversation workshops on Saturdays.

- ⌚ Lausanne, Chavannes-près-Renens
- 📞 078 848 67 27
- ✉️ info@nouvelles-perspectives.ch
- 🌐 nouvelles-perspectives.ch

16 Association Palabres

French workshops and speaking space.

- ⌚ Lausanne
- ✉️ info@palabres.ch
- 🌐 palabres.ch

17 Bourse à travail

French courses.

- ⌚ Lausanne
- 📞 021 323 77 15
- ✉️ bourse.travail@gmail.com
- 🌐 la-bourse-a-travail.ch

18 Communauté Sant'Egidio

French courses.

- ⌚ Lausanne
- 📞 078 641 08 33
- ✉️ francais@santegidio.ch
- 🌐 santegidio.ch

19 CORREF

French courses and calculations.

- ⌚ Lausanne
- 📞 021 341 71 11
- ✉️ administration@corref.ch
- 🌐 corref.ch

20 ECAP Vaud

French courses.

- ⌚ Lausanne
- 📞 021 320 13 27
- ✉️ infovd@ecap.ch
- 🌐 ecap.ch/fr

21 EPER

InfoSuisse 50+. Practical French courses for seniors.

- ⌚ Lausanne
- 📞 021 613 40 70
- ✉️ info@eper.ch
- 🌐 eper.ch/project-explorer/infosuisse-50

22 Français en jeu

French courses for parents who want to learn the language to better understand what their children live at the Vaud school.

- ⌚ Lausanne
- 📞 021 329 04 49
- ✉️ lausanne@francaisenjeu.ch
- 🌐 francaisenjeu.ch/cours/

23 Lire et écrire

Reading and writing lessons for adults with literacy problems.

- ⌚ Lausanne
- 📞 021 329 04 48
- ✉️ lausanneetregion@lire-et-ecrire.ch
- 🌐 lire-et-ecrire.ch/vaud

24 OSTARA

French courses and learning techniques (*Brain Gym*) for migrant women.

- ⌚ Lausanne
- 📞 021 219 67 66
- ✉️ laure.caron@associationostara.ch
- 🌐 associationostara.ch

25 Pôle Sud

French courses.

- ⌚ Lausanne
- 📞 021 311 50 46
- ✉️ info@polesud.ch
- 🌐 polesud.ch/activites-regulieres

26 Université de Lausanne

Holiday courses (intensive courses of French as a foreign language).

- ⌚ Lausanne
- 📞 021 692 30 90
- ✉️ coursdevacances@unil.ch
- 🌐 francaisintensifalausanne.ch

27 Université populaire de Lausanne

French courses.

- ⌚ Lausanne
- 📞 021 315 24 24
- ✉️ info@uplausanne.ch
- 🌐 uplausanne.ch

28 Bureau lausannois pour les immigrés (BLI) (Lausanne Migration Office) – City of Lausanne

Free French courses during summer at Vidy-Plage.

- ⌚ Lausanne
- 📞 021 315 72 45
- ✉️ bli@lausanne.ch
- 🌐 lausanne.ch/vidy-plage

NORTH ZONE

[29] Appartenances – Espace femmes Yverdon

French courses with child-minding for children of preschool age. Reception, meeting and social orientation for migrant women with or without children.

- 📍 Yverdon-les-Bains
- 📞 024 426 03 36
- ✉️ efyverdon@appartenances.ch
- 🌐 appartenances.ch

[30] Caritas Vaud

French courses with child-minding for children of preschool age.

- 📍 Yverdon-les-Bains
- 📞 024 425 32 48

French courses.

- 📍 Orbe, Chavornnay
- 📞 079 289 10 88
- ✉️ coursdefrancais@caritas-vaud.ch
- 🌐 caritas-vaud.ch/nos-prestations/formations/cours-de-francais

[31] CISEROC

Workshops for exchanging and sharing life experiences, in French.

- 📍 Orbe
- 📞 079 289 10 88
- ✉️ ciseroc@orbe.ch
- 🌐 orbe.ch/ma-ville/integration/ciseroc

[32] Municipality of Yverdon-les-Bains

French courses offered during the summer with drop-in daycare.

- 📍 Yverdon-les-Bains
- 📞 024 423 69 44
- ✉️ integration@yverdon-les-bains.ch
- 🌐 yverdon-les-bains.ch/vie-quotidienne/cohesion-sociale/integration

[33] Municipality of Payerne

French courses with child-minding for children of preschool age and conversation workshops.

- 📍 Payerne
- 📞 026 662 68 68
- ✉️ helene.lelievre@payerne.ch
- 🌐 payerne.ch/controle-habitants-bureau-etrangers/cours-de-francais

[34] Commission d'intégration d'Avenches

French courses.

- 📍 Avenches
- 📞 026 675 51 21
- ✉️ integration@commune-avenches.ch
- 🌐 commune-avenches.ch

[35] ECAP Vaud

French courses.

- 📍 Yverdon-les-Bains, Le Sentier
- 📞 021 320 13 27
- ✉️ infovd@ecap.ch
- 🌐 ecap.ch/fr

[36] Français en jeu

For parents who want to learn the language to better understand what their children live at the Vaud school.

- 📍 Moudon, Lucens
- 📞 021 552 44 03
- 📍 Penthalaz
- 📞 021 552 44 06
- 📍 Échallens
- 📞 021 552 44 06
- ✉️ gdv@francaisenjeu.ch
- 🌐 francaisenjeu.ch/cours

[37] Le pont du savoir

Workshops for exchanging and sharing life experiences, in French, for migrant women.

- 📍 Yverdon-les-Bains
- 📞 078 661 31 93

38 Lire et écrire

Reading and writing lessons for adults with literacy problems.
 Child-minding for children of preschool age
 Yverdon-les Bains.
 ☎ Yverdon-les-Bains, Orbe,
 Le Sentier, Payerne, Lucens,
 Moudon
 ☎ 024 426 15 29
 @ nordvaud@lire-et-ecrire.ch
 ● lire-et-ecrire.ch/vaud

39 Passerelle

Reception area for all migrant women with or without children to practise French.
 ☎ Le Sentier
 ☎ 077 434 77 02 | 078 707 97 01
 @ passerelle.valleedejoux@gmail.com
 ● gamvj.wordpress.com

40 Tisserands du monde

French courses with child-minding for preschool children.
 ☎ Yverdon-les-Bains
 ☎ 076 239 71 83
 ● tisserandsdumonde.ch

41 Verso

French courses.
 ☎ Yverdon-les-Bains
 ☎ 024 420 10 45
 @ info@verso-yverdon.ch
 ● verso-yverdon.ch

42 Parlons Français Moudon

French courses.
 ☎ Moudon
 ☎ 079 560 19 26
 @ info@parlonsfrancaismoudon.ch
 ● parlonsfrancaismoudon.com

WEST ZONE**43 Association Bienvenue**

French courses with child-minding for preschool children.
 ☎ Crissier
 ☎ 021 453 45 79
 @ a-bienvenue@hotmail.com
 ● association-bienvenue.com

44 Association Franc-parler

French courses.
 ☎ Renens
 ☎ 021 634 69 63
 @ info@franc-parler.ch
 ● franc-parler.ch

45 Association Nouvelles perspectives

French courses and workshops conversations on Saturdays.
 ☎ Morges, Chavannes-près-Renens
 ☎ 078 848 67 27
 @ info@nouvelles-perspectives.ch
 ● nouvelles-perspectives.ch

46 CARITAS Vaud

French courses with child-minding for preschool children.
 ☎ Nyon
 ☎ 079 621 43 93

☎ Gland
 ☎ 079 621 43 93
 @ info@caritas-vaud.ch
 ● caritas-vaud.ch/nos-prestations/
 formations/cours-de-francais

47 Municipality of Cossonay

French courses with drop-in daycare.
 ☎ Cossonay
 ☎ 021 863 22 00
 @ secretariat@cossonay.ch
 ● cossonay.ch/social-et-sante/cours-de-francais

48 Municipality of Nyon

French courses at the water's edge and free French courses during the summer.

- ⌚ Nyon
- 📞 079 211 02 74
- ✉ integration@nyon.ch
- 🌐 nyon.ch/integration

49 ECAP Vaud

French courses.

- ⌚ Nyon
- 📞 021 320 13 27
- ✉ infovd@ecap.ch
- 🌐 ecap.ch/fr

50 Français en jeu

French courses.

- ⌚ Morges
- 📞 021 552 44 02
- ⌚ Renens, Prilly
- 📞 021 552 44 04

Beginner French lessons for parents who want to learn the language to better understand what their children experience at Vaud school. Written language improvement course.

- ⌚ Renens, Écublens
- 📞 021 552 44 04
- ✉ ouest@francaisenjeu.ch
- 🌐 francaisenjeu.ch/cours

51 Globlivres

Workshops for exchanging and sharing experiences in French with child-minding for children of preschool age.

- ⌚ Renens
- 📞 021 635 02 36
- ✉ info@globlivres.ch
- 🌐 globlivres.ch

52 Lire et écrire

Reading and writing courses for adults with literacy problems.

- ⌚ Prilly, Renens, Écublens
- 📞 021 329 04 48
- ⌚ Morges, Nyon, Rolle
- 📞 022 366 34 04
- ✉ lacote@lire-et-ecrire.ch
- 🌐 lire-et-ecrire.ch/vaud

53 Municipality of Rolle

French courses.

- ⌚ Rolle
- 📞 079 449 70 06
- ✉ edith.norwell@bluewin.ch
- 🌐 rolle.ch

54 OSTARA

French courses and learning techniques (Brain Gym) for migrant women with child-minding for children of preschool

- ⌚ Renens
- 📞 021 219 67 66
- ✉ laure.caron@associationostara.ch
- 🌐 associationostara.ch

NOTES



3 WORK

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Career Objectives

Seeking a position where I will have the opportunity of working in creative, dynamic and fast-moving environment, improving and using all the personal and educated knowledge that not only increase the fiscal viability of the organization, but better my career prospects as well.

Experience

*Current Employer
Position Held
Period of Service
Responsibilities*

Vero PR Company, HCMC
Account Executive & Account Manager
September 2011 - Present

- 1 Worked as Account Executive for 3 months and now is an Account Manager
- 2 Successfully worked with colleagues to organize the company's networking event in Ly's Club on March 17, 2012 with the participation of more than 250 guests and collected a valuable database.
- 3 Building client relationships to assigned accounts
- 4 Providing constant leadership in servicing clients day-to-day and train to handle day-to-day account services & dealing with clients
- 5 Developing PR strategy planning and overall project management
- 6 Pitching interesting PR stories to send to mainstream & target media

Maison Joint Stock Company, HCMC
PR/Marketing Intern
October 2010 - April 2011

Interned for 4 months in PR Marketing Manager Assistant and worked Marketing Specialist for 4 months.
Worked in the busy PR Marketing Department, covered all the aspects of PR & Advertising activities involved in research, management and implementation of campaigns. Kept contact and released with the creation of all team members' responses in Vietnam.
Assisted the Executive Manager. Plan & prove the sale of all PR needs for the whole year 2011.
Worked with Creative Manager for the second issue of Charter & magazine (November 2011).
Assisted the Fashion Show of Morgan & Chauhan-Kerry at the Park Hyatt Hotel.
Collaborated with PR Marketing while preparing to hold the fashion show during 2011 Christmas & December 2011 events for the launching of products.

Mrs. Paula Barry

3.1 CONDITIONS OF ACCESS TO THE LABOUR MARKET

IN BRIEF

Having a residence permit does not necessarily give the right to work in Switzerland. The conditions for access to the labour market vary according to the residence permit and the country of origin.

Any foreign person in possession of a residence permit issued within the framework of family reunification may carry out a gainful activity.

→ EU and EFTA citizens

Citizens of the European Union (EU) and the European Free Trade Association (EFTA) can in principle work as soon as they have announced their arrival to the Contrôle des Habitants office of their municipality of residence.

SPECIFIC CONDITIONS CONCERNING ASYLUM

For more specific conditions of access to the labour market such as certain permits linked to asylum, you will find the necessary information below.

→ F permit

Since 1 January 2019, persons holding an F permit can carry out a dependent or independent gainful activity and change employment and profession, provided that this activity has been announced to the authorities. The legislator has in fact considered that it was necessary to eliminate administrative obstacles to their access to the labour market and to replace the previous authorisation procedure with a simple announcement of their activity.

→ N permit, asylum application booklet

Any professional activity is subject to a request for authorisation. Taking up employment is only possible after a formal positive decision from the Direction générale de l'emploi et du marché du travail (DGEM).

As soon as the person in the asylum procedure is allocated to a canton (and leaves the federal centre), the exercise of a gainful activity is possible under certain conditions. The usual remuneration and working conditions must be respected; the hiring of an asylum seeker must not contravene the priority given by the legislation to female workers and local workers (Swiss or foreigners living in Switzerland) and nationals of the European Union.

The cantons also reserve the right to limit the activity of asylum seekers to certain economic sectors.

The commitment can be concluded within the framework of a contract of indefinite duration. However, it is interrupted if the asylum application is rejected.

As soon as a negative decision on the asylum application enters into force (is enforceable), the person no longer has the legal possibility of undertaking or continuing a gainful activity. If they are employed, they must leave it at the end of the departure period set by the Confederation.

MORE INFORMATION

- ☞ 1.1 Working, studying, joining a family member

To find out the conditions of access to the labour market according to your residence permit, you can refer to the Employment Guide available on the internet link below.

CONDITIONS OF ACCESS TO THE LABOUR MARKET ACCORDING TO YOUR RESIDENCE PERMIT

- 🌐 vd.ch > Thèmes >
Population > Intégration des
étrangers et prévention du
racisme > Publications du BCI



3.2 BEFORE STARTING WORK

JOB SEARCH

There are several ways to obtain a job in Switzerland. Exercising a remunerated activity often requires prior procedures such as recognition of your training and professional experience acquired in your country of origin.

If you are looking for a job in the canton of Vaud, you can:

- ➡ Respond to job offers listed on the internet or in newspapers.
- ➡ Send an “unsolicited application” file to the companies that interest you. You can find company addresses on swissfirms.ch.
- ➡ Register with a recruitment agency that will act as an intermediary for temporary jobs (you will find them listed on the swissstaffing.ch website).

MORE INFORMATION

-  5.3 Three-pillar system and unemployment insurance

ADVICE

Also remember to call on your acquaintances: 75% of people find work in Switzerland thanks to their social network.

APPLICATION FILE

To respond to a job offer, most Swiss employers will ask you to send them an “application file” containing the following documents:

- ➡ A cover letter.
- ➡ Your curriculum vitae (CV).
- ➡ A copy of your diplomas and training certificates.
- ➡ A copy of your work certificates.

If they are interested in your file, they will then contact you for one or more personalised interviews.

FINDING A PROFESSION WHEN YOU HAVE JUST ARRIVED

The Office cantonal d'orientation scolaire et professionnelle (OCOSP), with its Regional Centres, promotes the professional integration and employability of all people, regardless of their age and training. It provides applicants with assessments, a great deal of information and support in the process of building a professional project in Switzerland.

CENTRES REGIONAUX
D'ORIENTATION
SCOLAIRE ET
PROFESSIONNELLE

🌐 vd.ch > Thèmes >

Formation > Orientation > Contact et adresses de l'OCOSP et des Centres d'orientation



GUIDANCE FOR
RECENTLY ARRIVED
PEOPLE

🌐 vd.ch > Thèmes >

Formation > Orientation >

Pour les personnes arrivées récemment dans le canton de Vaud



The information portal for vocational, academic and career guidance collects all information on apprenticeships, occupations and training.

MORE INFORMATION

🌐 orientation.ch

RECOGNITION OF FOREIGN DIPLOMAS AND PROFESSIONAL CERTIFICATION FOR ADULTS (CPA)

Before starting to work in Switzerland, you may need to take steps to have the training or experience acquired in your country of origin recognised. In Switzerland, certain professions are said to be "regulated". That means that the exercise of these professions requires an officially recognised title. This is for example the case of medicine, nursing, education, for which the recognition of diplomas is compulsory if you wish to practise. For regulated professions, a recognition procedure is mandatory. Have you studied abroad and do you want to know if your diploma is recognised in Switzerland? Find out more from the Secrétariat d'État à la Formation, à la Recherche et à l'Innovation (SERI).

FIND OUT IF
YOUR DIPLOMA IS
RECOGNISED IN
SWITZERLAND

🌐 sbfi.admin.ch > Formation >

Reconnaissance de diplômes étrangers >

Reconnaissance et autorités

compétentes > Professions réglementées et notes informatives



Adults with several years of professional experience in a profession of the CFC or AFP type have the possibility of obtaining the end-of-training title by following a qualification procedure for adults in three ways:

- Either by taking the end of apprenticeship exams with the possibility of taking preparatory courses.
- Or by following a procedure for validating prior learning (VAE). This involves the development of a portfolio file documenting the skills related to those required in the qualification profile of the targeted profession, benefiting from collective and individual support.
- It is also possible, on the basis of your training course, to be able to follow a professional training of reduced duration.

PROFESSIONAL CERTIFICATIONS FOR ADULTS (CFC, AFP)

Office cantonal d'orientation scolaire et professionnelle (OCOSP)

📞 021 557 88 99

✉️ info.cpa@vd.ch

🌐 vd.ch/certification-adulte

PROFESSIONAL INTEGRATION

Many associations have developed professional integration projects for migrants. These offers can help you in your search for employment or training. Some of them are listed on the Welcome to the canton of Vaud portal.

ASSOCIATIONS FOR PROFESSIONAL INTEGRATION
 vaud-bienvenue.ch > Travail



VOLUNTEERING

In addition to broadening your field of skills and your network, volunteering can be a springboard for obtaining paid employment. If you want to commit a few hours a week to a cause that is dear to you or create an association, you can consult Bénévolat-Vaud.

MORE INFORMATION

Bénévolat-Vaud, Centre de compétences pour la vie associative
 Avenue Ruchonnet 1 | 1003 Lausanne
 021 313 24 00
 info@benevolat-vaud.ch
 benevolat-vaud.ch

 10 Leisure and social life

UNEMPLOYMENT INSURANCE PROFESSIONAL INTEGRATION MEASURES

Under certain conditions, professional integration measures are accessible to people registered with the Regional Employment Centre (ORP) in their region and who have been granted a right to unemployment insurance benefits.

BUSINESS CREATION AND DEVELOPMENT

The canton of Vaud offers a framework conducive to the creation and development of businesses. The Service de la Promotion de l'Economie et de l'Innovation (SPEI) guides entrepreneurs in their efforts and directs them to the appropriate organisations according to their needs (advice, financing, technological support, etc.). Support is available for companies active in the industrial and high-tech sectors.

SERVICE DE LA PROMOTION DE L'ÉCONOMIE ET DE L'INNOVATION (SPEI)

 Rue Caroline 11
1014 Lausanne
 021 316 60 21
 info.spei@vd.ch

The Vaud Chamber of Commerce and Industry (CVCI) offers a business creation advice service.

CHAMBRE VAUDOISE DU COMMERCE ET DE L'INDUSTRIE (CVCI)

 021 613 35 35
 creation@cvci.ch
 cvci.ch Services > Entreprendre en pratique > Création d'entreprise

FINDING A CHILD-MINDING SOLUTION

When searching for a job, it is essential for the parent to have a child-minding solution thought-out.

MORE INFORMATION

 7.1 Before school

3.3 I HAVE A JOB

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IN BRIEF

Professional activity is subject to rights and duties. The conditions of employment, tax obligations and collective labour agreements may seem complex at first glance. They are actually easier to understand than it seems and essential to know. Here you will find the details you are looking for.

EMPLOYMENT CONTRACT

When an employing entity decides to hire you, they will have you sign an employment contract. Although an employment contract can be concluded orally, in Switzerland the practice is to conclude a written contract. In all cases, the conditions of employment (duration of the contract, working time, amount of the annual salary, type of work to be carried out, social deductions, working hours, holidays, trial period and notice period, etc.), must be discussed before starting your professional activity.

SALARY

In Switzerland, the level of salaries varies considerably depending on the sector of activity and the region. They are negotiated either individually or collectively. Swiss law does not define a minimum wage: the amount of the salary is most often agreed between the employer and the worker at the time of hiring.

However, some collective labour agreements and standard employment contracts provide for compulsory minimum wages for certain categories of professions. The salary is agreed between the employer and the worker. It depends on many factors (experience, qualifications, region, etc.). The amount of the salary is fixed monthly or hourly. The salary is generally paid at the end of the month by the employer into your bank or postal account. It is important to check that your salary has been paid into your account. Employees in principle receive a monthly salary statement.

Employees may give formal notice to the employer to pay them, within a suitable period, their salary and threaten to suspend their professional activities if they have not received their remuneration in due time, provided that they have previously carried out the agreed work. A 13th salary is only due if it has been expressly agreed in the employment contract or if it is provided for by an applicable collective labour agreement or standard employment contract.

Special remuneration is generally provided for work performed temporarily at night, on Sundays and on public holidays. But this is not the case when night or Sunday work is regular. To find out about the salaries in use in a profession, there are salary calculators, some of which are listed on the link below.

FIND SALARY CALCULATORS

orientation.ch > Travail et emploi >
salaire

The employer must respect the principle of equality between women and men in the field of wages. The Bureau de l'Égalité entre les Femmes et les Hommes (Gender Equality Office) will tell you how to proceed in the event of discrimination in employment relationships.

BUREAU DE L'ÉGALITÉ ENTRE LES FEMMES ET LES HOMMES

⌚ Rue Caroline 11
1014 Lausanne
📞 021 316 61 24
✉️ info.befh@vd.ch

SOCIAL DEDUCTIONS

Wages fixed in an employment contract are stated in gross amounts. Social deductions are shared equally between the company and the employee. These include old-age and survivors' insurance (AVS), invalidity insurance (AI), allowance for loss of earnings (APG), unemployment insurance (AC), cantonal supplementary benefits for families (PCFam) and non-occupational accident insurance (AANP), the premium of which is paid entirely by the company.

MORE INFORMATION

📘 5.3 Three-pillar system and
unemployment insurance

WORKING TIME

Salaried work is linked to a fixed working time for which the employee is remunerated. Swiss law sets a maximum duration of working time at:

- ➡ 45 hours per week for employees in industrial businesses, office staff, technical staff and sales staff of large retail chains.
- ➡ 50 hours per week for other workers.

FAMILY

➡ Maternity

Several laws in Switzerland regulate the rights of pregnant workers, workers who have given birth as well as nursing mothers. These are, for example: working conditions and the normal length of the working day for pregnant women, protection against dismissal during pregnancy and up to sixteen weeks after the birth, prohibition of work for eight weeks after the birth, maternity leave, the right to time for breastfeeding during work, etc.

➡ Paternity

Men who become fathers have the right to paternity leave of ten working days since 1 January 2021.

MATERNITY –
PROTECTION
OF WOMEN WORKERS,
SECO

🌐 seco.admin.ch >
Services et publications >
Publications > Travail > Conditions
de travail > Brochures et dépliants



ARRANGEMENT OF WORKING TIME AND MATERNITY, SECO

 seco.admin.ch > Services et publications > Publications > Travail > Conditions de travail > Aide-mémoires et listes de contrôle.

FAMILY ALLOWANCES

Family allowances aim to offset part of the costs that parents have to assume for the upkeep of their children.

MORE INFORMATION

 5.4 Insurance related to maternity and children

I HAVE A PROBLEM WITH MY EMPLOYER, WHAT SHOULD I DO?

Many workers' associations, called "unions", are at your disposal to provide you with information on work and/or support you in any conflict with your employer.

MORE INFORMATION

 usv-vaud.ch

Among them, the UNIA trade union specialises in the rights of people with a migration background. It has several sections spread over the Vaud territory.

MORE INFORMATION

UNIA

✉ Place de la Riponne 4
1005 Lausanne
📞 0848 606 606
✉ vaud@unia.ch
🌐 vaud.unia.ch

UNDECLARED WORK

In Switzerland, undeclared work, also called "work on the black" is illegal. We speak of undeclared work when one of the obligations of announcement or authorisation is not respected in terms of social insurance law, foreigners' rights, or tax law.

As soon as a person works on the black market, they have no guaranteed salary or job security. Although it is largely dependent on the goodwill of the company, they nevertheless have rights to assert. An oral employment contract guarantees minimum working conditions, such as the right to a salary in accordance with local customs and the profession, the right to paid holidays, continued payment of salary for a certain time in the event of accident or illness, compliance with notice periods.

In the event of undeclared work, the employee can seek dialogue with their employer. In the event of failure, they may appeal to a trade union (including employees without a residence permit) or to the Labour Court. In the event of undeclared work, the company is sanctioned by the authorities.

TAXES

Anyone living or having a source of income in the canton of Vaud is required to pay taxes, in proportion to their salary and their fortune.

MORE INFORMATION

 5.7 Other insurances and taxes

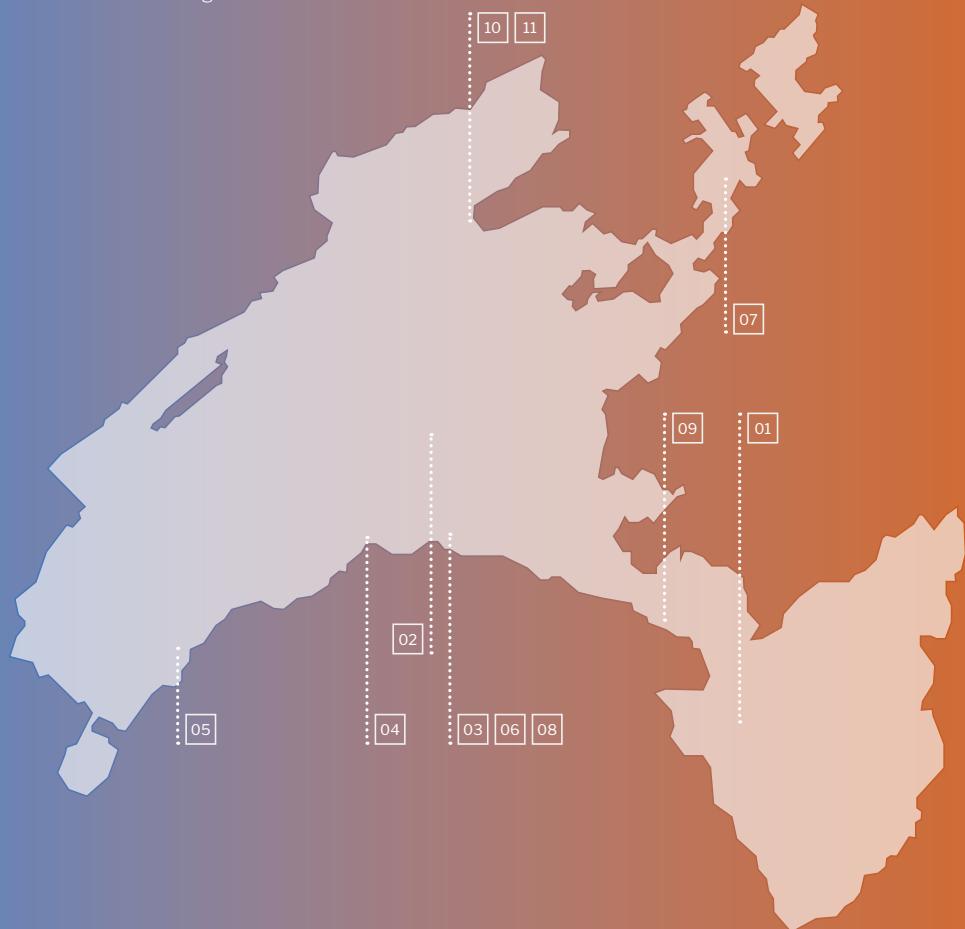
3.4 IF I LOSE MY JOB

Losing your job is a situation that you may have to face. Institutions, such as the Offices Régionaux de Placement (Regional Employment Offices – ORP), will help you, in particular to facilitate your reintegration into the world of work. If you plan to become self-employed, the Service de la Promotion de l'Economie et de l'Innovation (SPEI) will also be able to advise you.

MORE INFORMATION

- 3.2 Before starting to work

WORK



UNEMPLOYMENT INSURANCE

In the event of job loss, it is necessary to report as soon as possible (ideally at least one month in advance if you know the date on which your contract ends) to the Offices Régionaux de Placement (ORP) of your region. This will allow you to obtain the support of a professional to facilitate your reintegration into the labour market and to register to receive financial benefits from unemployment insurance.

Attached to the Coordination des ORP de la Direction générale de l'emploi et du marché du travail (DGEM), the Offices Régionaux de Placement (ORPs) are distributed throughout the canton of Vaud.

INFORMATION ON THE REGIONAL EMPLOYMENT OFFICES

vd.ch > Thèmes > Économie >
Demandeurs d'emploi

MORE INFORMATION

3.2 Before starting work

01 ORP Aigle

Rue de la Zima 4
Case postale 187 | 1860 Aigle
 024 557 77 40
 orp.aigle@vd.ch

02 ORP Échallens

Place du Château 10 B
Case postale 231 | 1040 Échallens
 021 557 18 90
 orp.echallens@vd.ch

03 ORP Lausanne

Place Chauderon 9, 3rd floor
Case postale 5032 | 1002 Lausanne
 021 315 78 99
 orp@lausanne.ch

04 ORP Morges

Avenue de la Gottaz 30
Case postale 2056 | 1110 Morges
 021 557 92 00
 orp.morges@vd.ch

05 ORP Gland

Avenue du Mont-Blanc 24
1196 Gland
 022 557 53 60
 orp.gland@vd.ch

06 ORP Ouest Lausannois, Prilly

Route de Renens 24
1008 Prilly
 021 557 04 50
 orp.orpol@vd.ch

07 ORP Payerne

Rue de Guillermaux 1
1530 Payerne
 026 557 31 30
 orp.payerne@vd.ch

08 ORP Pully

Avenue Charles-Ferdinand-Ramuz 43
Case postale 240 | 1009 Pully
 021 557 19 10
 orp.pully@vd.ch

09 ORP Riviera, Vevey

Quai de Copet 1
1800 Vevey
 021 557 15 00
 orp.riviera@vd.ch

10 ORP Yverdon-les-Bains

Rue des Pêcheurs 8A
1400 Yverdon-les-Bains
 024 557 69 00
 orp.yverdon@vd.ch

11 ORP Orbe

Rue des Remparts 23
Case postale 165 | 1350 Orbe
 024 557 79 70
 orp.orbe@vd.ch

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4.1 FINDING ACCOMMODATION

ACCOMMODATION IN THE CANTON OF VAUD

In the canton of Vaud, finding accommodation can take time and prove difficult due to the tense situation of the real estate market. It should also be noted that rents are often more expensive in cities than in outlying areas, which is why it is also possible to look for accommodation located more on the outskirts. The outskirts are areas that are generally very well served by public transport.

The most common is to rent an apartment or a house through a real estate agency (also called “régie” or “gérance”). You will find advertisements for accommodation available online or on the agencies’ websites.

If you are interested in an accommodation, you have the possibility to visit it. If it suits you, you can then submit your application file to the real estate agency. You will find in the online advertisement the contact of the tenant or the real estate agent who will show you around the apartment. It should be noted, however, that visiting an accommodation does not guarantee that it will be obtained.

♀ ADVICE

Talk to those around you and use social networks.



WARNING

Apartment rental scams are common. Beware of an offer that seems too attractive or conditions for filing an application that seem abnormal to you. For more information on apartment rental scams, visit the Vaud cantonal police website:

🌐 votrepolice.ch > Criminalité >

Arnaque à la location d'appartements

SUBMISSION OF A FILE TO A REAL ESTATE AGENCY

If, after the visit, you liked the accommodation, you can go to the real estate agency and submit your file containing the following elements:

- Agency information form.
- Copy of an identity document and/or residence permit.
- Copy of payslips for the last 3 months.
- Recent extract from the Office des Poursuites.

OFFICES DES POURSUITES

 [vd.ch > Autorités > Ordre judiciaire vaudois > Offices des poursuites](#)

- Certificate of household insurance and civil liability (not compulsory but requested).

MORE INFORMATION

 [5.6 Accommodation-related insurances](#)

- If you do not meet all these conditions, you can ask someone you know to act as guarantor for you.

If you have any questions, you can contact the real estate agency directly.

LEASE CONTRACT AND RENTAL GUARANTEE

After obtaining the accommodation, a lease contract is signed between the tenant and the real estate agency. It is often customary to pay a rental guarantee, which is equivalent to two or 3 months' rent, within 30 days.

You have two options depending on your financial means:

- Go to a bank with the lease contract, an identity document and open a "rental guarantee" bank account in your name. You can deposit the requested amount there, which will be blocked until the lease is handed over.
- Use an acquaintance or a surety company to act as guarantor for you. The amount of your rental guarantee will be paid for by the surety company you have chosen. In return, you will have to pay annual premiums, i.e. approximately 5% of an amount equivalent to three times the monthly rent.

INVENTORY, RENT AND CHARGES

When you enter the apartment, during the inventory, make sure that all the damage committed by the former tenant is noted and to request any maintenance work to be carried out if necessary. The rent for the accommodation is paid at the end of the month for the following month. On the rent bill, you will also find additional costs which represent rental charges (heating, maintenance) as well as utility charges (electricity, water). Some rents include service charges. You then pay an advance fee. The owner is required to draw up a detailed statement, at least once a year and, depending on your expenses, you will be reimbursed or you will be asked for a supplement at the end of the year. Like all invoices, the statement of charges must be carefully checked.

CUSTOMS' FORMALITIES

In order to be able to bring your belongings from abroad (furniture, car, etc.), you must transfer your residence to Switzerland. Then, during the move, you must present to the customs office:

- A rental lease or employment contract as proof.
- Customs form 18.44 "Customs processing of household effects". The costs related to these procedures can be deducted from your taxes.

**ADMINISTRATION FÉDÉRALE
DES DOUANES**
 ezv.admin.ch

REGISTRATION WITH THE CONTROLE DES HABITANTS OFFICE OF YOUR MUNICIPALITY

Within 8 days of moving in, you must register with the Controle des Habitants office of your municipality.

**ASSOCIATION VAUDOISE DES
CONTRÔLES DES HABITANTS ET
BUREAUX DES ÉTRANGERS**
 avdch.ch > Communes

The staff at the counter will welcome you and will be happy to answer your questions in connection with your installation in the municipality (residence permit, school, childcare, waste collection centre, etc.). Do not hesitate to ask them any questions you may have.

TERMINATE YOUR HOUSING CONTRACT

The rental contract can be terminated by the tenant and by the landlord. The deadlines to be observed are set out in the contract. Tenants wishing to leave their accommodation must terminate their lease within the agreed deadlines in writing and ideally by registered mail.

If you are married or in a registered partnership, the termination is only valid if both people living in the accommodation have signed it. In general, the notice for accommodation is 3 months. The termination must imperatively reach the lessor before the expiry date (at the latest one day before the start of the termination period). The notice period is usually indicated in the lease contract; if this is not the case, the legal deadlines in force in the canton must be observed.

If you intend to leave your accommodation outside the time limits provided for in the contract without having to pay your rent until the end of the lease, you must propose another tenant that the lessor cannot reasonably refuse: this tenant must be solvent and willing to take over your lease under the same conditions. The lessor has 30 days to examine whether the proposed tenant meets the conditions of the lease contract and has the capability to pay the rent.

4.2 SUPPORT

HOUSING ASSISTANCE

If, for financial or social reasons, you have difficulty finding and/or keeping stable accommodation, you can call on the Le Relais Foundation and the Rel'og structures to benefit from their assistance. All their services are completely free and open to all people in need.

Fondation Le Relais

Permanences Morges

- ⌚ Grand-Rue 82
1110 Morges
- 📞 021 804 88 11
- ✉️ info@relais.ch
- 🌐 relais.ch > Prestations > Se loger

Rel'og

West Lausanne region

- ⌚ Avenue de la Poste 3
1020 Renens
- 📞 021 923 35 38
- ✉️ relog.renens@relais.ch

Vevey

- ⌚ Rue de Lausanne 17
1800 Vevey
- 📞 021 923 09 20
- ✉️ relog.vevey@relais.ch

Yverdon-les-Bains

- ⌚ Avenue Haldimand 8
1400 Yverdon-les-Bains
- 📞 021 923 35 30
- ✉️ relog.yverdon@relais.ch

TENANTS' DEFENCE ASSOCIATION (ASLOCA)

In the event of a problem with your landlord or your real estate agency, the Association Suisse des Locataires (Swiss Tenants Association – ASLOCA) offers legal aid and advice for a fee of CHF 70 per year. You can benefit from it by joining the association. This membership will give you the right to information on tenancy law by telephone, legal consultations by appointment and support in your housing-related procedures. Please note that some services are not included in the annual fee and may incur additional costs.

⌚ PRACTICAL INFORMATION

Tenants have rights. They can for example contest the amount of their rent. The Association Suisse des Locataires (ASLOCA) is there to advise tenants in this process.

MORE INFORMATION ASLOCA

- 🌐 asloca.ch > Se défendre >
Contestation du loyer initial

ASLOCA Vaud

Broye Vaudoise

Ⓐ Avenue de la Gare 9
Case postale 16 | 1522 Lucens
⌚ 021 906 60 45

La Côte

Ⓐ Chemin des Plantaz 13a
1260 Nyon
⌚ 022 361 32 42

Lausanne

Ⓐ Rue Jean-Jacques-Cart 8
Case postale 56 | 1006 Lausanne
⌚ 084 017 10 07

Montreux – East-Vaudois

Ⓐ Avenue des Alpes 5
Case postale 1024 | 1820 Montreux
⌚ 021 963 34 87

Morges

Ⓐ Rue de la Gare 3
Case postale 24 | 1110 Morges 1
⌚ 084 017 10 07

North Vaudois

Ⓐ Avenue des Sports 28
Case postale 92 | 1401 Yverdon-les-Bains
⌚ 084 017 10 07

Renens

Ⓐ Rue de Lausanne 31b
1020 Renens
⌚ 084 017 10 07

Vevey-La-Tour-de-Peilz

Ⓐ Rue du Simplon 40
Case postale 38 | 1800 Vevey
⌚ 021 922 79 62

EMERGENCY ACCOMMODATION

If you find yourself in a difficult situation, emergency accommodation exists and is offered by various services and associations.

MORE INFORMATION

Le Portail Caritas

It offers emergency accommodation and transitional apartments
🌐 caritas-vaud.ch > Nos prestations >
Hébergement

Le Hublot

La Riviera emergency accomodation centre
Ⓐ Avenue de Corsier 20
1800 Vevey
⌚ 021 921 49 00
✉️ lehublot@caritas-vaud.ch

La Lucarne

North Vaud emergency accomodation centre
Ⓐ Curtil-Maillet 23,
1400 Yverdon-les-Bains
⌚ 024 420 33 84
✉️ lalucarne@caritas-vaud.ch

Association Sleep-In

Lausanne emergency accomodation centre
Ⓐ Chemin de l'Usine-à-Gaz 10
1020 Renens
⌚ 021 625 66 77
✉️ admin@sleep-in.ch

Étape Saint-Martin

Lausanne emergency accomodation centre
Ⓐ Rue Saint-Martin 16
1003 Lausanne
⌚ 021 315 72 69

La Marmotte

Lausanne emergency accomodation centre
Ⓐ Rue du Vallon 17
1005 Lausanne
⌚ 021 311 79 12
✉️ marmotte@armeedsusalut.ch

Le Phare

La Côte emergency accomodation centre

- ⌚ Route de l'Etraz 20a
1260 Nyon
- 📞 024 445 01 23

Poste de l'Arc Lémanique

- ⌚ Rue de la Louve 10
1003 Lausanne
- 📞 021 312 73 52

SUBSIDISED HOUSING

Some municipalities in the canton of Vaud offer subsidised housing intended for tenants of modest financial means. Indeed, to be able to benefit from subsidised housing, tenants must meet conditions of income, wealth and occupancy rate (number of occupants in relation to the number of rooms in the dwelling). All these criteria will be assessed when applying for subsidised housing in order to judge whether or not you are able to benefit from this type of housing.

The list of subsidised housing in the canton of Vaud is updated regularly. If you need advice and information on this subject, contact the Direction du Logement (Housing Department – DIL).

DIRECTION GÉNÉRALE
DU TERRITOIRE ET DU
LOGEMENT (DGTL) –
DIRECTION DU
LOGEMENT (DIL)

- ⌚ Rue Caroline 11 bis
1014 Lausanne
- 📞 021 316 64 00
- ✉️ info.logement@vd.ch
- 🌐 vd.ch > Thèmes > Territoire et construction > Logement > Aides en matière de logement dans le canton de Vaud > Aide à la pierre

INDIVIDUAL HOUSING ASSISTANCE (AIL)

Individual housing assistance (AIL) is granted in certain municipalities of the canton. It provides direct financial support to families who:

- ➔ Have sufficient means to meet their needs.
- ➔ Have to bear a rental charge that is too high in relation to their income.
- ➔ Receive neither integration income (Vaud social assistance) nor supplementary AVS/AI benefits.

The AIL is calculated according to the family situation, household income and rent. The criteria for granting AIL are defined at the cantonal level. Some municipalities have supplemented these legal bases with specific conditions. AIL is granted for 12 months renewable.

**LIST OF MUNICIPALITIES
AND LINKS TO AIL
APPLICATIONS**

🌐 vd.ch > Thèmes > Aides financières et soutien social > Aides financières et comment les demander



4.3 WASTE SORTING

TO PRESERVE THE ENVIRONMENT

Switzerland is one of the European countries with the highest per capita waste production. For this reason, it is essential that the waste management system is effective. This avoids polluting the environment and all the other inconveniences associated with “wild” waste disposal.

In Switzerland, approximately two thirds of waste consists of materials that can be recycled. This is particularly the case for glass, cardboard, aluminium, certain plastics and organic waste. The latter contain more than half their weight in water and it is therefore preferable not to burn them. Sorting your waste saves money and protects the environment. For this reason, it is essential to observe the information that follows in this chapter. Most municipalities practice the “bag tax”. Residents must buy taxed bin bags in shops and are invited to sort their waste in order to preserve the environment. In some municipalities, the tax is not on the bin bag but it is a tax by weight.

Taxed bin bags must be used for household waste (non-recyclable) and placed in the containers located in the neighbourhood. Recyclable, bulky or dangerous waste is disposed of free of charge if you go to the recycling centre closest to your home.

To have access to it, in some municipalities, you have to ask (either at the Contrôle des Habitants office or on the municipality's internet portal) for a form to receive a personal card giving access to the recycling centre.

Some municipalities organize a monthly collection of bulky waste and distribute a calendar with the collection dates in question.

Most buildings/districts have containers for disposing of glass, paper and plant waste. Shopping centres generally collect aluminium, PET and used batteries.

Electronic devices can be returned free of charge and without obligation to purchase at any point of sale of these devices (computers, mobile phones, TVs, household appliances, hi-fi, etc.).

RESIDENTS CONTROL OF YOUR MUNICIPALITY OR CONSULT THE WEBSITE

🌐 vd.ch > Thèmes > Environnement >
Déchets

⌚ PRACTICAL INFORMATION

Some municipalities offer exemption from the bin bag tax under certain conditions (for example for families or low-income households).

4.4 GUIDELINES FOR GOOD NEIGHBOURHOOD RELATIONS

LIVING TOGETHER

Especially in rental buildings with several apartments, it is important to maintain good relations with the neighbours. In particular, it is necessary:

- ⇒ To respect the neighbours by avoiding, for example, making noise on Sundays and in the evening from 10 p.m. and also respecting their private property as well as common areas.
- ⇒ Not to park in places marked for "Visitors".
- ⇒ To respect the schedule established for users of the laundry room and ensure that it is tidy and clean after use.
- ⇒ To put your waste in the place provided for this purpose and participate in selective sorting.
- ⇒ To make sure that your pets do not disturb the neighbourhood by making noise and that they do not foul common areas.

THE ROLE OF THE CONCIERGE

The concierge or caretaker of the building plays an essential role in the proper functioning of a condominium. They ensure that the regulations and safety rules of the condominium building are respected. At the same time, they take care of the maintenance of the common areas of the building. They also serve as a contact person and intermediary between the residents and the co-owners and you can contact them without hesitation for any question related to your place of residence.

If your building does not have a concierge, you can contact your real estate agency.

♀ ADVICE

Neighbours' Day is organised on the last Tuesday of May in certain neighbourhoods of some Vaud municipalities. This is an opportunity to get to know the inhabitants of your neighbourhood.

MORE INFORMATION

 10 Leisure and social life

NOTES



5 INSURANCES, SOCIAL ASSISTANCE AND TAXES

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5.1 SOCIAL INSURANCE

INSURANCE IN SWITZERLAND

Most social insurances are compulsory. They allow workers and their families who have contributed on their wages to have a certain income in the event of not being able to work, illness or unemployment, for example. They are mostly managed by the employer (except health insurance!).

The Swiss social security system includes several types of insurance:

- ⇒ Old-age and survivors' insurance, disability insurance and supplementary federal benefits (AVS, AI and PC: 1st pillar).
- ⇒ Occupational pension (LPP: 2nd pillar).
- ⇒ Allowances for loss of earnings in the event of military service, civil service, civil protection, maternity allowance and paternity leave (APG).
- ⇒ Unemployment insurance (AC).
- ⇒ Family allowances (LAFam).
- ⇒ Health and accident insurance (LA-Mal and LAA).

In the canton of Vaud, social insurance agencies (AAS) are at your disposal to inform you and guide you on your rights and obligations in terms of insurance. Several agencies per region are available. To find

the one that corresponds to your home, consult the following link.

FIND A SOCIAL INSURANCE AGENCY NEAR YOU

🌐 vd.ch > Aides financières et soutien social > Trouver une agence d'assurance sociale (AAS)

MORE INFORMATION

📘 3.3 I have a job

You can also contact your employer directly.

5.2 HEALTH INSURANCE

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BASIC HEALTH INSURANCE (LAMaI)

Health insurance is compulsory in Switzerland. You are required to take one no later than 3 months after your arrival. If you do not do so within 3 months, you will be charged additional costs. The insurance will take effect at the start of taking up residence. It is advisable to do this as soon as possible so as not to have to pay 3 months at the same time.

A distinction exists between basic health insurance, which is compulsory, and supplementary health insurance, which is not compulsory and covers other medical costs such as travel medical expenses, alternative medicine costs, private or semi-private hospitalisations, etc. There are several health insurers in the canton of Vaud, choose one freely. The latter has the obligation to accept you for compulsory

health insurance, whatever your age and state of health.

As an insured person, you will pay a monthly insurance premium which does not depend on your income, but which varies according to the amount of your deductible. However, depending on your income and the size of your household, you may be eligible for a subsidy (see below). The deductible is part of your medical expenses that you will have to pay in addition to the premiums. Depending on the formula you have chosen, the deductible is an amount between CHF 300 and 2,500, which will have to be paid by you each year, as a contribution to the treatment costs. Once this amount is reached, your health insurance will cover 90% of the costs that exceed your annual deductible. The remaining 10% will be your responsibility up to an annual amount of CHF 700.

Regarding the deductible, you have the choice of paying CHF 2,500, CHF 2,000, CHF 1,500, CHF 1,000, CHF 500, or CHF 300 per year. However, it must be taken into account that the lower your annual contribution (deductible), the higher your monthly insurance contribution (premium). It is therefore necessary to ensure that the amount of the deductible chosen is adapted to your finances, but also to your state of health. If you have to undergo regular medical treatment which incurs significant costs each year, a small deductible may be more appropriate.



WARNING

Accident insurance must also be taken out, if you are not already covered by your employer's accident insurance.

On the other hand, if you are in good health and rarely go to the doctor, a high deductible could be more interesting. In the latter case, however, it would be important to have sufficient financial reserves to meet unforeseen medical costs: suddenly having to pay CHF 2500 may constitute a risk of indebtedness.

Insurance companies operate according to two very distinct systems with regard to the payment of medical costs. The first system is the so-called “third-party guarantor”: the insured persons pay their bills themselves and are reimbursed by their fund, once the annual deductible has been reached. The second system is the so-called “third-party payment” system: the fund receives the invoice directly and pays certain invoices from healthcare providers. The insured persons only pay the deductible and their participation in the costs. It is important to take into account these two different systems of coverage of medical costs when choosing which insurance to contract, so that it is in accordance with your finances.

PREMIUM CALCULATOR 2021

 priminfo.admin.ch

The premium conditions change every year and it is possible to change health insurance by sending a cancellation letter by registered mail before the end of November. It is essential to have paid to your current health insurer all the invoices due (premiums and participations) on 31 December in order to be able to change health insurer the following year.

GUIDELINES: PREMIUMS AND CHANGE OF HEALTH FUND

 ch.ch/fr/aide-memoire-primes-et-changement-de-caisse-maladie

HEALTH INSURANCE IN CASE OF PREGNANCY AND NEWBORN

During the follow-up of the pregnancy and in the event of health problems, the deductible costs are not your responsibility from the 13th week of pregnancy until the 8th week after the date of birth of your child.

PREGNANCY – HEALTH INSURANCE BENEFITS

 ch.ch/fr/grossesse-prestations-assurance-maladie

It is essential to register new-borns with health insurance during your pregnancy and until the third month following the birth.

MEDICAL INSURANCE FOR YOUR BABY

 ch.ch/fr/assurance-maladie-bebe

TERMINATION OF HEALTH INSURANCE IN THE EVENT OF DEPARTURE

If you leave Switzerland, you are obliged to terminate your health insurance. To do this, you must request a certificate of departure from your municipality and present it to your insurer so that it can terminate your insurance contract.

SUPPLEMENTARY INSURANCE

If you want your health insurance to cover benefits that are not covered by basic insurance, there are a wide variety of supplementary insurances. For example, you can benefit from more outpatient medical services (correction of teeth for children, complementary medical treatments such as osteopathy), have more comfort, freely choose your doctor during a hospital stay, etc.

Supplementary insurance is not social insurance and is not compulsory. A key difference to basic insurance is that the funds are not required to accept everyone. They can also set the premiums according to your age, your state of health, your sex and require that you complete a health questionnaire before being accepted.

The conditions of your affiliation to the desired insurance therefore depend on your answers concerning your health. Fill in the questionnaire carefully, because the health insurance company can later reconsider the conditions of insurance, or even your affiliation to this insurance, if the data you provided was incomplete.

If you wish to take out one or more supplementary insurance policies for your child, it is best to do so before the child is born. In the event of an announcement before the birth, the health insurers often guarantee to affiliate the child unconditionally and without a health questionnaire. Specialists in budget management generally advise that children be frequently insured for dental treatment (correction of teeth), as these treatments can be very expensive. It is also worth concluding such insurance in time. After a certain age, the health insurers require a dental examination beforehand.



WARNING

You can apply for subsidies directly online or, if you need help, you can contact the social insurance agency in your region. They will gladly help you fill in the forms.

This support is free. It is therefore not necessary to resort to any paid services. The companies that offer them are not mandated by the State of Vaud. Resorting to such intermediaries constitutes a triple risk: bringing an unknown person to your home, giving them confidential information related to your financial situation and being offered undesirable insurance products.

Supplementary insurance often offers a range of benefits and is not limited to a single benefit. Therefore, if you decide to take out supplementary insurance, check that you are not double insured for the same benefit.

ACCIDENT INSURANCE (LAA)

The purpose of the LAA is to cover the economic consequences of occupational or non-occupational accidents. Employees working more than 8 hours per week are insured by their employer against non-occupational accidents. Otherwise, this accident insurance must be taken out with your health insurer.

SUBSIDIES (FINANCIAL ASSISTANCE)

If you have difficulty paying your premiums, the Office vaudois de l'assurance-maladie (OVAM) can help you and pay a subsidy to your health insurer. This amount depends on your income. The application must be submitted to the agency in your region of residence or online.

OFFICE VAUDOIS DE
L'ASSURANCE-MALADIE

- ⌚ Chemin de Mornex 40
1014 Lausanne
- 🌐 vd.ch > Thèmes > Santé,
soins et handicap > Assurance-maladie >
Subside à l'assurance-maladie



LIST OF OVAM AGENCIES BY REGION

- 🌐 vd.ch > Aides financières et soutien social > Trouver une agence d'assurance sociale (AAS)

💡 PRACTICAL INFORMATION

The subsidies start at the time of the application, so you must apply as soon as your financial means decrease. Conversely, if you are entitled to subsidies and your financial situation improves, you must notify OVAM directly so as not to have to pay a bill retroactively.

5.3 THREE-PILLAR SYSTEM AND UNEMPLOYMENT INSURANCE

AVS, AI AND FEDERAL SUPPLEMENTARY BENEFITS: 1ST PILLAR

The old-age and survivors' insurance (AVS) allows all persons residing in Switzerland to receive a basic income upon retirement.

Invalidity insurance (AI) covers damage to health that has an impact on earning capacity during a professional career.

For workers, part of the contributions to these insurances is deducted from the salary and the other part is paid by the employer. People who are not gainfully employed are also required to pay an annual contribution. The minimum contribution is set at CHF 496.

Supplementary benefits (PC) are provided to persons residing in Switzerland who receive an AVS or AI pension and whose income is not sufficient to cover basic needs. Foreigners must meet a few additional requirements. The filing of a PC application is free and is carried out with the social insurance agencies. The PC constitutes, together with the AVS and the AI, the first of the three pillars of our pension system.

An AVS and AI insurance certificate, presented in credit card format, is issued to anyone who works or pays contributions. This card provides proof that you are insured with the AVS/AI. It must be sent to each new employer and may be requested from you for other procedures.

OCCUPATIONAL PENSION: 2ND PILLAR

Occupational pension plans aim to enable people who have reached retirement age, survivors and disabled people to maintain an income. It works in addition to the AVS or AI pension (1st pillar).

It is compulsory for employees who receive more than CHF 21,330 per year and optional for the self-employed. All employers must insure their staff with the company's provident institution and must cover at least half of the contributions.

LIFE INSURANCE OR INDIVIDUAL SAVINGS: 3RD PILLAR

It is also possible, depending on your needs and your means, to contribute to life insurance (3rd pillar) with an insurance company or a private bank. The 3rd pillar can also be in the form of individual savings. 3rd pillar contributions can be deducted from your taxes up to a maximum annual amount, which can change from year to year.

LOSS OF EARNINGS ALLOWANCES (MILITARY SERVICE, MATERNITY OR PATERNITY LEAVE)

For each day of service in the Swiss army, civil protection or the Red Cross, as well as for maternity leave and the two-week paternity leave, you are entitled to “loss of earnings allowances” (APG).

This financial support will be paid to you by your employer if you are an employee or by the Vaud compensation fund if you do not carry out gainful activities.

FOR THE SELF-EMPLOYED –
CAISSE CANTONALE VAUDOISE
DE COMPENSATION AVS
🌐 caisseavsvaud.ch

UNEMPLOYMENT INSURANCE

Unemployment insurance is deducted from the wages of all workers. It allows you to receive compensation in the event that you leave or lose your job.

To be entitled to unemployment insurance, it is necessary to have worked at least 12 months in the 2 years preceding the application. In addition, in the case where the employee voluntarily leaves their job, penalties are provided for and the sum insured is less than in the case of a dismissal, which may involve several months of unpaid indemnities.



WARNING

For Europeans who are nationals of an EU or EFTA Member State, under certain conditions, the use of supplementary benefits to the AVS or AI can be a reason for revocation of a residence permit obtained in the context of a stay without gainful activity.

For nationals of a third country, benefiting from supplementary benefits to the AVS or the AI can constitute an obstacle to a request for family reunification.

5.4 INSURANCE RELATED TO MATERNITY AND CHILDREN

MATERNITY INSURANCE

Female workers have the right, after childbirth, to maternity leave of at least 14 weeks.

- During maternity leave, the worker is entitled to payment of 80% of her salary, in the form of daily allowances.
- To receive maternity benefits, you must have been insured for the AVS during the 9 months preceding the birth and have worked for at least 5 months during this period. Periods of insurance and work in an EU/EFTA country are also taken into account. In certain circumstances, women who do not fulfil these conditions may receive a cantonal maternity allowance.

CHILD ALLOWANCE

Swiss family policy also gives the right to family allowance (financial support) for each child. These allowances are paid by the employer, or, for people without gainful activity, by the Caisse de Compensation of the canton of Vaud. Child allowance is not paid automatically, but only on request.

INFORMATION CONCERNING CHILD ALLOWANCE

[vd.ch > Thèmes > Aides](#)

[financières et soutien](#)

[social > Aides financières et comment](#)
[les demander > Allocations familiales](#)



PATERNITY INSURANCE

Paternity leave grants two weeks to fathers within 6 months of the birth of their child. The leave can be taken all at once (weekend included) or in the form of days. The father must have been insured on a compulsory basis with the AVS during the 9 months immediately preceding the birth and have worked for at least 5 months.

As with maternity leave, the allowance corresponds to 80% of the average income from gainful employment obtained before the birth of the child, but at a maximum of CHF 196. For two weeks, fathers can receive a maximum amount of CHF 2744.

5.5 SOCIAL ASSISTANCE

IN BRIEF

Throughout the canton of Vaud, regional social centres offer all people residing in a Vaud municipality information, advice and support in the event of financial, social or family difficulties.

If this is your case, you can go to the Centre social régional (CSR) closest to your home. Professionals will accompany you for all questions related, among other things, to obtaining the integration income, professional reintegration, etc.

FIND THE NEAREST CENTRE SOCIAL RÉGIONAL (CSR)

🌐 vd.ch > Thèmes > Aides financières et soutien social > Trouver un centre social régional (CSR)



WARNING

Receiving social assistance can have an impact on residence permits and their renewal. Indeed, from a certain amount, people in possession of a residence permit in Switzerland may possibly lose it or encounter problems when renewing it.

FAMILY SUPPLEMENTARY BENEFITS (PC FAMILLES)

Cantonal supplementary benefits for families (PC Familles) are intended for families with children under the age of 16, who work and who are unable to cover the essential needs of their household. Thanks to this financial support, the families concerned do not need to resort to social assistance and can maintain or even increase their gainful activity.

Supplementary benefits for families consist of a monthly financial benefit and the reimbursement of duly proven childcare and sickness costs.

To receive PC Familles benefits, you can go to the Centre régional de décisions PC Familles (CRD) on which your municipality of residence depends in order to complete the application form. These organisations will provide you with information and help you build up a file.

FIND THE NEAREST CENTRE RÉGIONAL DE DÉCISIONS
 @ vd.ch > Thèmes > Aides financières et soutien social > Aides financières et comment les demander > PC Familles



CONDITIONS TO RECEIVE PC FAMILLES BENEFITS

- Be domiciled in the canton of Vaud for at least 3 years and have a valid residence permit
- Live in a shared household with children under the age of 16
- Have insufficient income in relation to family expenses, according to the standards defined in the law on cantonal supplementary benefits for families (LPCFam)

Junova

⌚ Rue des Pêcheurs 8A
1400 Yverdon-les-Bains
📞 024 557 76 76
✉️ csr.junova@aras.vd.ch

Morges-Aubonne-Cossonay

⌚ Rue de Couvaloup 10
Case postale 982 | 1110 Morges 1
📞 021 804 98 98
✉️ csr.morges@aras-vd.ch

Moudon

⌚ Place Saint-Etienne 6
1510 Moudon
📞 021 557 86 80
✉️ csr.broye-vully@vd.ch

Nyon

⌚ Rue des Marchandises 17
1260 Nyon
📞 021 338 99 38
✉️ csr.nyon@vd.ch

West Lausanne

⌚ Avenue du 14-Avril 8
1020 Renens
📞 021 316 84 00/01/02
✉️ csr.ouest-lausannois@vd.ch

Penthalaz

⌚ Place Centrale 5
1305 Penthalaz
📞 021 622 75 55
✉️ csr@araspe.ch

Payerne

⌚ Rue des Terreaux 1
Case postale 144 | 1530 Payerne
📞 026 557 30 50
✉️ csr.broye-vully@vd.ch

Prilly

⌚ Rue des Métiers 1
1008 Prilly
📞 021 622 74 00
✉️ csr@araspe.ch

Riviera – Montreux site

⌚ Avenue Claude-Nobs 14
Case postale 1009 | 1820 Montreux 1
📞 021 962 78 60
✉️ csrriviera@arasriviera.ch

Riviera – Vevey site

⌚ Rue du Collège 17
Case postale 1112 | 1800 Vevey
📞 021 925 53 33
✉️ csrriviera@arasriviera.ch

Service social Lausanne

Social information
Social service
⌚ Place Chauderon 4
Case postale 5032 | 1002 Lausanne
📞 021 315 75 11
✉️ ssl@lausanne.ch

5.6 OTHER INSURANCES

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FIRE AND NATURAL ELEMENTS INSURANCE (ECA)

Fire and natural elements insurance for your movable and immovable property is compulsory with the ECA in the canton of Vaud.

MORE INFORMATION

Établissement cantonal d'assurance
Ⓐ Avenue du Grey 111
Case postale
1002 Lausanne
📞 058 721 21 21

CIVIL LIABILITY AND HOUSEHOLD INSURANCE

Civil liability and household insurance allows you to insure your home and your belongings against all damage, including damage caused unintentionally by your children or yourself. It is recommended, but not mandatory. It may, however, be mandatory to find accommodation, as various authorities request it.

CAR INSURANCE

Motor vehicle insurance is compulsory and allows you to insure your car/motorcycle against all damage committed by yourself or another road user.

SPECIALISED INSURANCE

Depending on your needs, other types of insurance exist: animals, travel, legal liability, etc. Many private insurance companies offer these services. There are different comparisons of insurance offers on the internet.

IN CONFLICT WITH YOUR INSURANCE?

The Ombudsman Foundation of Private Insurance and of Suva | SIA can support you in disputes with your insurance company. The mediation office intervenes free of charge for the insured, and quickly examines disputes under insurance law.

MORE INFORMATION

Fondation Ombudsman
📞 076 651 41 65
🌐 ombudsman-assurance.ch

5.7 TAXES

TAXES

You are subject to tax in the canton of Vaud because you live in a municipality of the canton or because other elements attach you there (stay, ownership or usufruct of buildings, independent activity, etc.). There are two methods of taxation:

- ⇒ Withholding tax (B, L, F, N, Ci permit, etc.). Your employer deducts taxes directly from your salary.
- ⇒ Annual declaration (C permit and Swiss nationals).

♀ PRACTICAL INFORMATION

In principle, people with a B permit are taxed at source, but in some cases they must complete an annual declaration.

You must complete your tax return each year (possible on the internet). You can pay monthly instalments on what you earn today to avoid having to pay your taxes all at once when you receive your tax the following year. The cantonal tax administration (ACI) is there to provide you with all the information on the matter.

AVIVO PERMANENCES IMPÔTS

🌐 avivo-vaud.ch > Permanences

ADMINISTRATION CANTONALE DES IMPÔTS (ACI)

📍 Route de Berne 46
1014 Lausanne
📞 021 316 00 00
✉️ info.aci@vd.ch
🌐 vd.ch/impots

PROCEDURE AND DEADLINES

Employees, people without activity or income, people benefiting from unemployment insurance benefits, apprentices, students, anyone (from 18 years old) has the obligation to file their tax return each year until 15 March.

Any taxpayer can request, free of charge, the extension of the deadline for filing the tax return online. If you do not submit your declaration within the time allowed, you will receive a summons with a fee of CHF 50.

If, despite the warning, you still do not file your tax return, you will be taxed automatically by the tax authority and you will be liable for fines.

"PARLONS CASH!" HELPLINE

If you have a question or a problem in connection with financial difficulties (unpaid bills, mail from the Office des Poursuites, etc.), you can contact the Vaud helpline "Parlons Cash" from Monday to Thursday between 8:30 a.m. and 1 p.m. on 0840 4321 00. A social worker specialised in money matters will answer your questions and guide you if necessary, free of charge of course.



6 HEALTH

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6.1 WHERE AND WHOM TO CONSULT?

THE SWISS HEALTH SYSTEM

The quality of care in Switzerland and in the canton of Vaud is widely recognised. Numerous hospital structures, as well as doctors are at your disposal in the event of a health problem.

Within 3 months of your arrival, you must take out health insurance. This mandatory procedure is important because medical services are expensive in Switzerland. With your insurance card, you can go to the doctor or the hospital and the medical costs will be covered in part by your health insurance. It is also possible to take out non-compulsory health insurance called “Complémentaire” which covers additional costs.

MORE INFORMATION

5.2 Health insurance

Certain specialised therapeutic consultations (physiotherapy, occupational therapy, natural medicine) require a prescription from your GP to be reimbursed by compulsory health insurance. In the event of hospitalisation or doubt about the services covered, it is best to check with your health insurance first.



WARNING

Eye and dental costs are not covered by health insurance!

FINDING A DOCTOR

In Switzerland, citizens generally have a "family doctor". It is a generalist who can then refer you to a specialist, depending on the needs. To find a doctor or a paediatrician for your child, you can contact the Société vaudoise de médecine (SVM). You can also consult the website of the Fédération Suisse des Médecins FMH.

MORE INFORMATION

Société vaudoise de médecine (SVM)
 ☎ Chemin de Mornex 38
 Case postale 7443 | 1002 Lausanne
 ☎ 021 651 05 05
 @ info@svmed.ch
 🌐 svmed.ch

You can consult the following website which specifies the language spoken by the doctors.

MORE INFORMATION

Société vaudoise de médecine (SVM)
 🌐 doctormfh.ch

ADVICE

Your family doctor may be imposed according to the insurance contracted or must be chosen from a list of doctors imposed by the insurer. The chosen family doctor is then responsible for the medical follow-up of the insured persons who have opted for him or her. He or she can then refer you to a specialist, depending on your needs. You may also have to go through the general practitioner if you want to be reimbursed by the insurance.

WHAT TO DO IN CASE OF A HEALTH PROBLEM?

1. Contact your doctor

As soon as you have a family doctor, he or she will be the person to contact in the event of illness, moderately serious accident or psychological distress. You can also consult your pharmacist. You will talk to the person who knows you best and who can assess your health situation and organise your care.

2. Contact the call centre

If you do not have a doctor or he or she does not answer, the call centre for on-call doctors answers 24 hours a day on **0848 133 133** (local rate). This number is valid throughout the canton of Vaud. The call centre is staffed by health professionals (nurses) specially trained to respond to calls. One of them will assess your situation, advise you and direct you to the most suitable structure. In addition, these professionals will be able to answer you in several languages.

3. Contact the Centre médico-social

If you cannot leave your home, the Centre médico-social (CMS) offers nursing care, home meal delivery and assistance with care, in all regions of the canton.

MORE INFORMATION

Association vaudoise d'aide et de soins à domicile (AVASAD)
 ☎ Avenue de Chavannes 37
 1014 Lausanne
 ☎ 021 623 36 36
 @ info@avasad.ch
 🌐 cms-vaud.ch

Q ADVICE

If you need to be accompanied to the doctor, dentist, hospital or Centre medico-social, you can call on the transport service of the Vaud Red Cross. Volunteers make their private vehicle available and can be called upon every working day. Fares include an amount for pick-up and then are calculated based on the distance travelled.

🌐 croixrougevaudoise.ch > J'ai besoin d'aide > Transports de personnes à mobilité réduite

4. Contact the emergency services

In the event of a life-threatening emergency, the number to dial is 144 (ambulance). 144 is reserved for life-threatening emergencies. It should only be called if your life or that of others is in danger and requires immediate medical and health intervention. If it is an emergency, but you are able to move around, you will have to go to the hospital closest to your home.

Note that emergency services have an obligation to treat all people in life-threatening emergencies regardless of their income or health insurance affiliation.

PATIENTS' RIGHTS

For advice on health-related procedures or in the event of a conflict with a therapist or an insurer.

MORE INFORMATION

Organisation suisse des patients (OSP)
 ☎ CHUV | Chemin de Mont-Paisible 18
 1011 Lausanne
 ⚡ 021 314 73 88
 🌐 spo.ch

MULTILINGUAL HEALTH INFORMATION

The website of the Swiss Red Cross offers a lot of information in the field of health and downloadable brochures in 18 languages. For more information, visit the website:

🌐 migesplus.ch/fr

A brochure presenting “the essentials of patients’ rights” is available with a summary in several languages, see the page below.

MORE INFORMATION

🌐 vd.ch > Santé, soins et handicap >
 Patients et résidants: droits et qualité de soins > Les droits des patients

ADDICTIONS

National Competence Centre in the field of addictions

Addiction problems with substance (tobacco, alcohol, medication or drugs) or without (hyperconnectivity, gambling and eating disorders) can affect all populations in Switzerland. The Swiss addiction portal offers help for people and families suffering from any addiction-related problem.

 addictionsuisse.ch

HEALTH PROMOTION

Unisanté

Unisanté, the centre for general medicine and public health in Lausanne, provides, among other things, advice on promotion and prevention concerning the health of the inhabitants of the canton of Vaud. This information is available on the institution's website and relates in particular to diet, physical activity, smoking and sexual health. Screening for cardiovascular diseases, breast and colon cancers are also offered.

 [> Promotion prévention](http://unisante.ch/fr)

EMERGENCY NUMBERS

Police

 117

Firefighters

 118

Ambulance

 144

Poisoning

Tox Info Suisse – Swiss Center for Poisoning Information
 145 ou 044 251 51 51

Youth

Pro Juventute – Helpline for children and young people
 147

Advice for parents

Pro-Juventute 24/7
 058 261 61 61

On-call doctors

 0848 133 133 (local rate)

Help line

La Main Tendue – 24-hour telephone line for people who need help and support
 143 (CHF 0.20 per call)

Violences

Centre d'accueil MalleyPrairie – 24-hour specialised consultations on domestic violence
 021 620 76 76

Air rescue

Rega
 1414

6.2 PARENTHOOD AND BIRTH

BEFORE THE BIRTH

Throughout a pregnancy, a gynaecologist and/or a midwife provide follow-up and pregnancy consultations. The related costs are covered by health insurance. To find one, you can contact the Vaud medical society or the group of independent Vaud midwives. From the 13th week of pregnancy until 8 weeks after the birth, women have no excess to pay, including in the event of any complications.

Hotlines

Hotline with independent Vaud midwives (10 a.m.-6 p.m.- 24/7)

⌚ 021 943 36 33

🌐 www.gsfivd.ch

Other professionals are also at your disposal to inform and advise you before and after the birth.

Fondation PROFA

The maternity wards of Vaud hospitals and the PROFA foundation offer mothers and fathers confidential and free consultations with a sexual health counsellor, a midwife or a social worker in the various regional centres of the PROFA foundation.

To find the centre closest to your home, you can reach them by telephone or consult their website:

⌚ 021 631 01 50

🌐 profa.ch/cp

Association PanMilar

The PanMilar association offers birth preparation courses in several languages thanks to the presence of community interpreters. Their website is translated into more than 30 languages.

⌚ 077 410 20 24

@ secretariat@panmilar.ch

🌐 pan-milar.ch

Association Appartenances

The Appartenances association offers French courses around the themes "Pregnancy, Birth and Infancy".

Espace Femmes Vevey

⌚ Rue des Communaux 2A
1800 Vevey

⌚ 021 922 45 23

🌐 ef.vevey@appartenances.ch

Espace Femmes Lausanne

⌚ Rue des Terreaux 10, 4th floor
1003 Lausanne
⌚ 021 351 28 80
@ ef.lausanne@appartenances.ch

AFTER THE BIRTH

For mother and baby care, independent Vaud midwives support and coach you throughout your pregnancy and consult at home as soon as you return from the maternity ward. Early childhood nurses from AVASAD and the Prevention Space then take over and offer advice and information during home consultations, postnatal meetings or various workshops/group courses.

If you wish to benefit from personalised support from a midwife throughout your pregnancy, or even after the birth of your child, you can find and contact a midwife near you.

MORE INFORMATION

 votresagefemme.ch > Changer la zone >
Pour le public > Rechercher
une sage-femme

Espace prévention

Regional skills centre working in the fields of health promotion and prevention, particularly in the field of early childhood.

 espace-prevention-lacote.ch

PanMilar

PanMilar offers migrant families support at home after the birth by providing families with a midwife and an interpreter. As soon as they return home, women who have already taken part in birth preparation classes will be able to benefit from individualised follow-up in their own language in order to support them during this particular period of transition.

 077 410 20 24

 panmilar.ch/nos-offres/#apres-naissance

Early childhood nurses

If you wish to benefit from a home visit from an AVASAD early childhood nurse after the birth of your child, simply contact them according to the region in which you are located.

East Vaud

 021 925 09 80

La Côte

 021 804 66 40

Lausanne and its region

 021 641 08 10

North Vaud-Broye

 024 420 31 15

 avasad.ch

Meetings for fathers and future fathers

The association maenner.ch with its MenCare Suisse romande programme offers meetings for future fathers and new fathers – with young child(ren) – which allow the exchange of information and experiences related to arrival of the child, his role as father and co-parent (work-life balance, etc.).

- ⌚ Route de Pierrefleur 63
1958 Uvrier
- ☎ 078 874 46 08
- ✉ crettenand@maenner.ch
- 🌐 maenner.ch/fr/rencontres-pour-les-peres-et-futurs-peres

INTIMACY

Fondation PROFA

For consultation and advice on sexuality, contraception, termination of pregnancy, HIV/AIDS and STI (sexually transmitted infections) tests and homosexuality, the PROFA Foundation's sexual health consultation is at your disposal. Counsellors and doctors welcome you by appointment in the eight regional centres of the canton. This service is commonly referred to as family planning.

- ☎ 021 631 01 42
- 🌐 planning-vd.ch

PSYCHOLOGICAL SUPPORT

Appartenances Association – CPM

The Appartenances association offers specialised psychotherapeutic and psychiatric help to people with psychological suffering related to migration and/or a history of war, torture or another form of collective violence. These psychotherapeutic consultations for migrants are available in several languages.

The association has three consultation centres in Lausanne, Vevey and Yverdon-les-Bains.

- ⌚ Rue des Terreaux 10
1003 Lausanne
- ☎ 021 341 12 50
- ✉ cpm.lausanne@appartenances.ch
- 🌐 appartenances.ch

VIOLENCE

CHUV Violence Medicine Unit

For anyone who has suffered a direct attack on their bodily, sexual or psychological integrity, the Violence Medicine Unit (UMV) of the CHUV) offers a medico-legal consultation and referral to specialised services.

MORE INFORMATION

- 🌐 6.3 Domestic violence

PRACTICAL INFORMATION

For the problems of couples, information and specialised hotlines exist.

MORE INFORMATION

- Help and advice for couples
- ☎ 0840 860 860
- ✉ info@problemedecouple.ch
- 🌐 problemedecouple.ch

6.3 DOMESTIC VIOLENCE

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IN BRIEF

Domestic violence refers to all acts of physical, sexual, psychological or economic violence that occur within the couple or the home. It is prohibited by law. The perpetrator of violence can be evicted from the common home by the police and compelled to follow a socio-educational interview. Support services offer advice, reception and secure accommodation for victims as well as consultations and programmes for perpetrators wishing to seek help.

CONSULTATIONS FOR VICTIMS OF VIOLENCE

Violence medicine units

Lausanne

CHUV – A&E reception

- ⌚ Rue du Bugnon 44
1011 Lausanne
- ⌚ 021 314 00 60
- 🌐 chuv.ch > UMV

UMV-Nyon

- ⌚ 3rd floor – 200m from train station
Avenue Reverdin 8
1260 Nyon
- ⌚ 021 314 08 51



EMERGENCY NUMBERS

Police

- ⌚ 117

Medical emergencies

- ⌚ 144

UMV-Rennaz

Centre hospitalier de Rennaz

HRC Vaud-Valais,

Main building reception

- ⌚ Route du Vieux-Séquoia 20
1847 Rennaz
- ⌚ 058 773 64 77

UMV-Yverdon-les-Bains

Hôpital d'Yverdon-les-Bains

Main building reception

- ⌚ Rue d'Entremonts 11
1400 Yverdon-les-Bains
- ⌚ 024 424 42 20

Fondation PROFA / Centres LAVI

- 🌐 profa.ch > Consultations > Centre LAVI

Lausanne

- ⌚ Rue du Grand-Pont 2 bis
1003 Lausanne
- ⌚ 021 631 03 00

Aigle

⌚ Rue du Molage 36
1860 Aigle
✉ 021 631 03 04

Yverdon-les-Bains

⌚ Rue de la Plaine 2
1400 Yverdon-les-Bains
✉ 021 631 03 08

Violencequefaire.ch

Website with information translated into twelve languages, an email response service for victims of domestic violence, including forced marriages.

🌐 violencequefaire.ch

Centre d'accueil MalleyPrairie (Shelter)

24/7 helpline for victims of domestic violence - regardless of residence permit - including forced marriages, emergency accommodation and outpatient consultation.

⌚ Chemin de la Prairie 34
1007 Lausanne
⌚ 021 620 76 76
🌐 malleyprairie.ch
✉ info@malleyprairie.ch

Centre Prévention de l'Ale

For perpetrators of violence seeking help.

⌚ Rue de l'Ale 30
1003 Lausanne
⌚ 021 321 24 00
✉ info@prevention-ale.ch
🌐 prevention-ale.ch

Bureau de l'égalité (BEFH)

Advice and guidance.

⌚ 021 316 61 24
✉ info.befh@vd.ch
🌐 vd.ch/violence-domestique

Domestic violence and residence permit

The victims of domestic violence may fear that they could lose their right of residence in Switzerland if they report such violence or separate from the perpetrator of it. For support and advice on your migration situation you can contact the Centre Protestant Social (CSP), even if you do not have a valid residence permit.

**CSP Vaud, La Fraternité,
Social Service for Immigrants**

⌚ 021 560 60 98
✉ frat@csp-vd.ch

**YOU ARE CONCERNED BY
FORCED MARRIAGE**

Free consultation for people in a situation of forced marriage or facing pressure from those around them to start or end a relationship, advice to professionals who take care of these people.

**BUREAU CANTONAL
POUR L'INTÉGRATION
DES ÉTRANGERS ET
LA PRÉVENTION DU
RACISME (BCI)**
⌚ Avenue de Sévelin 46
1014 Lausanne.
⌚ 021 316 49 59
✉ info.integration@vd.ch
🌐 vd.ch/integration



7 SCHOOL AND TRAINING

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7.1 PRE-SCHOOL

CHILD CARE

If you have young children, you can call on a childcare centre/nursery or a caring person in a family environment who will take care of them during your activities (work, job search, training, French course, etc.). The price of these services varies according to the parents' salary.

Please note that places are limited and there is often a waiting list. It is advisable to seek information during pregnancy.

There are also home care solutions: this involves finding a daytime mother or an au pair (which you will pay for yourself), regardless of the age of the children.

Childcare in the canton of Vaud is organised into networks. You can contact your municipality of residence or the childcare networks listed.

MORE INFORMATION

- 🌐 faje-vd.ch/dispositifs/les-reseaux
- 🌐 [vaudfamille.ch > VD > Garde d'enfants](http://vaudfamille.ch/VD/Garde-d-enfants)

THE DIFFERENT TYPES OF CHILDCARE

- 🌐 [vd.ch Thèmes > Population > Enfance, jeunesse et famille > Accueil de jour des enfants ou Accueil familial de jour des enfants](#)



→ Babysitting and emergency care

From time-to-time, you can also call on a babysitter who will take care of your children for a few hours in the evening or during the weekend. The Red Cross trains young people in caring for children and offers its family assistance services according to the net income of the household according to the following rates, as an indication: CHF 4 per hour for income up to CHF 3,500 and CHF 6 per hour if it is childcare during weeknights, weekends or holidays.

MORE INFORMATION

- 🌐 [croixrougevaudoise.ch > Prestations > Baby-sitting](http://croixrougevaudoise.ch/Prestations/Baby-sitting)

→ Vaud Red Cross

In the event of an emergency or if your child is ill or has an accident, you can call on the paying services of the Red Cross to have your children looked after.

MORE INFORMATION

- Service de garde d'enfants malades
- 📍 Rue Beau-Séjour 9-13
1002 Lausanne
- 📞 021 340 00 80
021 340 00 81
- ✉️ famille@croixrougevaudoise.ch
- 🌐 [croixrougevaudoise.ch > Prestations > Garde d'enfants malades](http://croixrougevaudoise.ch/Prestations/Garde-d-enfants-malades)
- 📘 [6.2 Parenthood and birth](#)

PARENT-CHILD ACTIVITIES

French courses on the world of school are offered to parents.

Français en jeu

French course “Learning at school”

Lausanne

⌚ Place Pépinet 2
1003 Lausanne
📞 021 329 04 49
✉️ lausanne@francaisenjeu.ch

West Vaud

⌚ Rue de l’Avenir 6
1020 Renens
📞 021 552 44 04
✉️ ouest@francaisenjeu.ch

East Vaud

⌚ Rue des Remparts 7
Case postale 47
1814 La Tour-de-Peilz
📞 021 552 44 05
✉️ riviera@francaisenjeu.ch

Broyes and Gros-de-Vaud

⌚ Rue Mauborget
1510 Moudon
📞 021 552 44 03
✉️ moudon@francaisenjeu.ch

Pre-school workshops are available for children.

MORE INFORMATION

📘 10 Leisure and social life

7.2 FROM 4 TO 15 YEARS OLD: COMPULSORY SCHOOL AND DAY CARE FOR CHILDREN

IN BRIEF

In Switzerland, school is compulsory from the age of 4 and lasts 11 years. All children, regardless of their residence status, are admitted to public schools in the canton of Vaud, which are free. In this context, students who do not speak French will benefit from intensive courses, also free of charge.

When you arrive, if you have children of school age, you must register them as soon as possible in the school closest to your home.

**CONSULT THE
DIRECTORY OF
SCHOOLS**

🌐 vd.ch > Autorités >

Département de la formation, de la jeunesse et de la culture (DFJC) > Direction générale de l'enseignement obligatoire (DGEO) > Liste et contacts des établissements scolaires



For registrations in the city of Lausanne, you must contact the Service des Ecoles et du Parascolaire directly.

MORE INFORMATION

Service des écoles et du parascolaire

Direction de l'enfance, de la jeunesse et des quartiers

📍 Place Chauderon | 5th floor
Case postale 5032 | 1002 Lausanne

📞 021 315 64 11

🌐 lausanne.ch/service-ecoles-parascolaire

For more information, consult all the explanatory documents of the Vaud school system translated into 16 languages.

**TRANSLATED
INFORMATION
DOCUMENTS
TO PARENTS**

🌐 vd.ch > Thèmes >

Formation > Scolarité obligatoire >
Parent information and translated
documents/Documents traduits
d'information aux parents



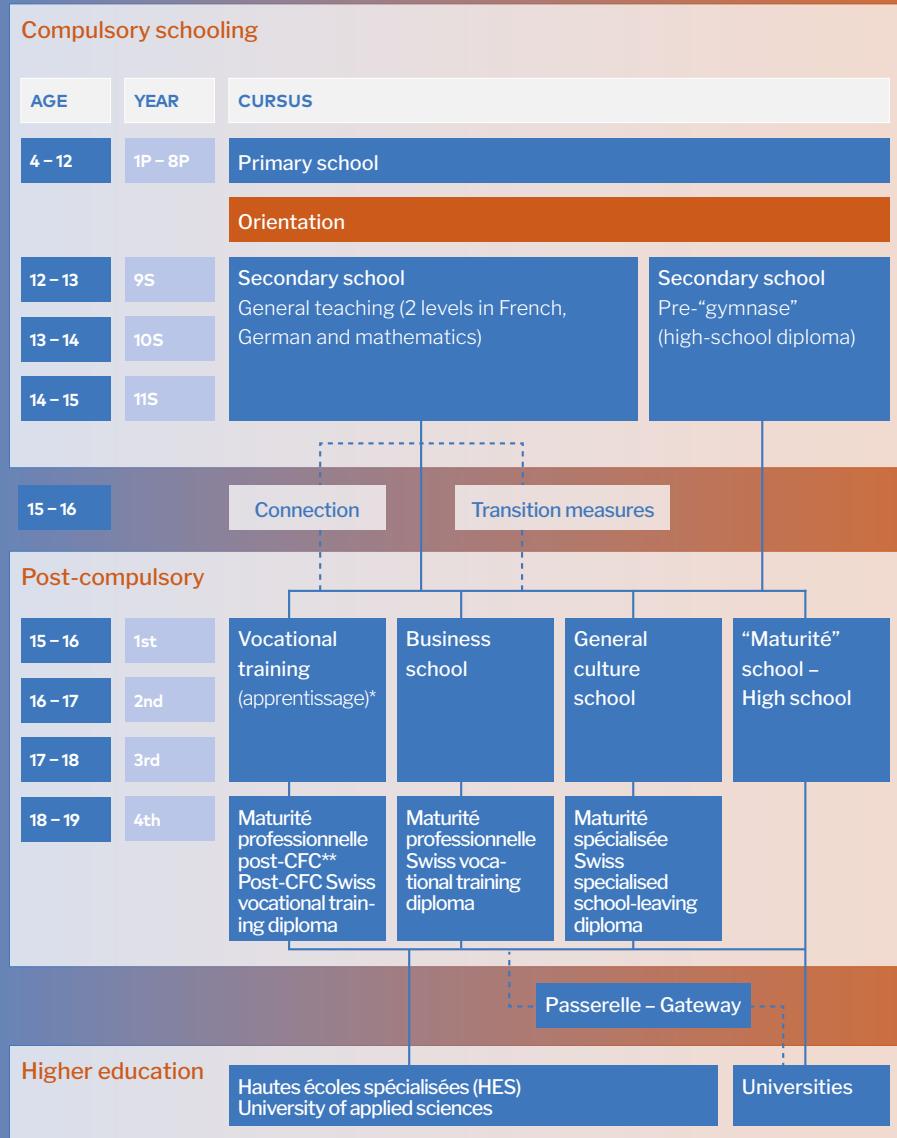
You will also find the diagrams by country where the Vaud system is compared to the system of different countries.

**FOR ALL QUESTIONS RELATED
TO COMPULSORY SCHOOLING**

🌐 vd.ch > Thèmes > Formation >
Scolarité obligatoire

FRENCH COURSES AND RECEPTION CLASSES

Depending on their municipality of residence, children who do not speak French are integrated into regular classes with intensive French courses or full-time reception classes. After one or two years, students in reception classes continue their schooling in the regular class of compulsory education or post-compulsory education.



* The student has the possibility, during the apprenticeship, to follow the integrated Maturité courses.

** The CFC (Federal Certificate of Proficiency) is the title issued at the end of the apprenticeship.

INFORMATION FOR
STUDENTS WHO SPEAK
ANOTHER LANGUAGE
(ALLOPHONES)

vd.ch > Thèmes >
Formation > Scolarité obligatoire >
Les élèves qui parlent une autre langue (allophones)



Office du soutien pédagogique et de l'enseignement spécialisé

The service ensures and supports the education of children and young people aged 0 to 20 years old with disabilities and special needs and supports the process of social integration through vocational training.

✉ Rue Cité-Devant 11
1014 Lausanne
☎ 021 316 54 01
✉ info.sesaf@vd.ch

PRIVATE SCHOOLS

The offer of private schools is aimed at parents who want their children to continue their education according to a specific curriculum, in a foreign language, for all levels and ages. The search engine on the website of the Association vaudoise des écoles privées (AVDEP) will direct you to the schools corresponding to your needs.

MORE INFORMATION
avdep.ch

DAY CARE FOR CHILDREN

As soon as your child is in school, structures can take care of them, before, during and after school. They are generally called APEMS (Accueil pour enfants en milieu scolaire) or UAPE (Unité d'accueil pour écoliers). For more information, you can contact the day care network of your municipality directly.

MORE INFORMATION

📘 10 Leisure and social life

➤ Supervised or assisted homework

After school, students have the opportunity to participate in supervised or assisted homework in the presence of an adult. These activities provide a framework conducive to learning. A modest financial contribution may be requested from the parents. For more information, contact your child's school.

SUPPORT FOR PARENTS

Parent-teacher associations (APE)

There are around forty parent-teacher associations in the canton. They can help you better understand how the Vaud school system works, but also day care for children, supervised homework and transport. You will find the APE closest to you by consulting the website: ape-vaud.ch/ape-locales.

✉ Avenue de Rumine 2
1005 Lausanne
☎ 021 341 90 77 | 078 689 63 63
✉ info@ape-vaud.ch
🌐 ape-vaud.ch

MORE INFORMATION

🌐 histoires-de-parents.ch/soutien-orientation-parents

INFORMATION
CONCERNING SUPPORT
FOR PARENTS,
CHILDREN AND
YOUTH



🌐 vd.ch > Département de la jeunesse,
de l'environnement et de la sécu-
rité (DJES) > Direction générale de
l'enfance et de la jeunesse (DGEJ) >
Soutien aux enfants et aux jeunes

➔ **Native languages and
culture courses (LCO)**

So that your child can develop his or her native language while learning French, native language and culture courses (LCO) are organised in the canton by various immigrant associations and certain embassies. You can enrol your children in Italian, Portuguese, Spanish, Arabic courses, etc., depending on the existing offers. The schools or the municipality will provide you with the necessary information on the LCO courses that take place closest to your home.

MORE INFORMATION

📘 10 Leisure and social life

7.3 FROM 15 YEARS OLD

AFTER COMPULSORY SCHOOL

At the end of their course, students have the opportunity to continue their training by choosing the path that suits them best. They can either continue their studies by following high-school level studies (maturité gymnasiale) which gives access to the Hautes Ecoles and the University, or follow the professional training via an apprenticeship.

➲ AFP and CFC learning

Alternating theory and practice, the apprenticeship (or initial vocational training) leads to obtaining a federal certificate of proficiency (CFC) in 3 or 4 years or a federal certificate of vocational training (AFP), depending on the chosen profession, leading to the labour market and/or to further training. Apprenticeships are highly valued in Switzerland.

➲ Regional educational and vocational guidance centres

The 5 regional educational and vocational guidance centres will inform you about the existing possibilities.

If you find yourself in a situation of choice of training, the Office cantonal d'orientation scolaire et professionnelle (OCOSP) offers various services by providing you with a network of vocational guidance specialists as well as a lot of information for training support. OCOSP, with its Regional Centres, can help you develop and carry out your

projects which take into account the requirements of the employment and training market, as well as your skills, aptitudes and interests, and your personality.

These information services on studies and professions and these advisory services, collective or individual, are intended for students and their families, young people in transition or training and adults, throughout their life.

FIND WHICH
EDUCATIONAL
AND VOCATIONAL
GUIDANCE
CENTRE YOU
SHOULD REFER TO
🌐 vd.ch > Thèmes >
Formation > Orientation > Contact
et adresses de l'OCOSP et
des centres d'orientation



7.4 FINDING TRAINING UPON ARRIVAL

81

FROM 15 TO 25 YEARS OLD

You are between 15 and 25 years old, you have been in Switzerland for less than two years, you speak little or no French and you are looking for training? The Migration Portal offers you an intake interview.

PORTAIL MIGRATION

⌚ Rue de la Borde 3d
1018 Lausanne
📞 021 316 11 40
🌐 vd.ch > Thèmes >
Formation > Orientation > Pour
les personnes arrivées récem-
ment dans le canton de Vaud



EXTENDED APPRENTICESHIP SCHEME TO PROMOTE INTEGRATION (PAI+ IN FRENCH)

Are you a non-native French speaker and you have found an apprenticeship?

The Extended apprenticeship scheme to promote integration allows you to

- ➡ strengthen your French language skills
- ➡ acquire skills that will be useful in your profession, through various modules.

The apprenticeship period is extended by one year.

DIRECTION GÉNÉRALE DE L'ENSEIGNEMENT POSTOBLIGATOIRE

⌚ Rue St-Martin 26
1014 LausanneSuisse
📞 021 316 63 04
✉️ info.dgep@vd.ch

SCHOLARSHIPS

The State financially encourages apprenticeship and the continuation of studies after the end of compulsory schooling, subject to certain conditions of nationality and residence. This support is intended to complement the help of the family, if necessary to supplement it. Contact the Office cantonal des bourses d'études (OCBE) to find out more.

OFFICE CANTONAL DES BOURSES D'ÉTUDES (OCBE)

- ⌚ Rue Cité-Devant 14
1014 Lausanne
- 📞 021 316 33 70
- 🌐 vd.ch > Thèmes > Formation >
Aides financières aux études et à la formation professionnelle
bourses ou prêts



TO FIND OUT IF YOU ARE ENTITLED TO A SCHOLARSHIP

- ⌚ Rue Cité-Devant 14
1014 Lausanne
- 📞 021 316 33 70
- 🌐 vd.ch > Thèmes > Formation >
Aides financières aux études et à la formation professionnelle (bourses ou prêts > Questions fréquentes sur les bourses/prêts d'études et d'apprentissage > Quels sont les critères pour demander une bourse/un prêt d'études ou d'apprentissage?)

For young people from the age of 16 and anyone in training, Jet Service, the Youth Social Service of the CSP Vaud offers free and confidential social and legal consultations in different places in the canton to answer your questions in connection with scholarships, maintenance, budgets, financial problems, debts, leaving home, family difficulties, labour law, problems with the law, access to benefits, and other legal issues: insurance social security, housing, contracts, etc.

Jet Service – CSP Vaud

- @ jet.service@csp-vd.ch
- 🌐 csp.ch/jetservice

Lausanne

- ⌚ Avenue de Rumine 2
1005 Lausanne
- 📞 021 560 60 30

Yverdon-les-Bains

- Maison des Associations
- CSP Vaud – Pôle social
- ⌚ Quai de la Thièle 3
1400 Yverdon-les-Bains

Payerne

- CSP Vaud
- Pôle social de la Broye
- ⌚ Rue des Terreaux 10
1530 Payerne

Vevey

- ⌚ In Ginkgo premises
- Rue de l'Union 15b
- 1800 Vevey

8 CIVIL STATUS

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8.1 REGISTERING A BIRTH

STEPS TO TAKE

The birth of a child must be registered to the civil registry of the place of birth within 3 days of delivery. In the event of a birth in a hospital, the latter takes care of registering the birth. In the event of a birth at home, the father, mother, midwife, doctor or any person present during the birth must register it to the civil registry. If the parents are not registered at the civil registry, the competent service will require additional documents to ensure the identity of the parents. After these formalities, the parents can request a birth certificate from the civil registry.

The birth certificate can be ordered upon receipt of the birth notification, transmitted by the civil registry which registered the event, which is subject to a fee of CHF 30 (plus postage).

When the birth occurred abroad and must be registered in Switzerland, the Swiss representation of the place of the event will be able to help you with the formalities.

The birth of children whose parents do not have Swiss citizenship can also be registered at the embassy or consulate of the country of origin. The Département fédéral des affaires étrangères (DFAE) draws up a list of foreign representations in Switzerland, and Swiss representations abroad.

Birth creates a legal relationship between the child and the mother and her husband.

When the parents are not married, the father is obliged to recognise the child if he wants to be officially and legally recognised as the child's father.

INFORMATION
CONCERNING
THE BIRTH OF A CHILD
vd.ch > Thèmes >
Population >
État civil > Naissance



CONSULT THE LIST OF
FOREIGN REPRESENTATIONS
IN SWITZERLAND
eda.admin.ch > Conseils aux
voyageurs & représentations >
Représentations étrangères en Suisse

8.2 ACKNOWLEDGEMENT OF PATERNITY

LEGAL FRAMEWORK

Acknowledgment of paternity is a legal act by which a man acknowledges being the father of a child. If the parents of the child are not married together, the filiation (legal relationship) between the father and the child must be established by a legal act.

Acknowledgement of paternity takes place by declaration before the civil registrar. As soon as acknowledgement of paternity is recorded, the bonds of filiation govern the relationship between the father and the child, i.e. the obligation of maintenance until the child reaches the age of majority, or even until the end of the child's education, reciprocal rights in matters of succession and mutual duties in matters of assistance.

For the recognition of a child to be valid, the following conditions must be met:

- Only the biological father can recognise the child. The author of the recognition must be capable of discernment.
- If the author of the recognition is minor or prohibited, the consent of his parents or guardian is necessary.

Recognition can also be established if the father of the child is married to another woman. Recognition can take place before or after birth.

When the mother is married at the time of the birth of her child, the law provides for a presumption of paternity in favour of the husband. If the latter is not the father of the child, this bond of filiation must be broken before recognition can be carried out. To this end, a disavowal procedure must be brought before the competent court.

If the father refuses to recognise the child, the mother or the child must bring an action for paternity, so that paternity can be established by judgment.

The act of recognition is an irrevocable declaration. Recognition establishes filiation between the natural father and the child. The recognised child has in particular the right to inherit from his father and has the right to alimony.

START A PATERNITY
ACKNOWLEDGEMENT
PROCEDURE
[vd.ch > Thèmes >
Population >
État civil > Reconnaissance](#)



8.3 MARRIAGE

IN BRIEF

The right to marry is enshrined in the Federal Constitution. It is the civil registry office which is responsible for its execution. Switzerland also recognises marriages contracted abroad.

CONDITIONS

For a marriage to take place, the engaged couple, whether Swiss or not, must meet the following conditions:

- ⇒ Being at least 18 years old.
- ⇒ Being capable of discernment.
- ⇒ Not being already married.
- ⇒ Having the permission of the legal representative if one of the two people is under guardianship.
- ⇒ Not having any fraternity (including half-sisters and half-brothers), maternity or paternity (including in the event of adoption) or grand paternity relationship.
- ⇒ When one of the future spouses is not a Swiss citizen, he or she must provide proof that he or she is authorised to reside in Switzerland until the marriage.

However, you cannot get married if:

- ⇒ You are already married or bound by a registered partnership.
- ⇒ You are not capable of discernment.
- ⇒ You are closely related to your partner.
- ⇒ The marriage is contracted to evade the provisions on the admission of foreigners.
- ⇒ The marriage is not voluntary and you marry under duress.

MARRIAGE PROCEDURE

To be able to get married, you must submit a marriage request to the civil registry office.

CENTRE ADMINISTRATIF
DE L'ÉTAT CIVIL
 021 557 07 07
 vd.ch > Thèmes >
 Population >
 État civil > Mariage



You will then need to complete the form “Open a preparatory marriage procedure”, which is delivered by the civil status office following the couple’s request. Depending on the situation, you will have to submit different documents (pay attention to the information from the civil registry office). After submitting the documents, confirm

in person at the civil registry office that you meet all the conditions. In the event of constraint on your free consent, assistance services exist. Forcing someone to marry is a criminal offence and the marriage can be annulled.

MORE INFORMATION

6.3 Domestic violence

You are concerned by forced marriage

Free consultation for people in a situation of forced marriage or facing pressure from those around them to start or end a relationship, advice to professionals who take care of these people.

BUREAU CANTONAL
POUR L'INTÉGRATION
DES ÉTRANGERS ET
LA PRÉVENTION DU
RACISME (BCI)
Ⓐ Avenue de Sévelin 46
1014 Lausanne
✉ 021 316 49 59
✉ info.integration@vd.ch
🌐 vd.ch/integration



the marriage is celebrated, they must use an interpreter and bear the related costs.

During the ceremony, the two fiancés and the two witnesses sign the confirmation of marriage, prepared in advance. At the end of the wedding, the spouses receive the family certificate.

The emoluments for the civil marriage generally vary between CHF 300 and 500. Special wishes, such as a celebration on a Saturday or outside the official Lausanne wedding hall, incur additional costs. The fees can also have a higher cost, especially in the presence of foreign civil status documents to be authenticated. You can also get married religiously, but only after the civil ceremony.

The civil registry office then examines your request and informs you in writing whether you can marry. The marriage must take place within 3 months of the end of the preparatory procedure. The ceremonies take place in the wedding halls of the canton or directly in the premises of the civil registry office if they take place directly after the closing of the wedding preparatory procedure.

They can also be held in “exceptional places”, duly listed (refer to the civil registry website). Two major witnesses capable of discernment must be present. If the engaged couple do not understand the language of the civil registry office where

PROCEDURES REQUIRED ONCE THE MARRIAGE IS PRONOUNCED

You must announce your change of marital status to the authorities, your employer, the tax authorities, your bank, insurance companies, etc. The new marital status must also be indicated when concluding new contracts.

You must also adapt the official documents when your name changes with the marriage. In particular, you must renew the following documents:

- ⇒ Passport and identity card.
- ⇒ AVS certificate.
- ⇒ Driving licence and circulation permit.
- ⇒ Bank cards and credit cards.
- ⇒ Deed of origin.

KEEPING OR CHANGING YOUR SURNAME AFTER MARRIAGE

Each of the spouses retains their name and place of origin. The fiancés can however declare that they want to use the celibate name of the man or the woman as their common surname. The child of married parents receives either the common surname or – if the parents have a different surname – the single surname that the parents chose as their surname at the time of marriage or at the time of birth if they did not marry in Switzerland and did not have to make this choice at the time of marriage. When parental authority is exercised exclusively by one of the parents, the child acquires the celibate name of the latter. Note, however, that if the parents are married, parental authority is exercised jointly. In addition, if it is not the first child,

the following children will necessarily bear the family name chosen for the first child, under the principle of sibling unity.

It should be noted that, in customary documents such as identity papers, it is possible to use a marriage name with a hyphen by joining the single surname to the name of the spouse.

Furthermore, in the event of the dissolution of the marriage, at the end of divorce proceedings or following the death of one of the spouses, the spouse who changed their name at the time of marriage may declare at any time to the civil registry that they wish to resume their single name

**CHOOSE BETWEEN
THE SINGLE NAMES
OF THE SPOUSES**
🌐 vd.ch > Thèmes >
Population > État civil >
Mariage > Choix du nom de famille
et lieu d'origine (droit de cité)



8.4 PROCEDURE IN CASE OF DEATH

IN BRIEF

Any death must be registered within 2 days to the civil registry of the place of the event. When the deceased person is of foreign nationality, it is up to their relatives to register the death to the authorities of their country of origin. In the event of death occurring abroad, the death must be notified to the Swiss civil status authorities via the Swiss representation of the place of death.

In the event of the death of one of the spouses, the spouse who changed their name at the conclusion of the marriage may declare at any time to the civil registrar that they wish to return to their single name.

Depending on where the deceased person resided, it is also necessary to notify the municipal authorities. Especially since many Swiss municipalities offer free services for funerals (burials, cremation, funeral procession, etc.); it may therefore be wise to inquire beforehand in order to be able to benefit from these services free of charge.

Also note that it is possible to make a request to the bank of the deceased person to release funds in order to pay the expenses related to the funeral. Most establishments block accounts at the time of death (for inheritance tax purposes), but some banks may allow funds to be released.

**NOTIFICATION AND
REGISTRATION
OF A DEATH**
 ☰ vd.ch > Thèmes >
 Population >
 État civil > Décès



FUNERAL

A deceased person must be transported to a place of preservation. In general, following the “confirmation of death” issued by the civil registry, the municipal authority authorises the transport and burial of the deceased. The transport is carried out by a funeral director authorised by the Département de la Santé et l'action sociale (DSAS). The transport can also precede the notification to the authorities. In Switzerland, funerals must take place between 48 and 98 hours after death. Depending on the region, funerals can be organised up to 5 days after death, when the body is stored in a refrigerated room.

Switzerland hosts a wide variety of funeral rites. The organisation of the funeral will therefore greatly depend on the type of ceremony chosen, but whatever its form, the chosen ceremony will require certain basic logistics:

- ➔ Transfer of the body.
- ➔ Choice of place, date and time of the ceremony.
- ➔ List of people to invite.
- ➔ Funeral announcement (e.g. with a mortuary notice).

It is usual to call on a funeral director to be accompanied in these steps.



CONTACT AND ORDER OF CIVIL STATUS DOCUMENTS

For orders of civil status documents (birth certificates, death certificates, etc.), you can order them on the canton's website or possibly call the administrative centre. They will then be sent to you by post.

CENTRE
ADMINISTRATIF
DE L'ÉTAT CIVIL

⌚ 021 557 07 07

🌐 vd.ch/etat-civil

🌐 vd.ch > Thèmes >

Population > État civil >

Commander un acte d'état civil



ADVICE

Do not forget to announce these changes also to the consulate or the embassy of your country of origin.

In fact, whether private or public (official), funeral directors can support you very early in the process and help you with administrative procedures as well as with the organisation of the funeral. They have a coordination role between the family of the deceased and the various intervening entities and can also provide services, such as mortuary washing and care of the body. The employees of funeral companies who carry out mortuary care ensure that it is carried out with respect for the dignity of the deceased person and in keeping with their cultural and religious traditions. Funeral directors are usually willing to arrange a tribute that is meaningful to you. Indeed, whatever your needs or desires in terms of funerals and whatever your beliefs, you will be able to find a funeral director whose services will be perfectly adapted to your expectations and who will be able to meet them with great attention and care, without judgment.

You will find the list of different funeral directors as well as more information on this subject on the website of the Direction Générale de la Santé.

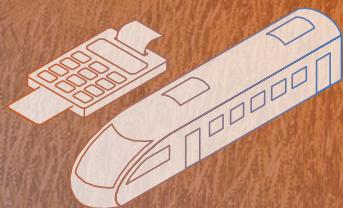
DIRECTION GÉNÉRALE
DE LA SANTÉ
OFFICE DU MÉDECIN
CANTONAL

⌚ Avenue des Casernes 2
1014 Lausanne

⌚ 021 316 18 00

🌐 vd.ch > Thème > Santé, soins et
handicap > Pour les professionnels >
Autorisations de diriger et d'exploiter >
Inhumations et pompes funèbres





9 PRACTICAL LIFE

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9.1 TRAVELLING IN THE VAUD REGION

BY BUS AND METRO

Mobilis is the single ticket valid for the entire canton and its 309 municipalities. It allows you to use all means of public transport by combining them at will.

MORE INFORMATION

 mobilis-vaud.ch

For one-off journeys, bus tickets can be purchased directly at the stops or on smartphones. In some municipalities, tickets can be purchased from the bus driver.

BY TRAIN

The Swiss public transport network is extensive and highly developed. The Swiss Federal Railways (CFF) offer season tickets such as the general season ticket (AG) which allows travel throughout Switzerland by public transport (trains, buses, boats, metros, etc.) or the half-fare season ticket that allows you to travel at half price. For more information, contact the counter at the nearest station or consult the CFF website.

MORE INFORMATION

 cff.ch

► Mobilis – Vaud

The equivalent of the AG for the canton of Vaud exists. it is the Mobilis subscription which allows you to travel throughout the

Vaud territory or on a specific route (for example Lausanne – Yverdon-les-Bains) by public transport.

MORE INFORMATION

 mobilis-vaud.ch

It is important to get good information from the counter staff in the stations, in order to choose the most profitable subscription and which best corresponds to the journeys made on a daily basis.

► Day passes

Some municipalities offer their residents day passes at preferential prices: these can be reserved by telephone, at the counter or online on your municipality's website.

► Supersaver tickets

CFF also offers, depending on the timetable, supersaver tickets (= reduced price). To access this information, go to the CFF website or download the CFF smartphone application.

► Travelling with children

Children under 6 years old travel free if accompanied by a person holding a valid ticket and aged 12 or over. With the Junior card, for CHF 30 per year, children from 6 years old to their 16th birthday accompanied by one of their parents holding a valid transport ticket can use public transport free of charge for a full year. The Junior card is free from the 3rd child.



WARNING

For driving on Swiss motorways, it is compulsory to buy the annual vignette (CHF 40) which you will affix on your windscreen. It can be found at service stations, kiosks or at the post office. The annual vignette is valid until 31 January. On that date, you will need to have obtained and affixed the new sticker to your windscreen.

BY CAR

People holding a driving licence abroad have 12 months from their arrival to exchange the foreign licence for a Swiss document. Depending on the country of origin, a practical and/or written exam may be requested.

SERVICE DES AUTOMOBILES ET DE LA NAVIGATION

- ⌚ Avenue du Grey 110
1014 Lausanne
- 📞 021 316 82 10
- ✉️ isan.navigation@vd.ch
- 🌐 vd.ch/san

BY BIKE

Bike is a practical and ecological means of transport for making short trips. Wearing a helmet is not compulsory, but it is strongly recommended.

For several years, the Canton of Vaud has encouraged the development of cycle paths and lanes (signposted in yellow) on the sides of roads and hiking trails, as well as bike parks.

Some towns also offer the possibility of renting bikes.

MORE INFORMATION

🌐 publibike.ch/fr/publibike

Some municipalities facilitate the purchase of an electric bike by subsidising part of the purchase costs of the latter.

9.2 FINANCES

COST OF LIVING IN THE CANTON

Life in Switzerland is relatively expensive compared to other countries in the world and in Europe. So, if the median salary often seems very high to people coming from abroad, people who settle in the country quickly observe that the cost of living is also high.

MORE INFORMATION

 bit.ly/3d9e8DE

OPENING A BANK OR POSTAL ACCOUNT

By opening a bank or postal account, you can collect your salary or any other source of income, pay your bills and apply for credit. In principle, any adult is free to open a bank account in Switzerland by presenting an official identity document. A residence permit or proof of residence may also be requested.

MAKING YOUR PAYMENTS

You can make your payments either on paper, at the bank or post office counter, or on the internet or on a smartphone (E-banking)



WARNING

If you are late in your payments, this can lead to additional costs and cause financial lawsuits.

The lawsuit procedure allows a creditor (the one to whom a sum of money is owed) to ask the State to force a debtor (the one who owes the money) to pay his or her debt as long as they can afford it. A financial lawsuit can make it difficult to find accommodation for which a recent extract from the debt collection office is required.

MORE INFORMATION

 4.1 Finding accommodation

SENDING MONEY ABROAD

To send money abroad, you can go through a bank, by post or through a transfer company.

→ By bank transfer

This method of payment is the safest but it assumes that both people have a bank account. You can then send the order from a counter, by telephone or online. Transfer costs are reduced by using the internet.

→ By post

La Poste offers the same offers as a bank, with an additional option: the recipient is not required to have an account and can withdraw the money at a counter.

→ By a transfer company

The transfer company has the advantage of being very fast (although it is more expensive). Money can be deposited in cash at one counter and withdrawn at another counter anywhere in the world.

QUESTIONS ABOUT MANAGING YOUR BUDGET?

→ Parlons Cash!

A hotline is at your disposal for further information about the management of your current budget and debts.

MORE INFORMATION

📞 0840 43 21 00

INFORMATION
CONCERNING
DEBTS AND OVER-
INDEBTEDNESS



🌐 vd.ch > Thèmes > Aides financières et soutien social > Dettes et surendettement > Parlons Cash!

→ Group lessons

Group lessons and individual follow-up offers have also been set up in collaboration with CARITAS Vaud, CORREF and the Fédération romande des consommateurs (FRC).

CORREF

📍 Place de la Gare 10
CH-1003 Lausanne
📞 Tél. 021 341 71 11
✉️ administration@corref.ch
🌐 corref.ch/formation

CARITAS VAUD

📞 021 317 59 80
✉️ agir@caritas-vaud.ch
🌐 caritas-regio.ch > À propos de Caritas > Vaud > Budget Lausanne

FÉDÉRATION ROMANDE DES CONSOMMATEURS

On its website, the FRC (Western Switzerland's consumer union) suggests a standard budget based on income and household size.
📞 078 940 12 29
✉️ budget.vaud@frc.ch
🌐 frc.ch/les-fiches-conseil/

9.3 TELECOMMUNICATIONS AND PURCHASING

INTERNET AND TELEVISION

→ SERAFE: Radio and television licence fees

In Switzerland, regardless of whether they own a device for listening to the radio, watching television or connecting to the internet, all private and collective households are required to register and pay SERAFE fees of an amount of CHF 335 per year. This fee is not individual, it is due per household. Indeed, it is the contribution of each household to the public service in the field of electronic media.

MORE INFORMATION

🌐 serafe.ch/fr/redevance/ensemble-de-la-redevance

If your household has an internet connection, you are required to pay a licence fee for radio and television. If this is not the case and you do not want to pay the television licence fee, you can ask to have the television network socket in your home sealed.

MORE INFORMATION

🌐 serafe.ch/fr
📞 058 201 31 67

CARITAS GROCERY STORES

The Caritas grocery stores offer more than 150 basic products that are 30 to 50% cheaper than market prices in Lausanne, Vevey and Yverdon-les-Bains. Only disadvantaged people, holders of the Culture Card are authorised to make their purchases in these grocery stores. The Culture Card allows you to make purchases in Caritas grocery stores and grants a discount in Caritas Vaud clothing shops. To obtain the Culture Card, you can fill out the form on the following link:

MORE INFORMATION

🌐 carteculture.ch/vaud/demander-une-carteculture/comment-puis-je-obtenir-la-carteculture

Épicerie Caritas Lausanne

📍 Avenue du Rond-Point 8
1006 Lausanne
📞 021 317 59 80

Épicerie Caritas Vevey

📍 Avenue Reller 4
1800 Vevey
📞 021 319 59 81

Épicerie Caritas Yverdon

📍 Rue des Philosophes 13
1400 Yverdon-les-Bains
📞 021 317 59 80



10 LEISURE AND SOCIAL LIFE

10.1 CHILDREN AND YOUTH 98

10.2 ADULTS 100



10.1 CHILDREN AND YOUTH

PARENT-CHILD ACTIVITIES

Being a Vaudois does not only mean having rights and duties, but also taking part in local life and fulfilling one's hobbies. To achieve this, you will find below some information as well as a non-exhaustive list of activities. You will find in the following section some addresses of activities for children or to do as a family.

Maisons vertes

The Maisons vertes (Green Houses) are places of reception, sharing and exchange, open to all children up to 5 years old, accompanied by an adult (parent or any other adult responsible for the child).

Arc-Échange

Space for meeting and discussion for parents and children from 0 to 5 years old in order to promote integration and social ties, support the parent-child relationship and encourage the socialisation of the child. ARC-Échange welcomes families with respect for the values, needs and affiliations of each person, in several places in the canton of Vaud.

MORE INFORMATION

arc-echange.ch/home

Vaudfamille portal

The Vaudfamille online portal offers activities for children and/or to do as a family.

MORE INFORMATION

vaudfamille.ch/loisirs

Associations

Many associations set up free activities to promote language awareness and to meet other children, some of which are listed below by way of example.

By participating (some activities require the presence of parents), you will also be able to obtain information on everyday life from the animators.

ACTIVITIES LISTED
ON THE "BIENVENUE
DANS LE CANTON
DE VAUD" PORTAL
[vaud-bienvenue.ch >](http://vaud-bienvenue.ch/)
Infos pratiques >
Informations > Enfants



1001 histoires

1001 histoires offers animations in native languages and in French around stories, nursery rhymes and stories. 1001 histoires makes it possible in particular to strengthen the parent-child bond, to support parents in their role and to promote inter-family solidarity.

MORE INFORMATION

 [isjm.ch/promotion-de-lecture/
1001-histoires](http://isjm.ch/promotion-de-lecture/1001-histoires)

EXTRA-CURRICULAR ACTIVITIES FOR CHILDREN AND YOUNG PEOPLE

In all regions of the canton, many extracurricular activities (holiday camps, socio-cultural activity centres, day activities, youth councils, etc.) are offered to children and young people by associations, municipalities, or are also initiated and carried out directly by groups of young people.

For more information on these offers, contact your municipality or consult the website of the Groupe de Liaison des Activités de Jeunesse.

MORE INFORMATION

 glaj-vd.ch

Youth leisure activities

This site also provides families with a directory of leisure activities for children and young people during Vaud school holidays.

MORE INFORMATION

 loisirsjeunes.ch/vaud

Délégué cantonal à l'enfance et à la jeunesse

Groups of young people who organise a social, sporting or cultural project can apply for financial assistance.

SUPPORT FOR YOUTH-LEADING PROJECTS

 vd.ch > Thèmes >
Population > Enfance,
jeunesse et famille >
Demander une aide financière pour
un projet porté par des jeunes



ciao.ch

The ciao.ch site provides the skills of professionals to meet the information and guidance needs of young people from French-speaking Switzerland aged 11-20 years old on all sorts of topics.

MORE INFORMATION

 ciao.ch

10.2 ADULTS

STRUCTURES TO PROMOTE INTEGRATION

Volunteering and community life play an important role in the Vaud society. Among the many existing associations, some were created by migrants. These structures aim to promote the integration of foreigners into the host society, while promoting their culture of origin.

To achieve this, they set up many activities, multicultural festivals or spaces for meetings and exchanges.

FIND ACTIVITIES ONLINE

✉ vaud-bienvenue.ch >

Infos pratiques >

Loisirs et citoyenneté



ASSOCIATIONS FOR MIGRANT COMMUNITIES

A directory of associations for migrant communities in the canton of Vaud is available online. These associations represent migrants according to their nationality, continent of origin or specific activities.

BROWSE THE DIRECTORY :

✉ Vd.ch/integration >

Ressources pour les professionnel-le-s

et les associations > Répertoire d'associations de migrant-e-s



VOLUNTEERING

In addition to expanding your field of skills and your network of contacts, volunteering can be a springboard for obtaining a job.

MORE INFORMATION

📘 3.2 Before starting work

Bénévolat-Vaud, skills centre for community life

If you want to commit a few hours a week to a cause that is dear to you or create an association, Bénévolat-Vaud can provide you with all the useful information.

MORE INFORMATION

📍 Avenue Ruchonnet 1

1003 Lausanne

📞 021 313 24 00

✉ benevolat-vaud.ch

LOCAL COMPANIES

Local companies offer sports, cultural and leisure activities that allow residents to meet to get to know each other and have fun. To find out about them, contact your municipality.

CULTURAL SOCIAL CENTRES

There are several cultural social centres in the canton of Vaud which promote social ties and interactions between generations and cultures. Various activities are offered and allow you to meet people.

For more information, contact your municipality to find out what exists in your area.

WELCOMING INTERNATIONAL EMPLOYEES

The Welcome days & Reloc'coffees are events specially dedicated to international employees who have recently arrived in the canton of Vaud as well as to their spouses. These events are organised by the "International Link" service of the Vaud Chamber of Commerce and Industry.

MORE INFORMATION

- 🌐 cvci.ch/fr/ > Services > International Link > Accueil et intégration

SPORTS AND ARTISTIC ACTIVITIES

If you are looking for sports or artistic activities (volleyball, football, dance, music, theatre, etc.), in addition to your research on the internet, you can also contact your municipality of residence. A list of local companies that offer this type of service is often available at the Contrôle des Habitants.

TOURISM

The canton of Vaud has magnificent landscapes, both in the countryside and in the mountains, and is home to many sites and monuments that deserve to be visited. To discover your region, you can consult the Vaud Promotion (VP).

VAUD PROMOTION (VP)

- 📍 Avenue d'Ouchy 60
- Case postale 1125
- 1001 Lausanne
- 🕒 021 613 26 26
- ✉️ info@region-de-leman.ch
- 🌐 region-du-leman.ch

CULTURAL AGENDA

In the canton of Vaud, the cultural offer is varied: festivals, traditional celebrations, shows, exhibitions, cinemas, concerts, etc. To keep up to date with events in your region, visit the Vaud Promotion (VP) website.

MORE INFORMATION

- 🌐 region-du-leman.ch
- 🌐 temps-libre.ch

You can also consult the cultural agenda, in particular with local newspapers.

Museums

Discover the museums of the canton of Vaud, their permanent and temporary exhibitions! They are mostly free of charge every first Saturday or Sunday of the month.

MORE INFORMATION

- 🌐 musees.vd.ch/musees-cantonaux
- 🌐 museums.ch/fr

Carte Culture, Caritas Vaud

The Culture Card, offered by the Caritas network, allows people on low incomes to take part in cultural and social life by benefiting from reductions in the field of culture, sport and training.

MORE INFORMATION

Caritas Vaud

- ⌚ Chemin de la Colline 11
- 1007 Lausanne
- 📞 021 317 59 80
- 🌐 carteculture.ch

LIBRARIES

Several libraries also welcome you in the canton. Membership is generally free.

Bibliothèque cantonale et universitaire – Lausanne (BCUL)

The BCUL has a large collection of books/CDs/films, bilingual texts and texts in foreign languages, as well as numerous methods for learning French.

The BCUL has several sites, notably at the Place de la Riponne, and on the university campus in Dorigny.

MORE INFORMATION

- ⌚ Place de la Riponne 6
- 1014 Lausanne
- 📞 021 316 78 63
- ✉️ info.riponne@bcu.unil.ch
- 🌐 bcu-lausanne.ch

Bibliothèque interculturelle Globlivres

This library offers more than 27,000 titles in 272 languages. Open to everyone, it also has many didactic books for learning French.

MORE INFORMATION

- ⌚ Rue Neuve 2 bis
- 1020 Renens
- 📞 021 635 02 36
- ✉️ info@globlivres.ch
- 🌐 globlivres.ch

Municipal libraries

Many municipalities also have libraries. For more information, contact your municipality.

EVENING CULTURAL ACTIVITIES AND CHILD CARE

For parents who enjoy concerts or the theatre, the Vaud Red Cross offers a baby-sitting service at home which includes four hours of childcare and the reservation of show tickets in the following cultural spaces:

- Le Romandie in Lausanne.
- Le Théâtre de Vidy in Lausanne.
- The Centre pluriculrurel et social d'Ouchy in Lausanne.
- The “Café-Théâtre Le Bourg” in Lausanne.
- “Le Reflet” theatre in Vevey.

MORE INFORMATION

- ⌚ croixrougevaudoise.ch > J'ai besoin d'aide > Baby-sitting

RELIGION

Switzerland guarantees freedom of religion. In the canton of Vaud, everyone is free to practise their faith.

L'Arzillier Maison du dialogue

The Arzillier Maison du dialogue is an interreligious structure whose aim is to allow exchange between people of different religious and spiritual traditions. On their website, the Christian, Muslim, Jewish, Hindu, Buddhist, Baha'i communities, among others, are represented.

MORE INFORMATION

- ⌚ Avenue de Rumine 62
1005 Lausanne
- ⌚ arzillier.ch

SENIORS

Various actions for seniors are implemented by associations and by the Vaud municipalities. If you are retired and want to meet people or practise a hobby, you can contact one of the associations below.

EPER – Age and migration

Information and socialisation activities for migrants aged 55 and over.

- ⌚ Chemin de Bérée 4A
Case postale 536 | 1001 Lausanne
- ⌚ 021 613 40 70
- 🌐 eper.ch/project-explorer/age-et-migration-1

Avivo

- 🌐 avivo-vaud.ch

Pro Senectute

- 🌐 vd.prosenectute.ch

Mouvement des aînés Vaud

- 🌐 mda-vaud.ch

Connaissance 3

Connaissance 3 is the university for seniors of the canton of Vaud. Its activities are aimed primarily at seniors, but it is open to everyone, without age limit or qualification.

- 🌐 wp.unil.ch/connaissance3/portrait

NOTES

DÉPÔT DES VOTES
EXCLUSIVEMENT
CONTENUS DANS
L'ENVELOPPE DE
TRANSMISSION



Correspondance pour
l'administration communale

Matériel de vote



11 POLITICAL RIGHTS AND NATURALISATION

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11.1 POLITICAL RIGHTS AT MUNICIPAL LEVEL

IN BRIEF

People of foreign nationality, fulfilling certain conditions, can participate in elections and vote in their municipality, be elected or sit on the Municipal Council or the Municipality. They can also launch a municipal initiative or referendum. They obtain these political rights, when all the following conditions are met:

- ⇒ Be 18 years old.
- ⇒ Be domiciled in a Vaud municipality, with a B or C permit.
- ⇒ Have continuously resided in the canton of Vaud for the past 3 years (holding a B, C, Ci, N or F permit).
- ⇒ Have continuously resided in Switzerland for the past 10 years (with a B, B student, C, Ci, N, F or L permit).

As soon as a foreign person is registered in a Vaud municipality and meets the conditions opposite, they automatically receive the official material in the event of a vote or municipal election.

LEXICON

Initiative

Proposal of a project emanating from citizens for the municipality and which will be submitted to the voters.

Referendum

Citizens' request that a decision taken by the Municipal Council be submitted to the voters.

Ballot

Set of operations that constitute a vote or an election.

RIGHT TO VOTE AND USEFUL RESOURCES

vd.ch > Thèmes >
État, Droit, Finances >
Votations et élections >
Voter



In Switzerland, as soon as you meet the conditions, you are automatically registered in the register of your municipality. Voting materials are sent to you. Once this is completed, you can send it back by post or drop it off in a letter box provided for this purpose in your municipality. You can also go to the polling station of the municipality on the day of the vote, with the material received. Each voter is free to vote. This choice is personal and no one can vote for you.

11.2 POLITICS IN SWITZERLAND

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THE THREE POLITICAL LEVELS IN SWITZERLAND

Switzerland is a federal state, which means that state power is divided between the Confederation, the cantons and the municipalities. There are therefore 3 political levels and each of them has decision-making powers. The competences of the Confederation and the cantons are enshrined in a formal document called the Federal Constitution. The competences of the municipalities are dictated by the Confederation and the cantons. The Swiss Government, called the Federal Council, is made up of 7 members elected by Parliament. The Swiss Parliament, known as the Federal Assembly, is made up of 246 members elected by the people and has two chambers: the National Council (200 members) and the Council of States (46 members).

AND IN THE CANTON OF VAUD?

In the canton of Vaud, the government is represented by the Council of State. This is the executive power which is responsible in particular for enforcing the laws. The Council of State is elected by the people of Vaud every 5 years. It is made up of seven State Councillors, each of whom also heads a department. The president is appointed by his or her peers for the duration of the legislature (5 years).

The legislative power of the canton of Vaud is represented by the Grand Council. It is responsible in particular for the adoption of laws and has 150 members. The deputies of the Grand Council are, like the Council of State, elected by the people every 5 years.

HOW DOES YOUR MUNICIPALITY WORK?

The Municipal Council is responsible for overseeing the management of the municipality. It adopts the municipal budget and regulations as well as local taxes. This is the municipal parliament. It is made up of 25 to 100 people. Every 5 years, you can elect the candidates of your choice, or run for office. In municipalities with less than 1,000 inhabitants, the Municipal Council is called the General Council and you can join it, on simple request. The Municipality's mission is to implement the decisions of the Municipal Council, to manage day-to-day business and to direct the administration. It is the municipal government. It is made up of three, five, seven or nine people and is chaired by the syndic. Every 5 years, you can elect the candidates of your choice, or run for office.

MORE INFORMATION
 vd.ch/vote-etrangers

11.3 BECOMING SWISS: NATURALISATION

WHY UNDERTAKE NATURALISATION?

After several years of living in the canton of Vaud, some inhabitants of foreign nationality wish to show their attachment to Switzerland by obtaining the nationality of the country where they are building their life. For this, they begin a so-called naturalisation procedure.

Obtaining Swiss nationality after the naturalisation procedure gives you full political rights. You can now vote, elect or be elected at cantonal and federal level. Likewise, you can now sign initiatives and referendums concerning the canton or the Confederation.

CONDITIONS FOR SWISS NATURALISATION IN THE CANTON OF VAUD

Various conditions must be met to apply for Swiss naturalisation in the canton of Vaud:

- Hold a settlement C permit.
- Have lived in Switzerland for 10 years.
- Have lived 2 years in the canton of Vaud, including the year preceding the application.

- Have not received any social assistance in the 3 years preceding the application.
- Pay your taxes.
- No recent lawsuits or acts of default of property.
- Respect security and public order.
- Have basic knowledge of geography, history, social and political Switzerland, the Canton, as well as at the local level.
- Attest to your language level in French (A2 written and B1 oral certificates).

MORE INFORMATION



2.1 Learning French

☒ **Facilitated naturalisation application**

Some foreigners can apply for facilitated naturalisation. Their condition of access to naturalisation is less demanding than those presented above:

- ☒ Spouse of a Swiss citizen.
- ☒ Spouse of a Swiss citizen residing abroad.
- ☒ Third generation young foreigner.
- ☒ Stateless child.
- ☒ Child of a naturalised person.
- ☒ Child of a Swiss mother or father.

**LEARN ABOUT
NATURALISATION
PROCEDURES**

🌐 vd.ch > Thèmes >
Population >
Population étrangère > Naturalisation



→ **Naturalisation procedure**

If you meet all the required conditions, you are then able to start a naturalisation procedure.

**START A
NATURALISATION
PROCEDURE**

🌐 vd.ch > Population >
Population étrangère >
Naturalisation >
Demande de naturalisation ordinaire



EXEMPTION PROCEDURE

The cantonal authorities will consider the individual circumstances of each applicant as appropriate. People who suffer from a physical, mental or psychological disability, a serious or long-term illness, or severe learning, reading and writing difficulties that make it difficult to meet certain conditions, may point out these personal circumstances to the cantonal authority when submitting their naturalisation application. For people with serious learning, reading and writing difficulties, a certificate to obtain an exemption can be obtained after 3 months of language courses from providers subsidised by the BCI.

MORE INFORMATION

📖 2.3 French language courses

In order to be able to validate your application, the competent authority of the canton will have to examine your level of integration and familiarisation with the living conditions in Switzerland.

You will also have to certify an oral level A2 and a written level A1 in French, by passing the FIDE test (Français, Italiano, Deutsch in Switzerland). This test must be carried out before starting your naturalisation application.

Support for naturalisation

In order to prepare you for the FIDE French exam, associations offer language courses for small budgets.

MORE INFORMATION

 2.1 Learning French

You will also have to pass a knowledge test, particularly in geography, history, politics and social life, before you can apply for naturalisation. You can prepare for the knowledge test with the help of sample cantonal and federal test questions available on the website as well as an online training tool for the knowledge test.

OFFICIAL LIST OF QUESTIONS ON FEDERAL AND CANTONAL THEMES

 vd.ch > Thèmes >
Population >
Population étrangère > Naturalisation >
Demande de naturalisation ordinaire > Test de connaissances



For more precise information on naturalisation and its conditions, contact your municipality of residence or the Service de la Population

SERVICE DE LA POPULATION

Secteur naturalisations

Ⓐ Avenue de Beaulieu 19
1014 Lausanne

⌚ 021 316 45 91
✉ info.naturalisation@vd.ch

🌐 vd.ch > Thèmes > Population >
Population étrangère > Naturalisation



For municipal questions, contact your municipality.



12 INTERPRETING AND TRANSLATIONS

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| 12.2 WRITTEN TRANSLATIONS | 113 |

12.1 COMMUNITY INTERPRETING

INTERCULTURAL INTERPRETERS

If you have a medical, welfare or school-related appointment, the professionals you meet can ask for a trained interpreter to be present. These meetings can take place face-to-face, by telephone or by video. In general, it is the professionals (doctors, social workers, teachers, etc.) who request the interpreter and, in this case, the costs are covered by the relevant organisation. There are several interpreting and translation services available in the canton of Vaud, including the interpreting department of Appartenances, which has been partnering with the canton of Vaud for over 25 years. Translation is available in approximately 80 languages.

Appartenances

Community Interpreting and Intercultural Mediation Sector

✉ 021 353 53 53

✉ interpretariat@appartenances.ch

🌐 [appartenances.ch/activites/
interpretariat-communautaire](http://appartenances.ch/activites/interpretariat-communautaire)

Interpret

Swiss Association for Community Interpreting and Intercultural Mediation. It lists other regional offers available in the canton of Vaud.

Office de qualification

✉ Monbijoustrasse 61
3007 Berne

📞 031 351 38 29

✉ qualification@inter-pret.ch
🌐 inter-pret.ch > Les services d'interprétariat régionaux

12.2 WRITTEN TRANSLATIONS

WRITTEN TRANSLATIONS

If you need to have official documents translated (diplomas, birth/marriage certificates, work certificates, etc.) and obtain “certified true” translations, you can have the text translated by a translator. Please note that the procedures may vary depending on the type of translation desired.

LEGALISATION (TRANSLATION FOR SWITZERLAND)

- ➡ Have the text translated by a translator, asking them to confirm that they have indeed authenticated their signature with a Vaud notary. Only notaries are authorised to legalise the signatures of individuals. The website of the Association des Notaires Vaudois offers a list of notaries.

MORE INFORMATION

 notaires.ch/associations/vaud

APOSTILLE (TRANSLATION FOR STATES SIGNATORIES OF THE HAGUE CONVENTION)

- ➡ Have the text translated by a translator, asking them to confirm that they have indeed authenticated their signature with a Vaud notary. Only notaries are authorised to legalise the signatures of individuals.

- ➡ Have the notary's authentication apostilled by the Bureau des Légalisations of the Prefecture of Lausanne.

SIMPLE LEGISLATION (TRANSLATION FOR STATES NON-SIGNATORY OF THE HAGUE CONVENTION)

- ➡ Have the text translated by a translator, asking them to confirm that they have indeed authenticated their signature with a Vaud notary. Only notaries are authorised to legalise the signatures of individuals.
- ➡ Contact the embassy or consulate of the State concerned to obtain a visa.
- ➡ Submit everything to the Bureau des Légalisations of the Prefecture of Lausanne for simple legalisation.

LEGALISE A DOCUMENT

Prefecture de Lausanne,

Bureau des légalisations

⌚ Place du Château 1

1014 Lausanne

🌐 vd.ch > Thèmes > État, Droit, Finances >
Districts / préfectures > Légalisations
pour l'étranger



You can also contact the Swiss Association of Translators, Terminologists and Interpreters ASTTI to find a translator or interpreter in your region.

MORE INFORMATION

ASTTI

- ⌚ Zeughausgasse 18 | 3001 Berne
- 📞 056 664 88 10
- ✉️ astti@astti.ch
- 🌐 astti.ch

Using a translation service or agency guarantees that you will obtain results that meet the standards for the translation of these types of documents.

Appartenances

Community Interpreting and Intercultural Mediation Sector
 ☎ 021 353 53 53
 ✉️ interpretariat@appartenances.ch
 🌐 appartenances.ch/activites/interpretariat-communautaire

Apostroph Lausanne SA

⌚ Rue Mercerie 12
 1003 Lausanne
 ☎ 021 643 77 99
 ✉️ lausanne@apostrophgroup.ch
 🌐 apostrophgroup.ch

ABC Translation

Also offers an interpreting service
 ☎ Chemin de Praz 6
 1023 Crissier
 ☎ 079 603 93 80
 ✉️ info@abc-office.ch

Arrow Traduction

Also offers an interpreting service
 ☎ Voie du Chariot 3
 1003 Lausanne
 ☎ 024 494 11 89
 ✉️ arrowtrad@bluewin.ch

ADR Traductions

- ⌚ Avenue du Théâtre 7
 1005 Lausanne
- 📞 021 312 76 84
- ✉️ adr.traductions@bluewin.ch

Bhaasha

- ⌚ Y-Parc, rue Galilée 7
 1400 Yverdon-les-Bains
- 📞 021 588 1070
- ✉️ info@bhaasha.com

Inlingua Léman

- ⌚ Rue des Terreaux 17
 1003 Lausanne
- 📞 021 323 94 15
- ✉️ info@inlingua-leman.ch

Interserv SA Lausanne

- ⌚ Avenue de l'Avant-Poste 4
 1005 Lausanne
- 📞 021 313 44 44
- ✉️ lausanne@interserv-sa.ch
- 🌐 interserv.ch

lestraducteurs.ch

- ⌚ Rue des Communaux 35
 1800 Vevey
- 📞 021 923 61 50
- ✉️ traduction@lestraducteurs.ch
- 🌐 lestraducteurs.ch/en/translation-quote/

OffiTrad Lausanne

- ⌚ Avenue de la Gare
 1003 Lausanne
- 📞 021 588 01 18

Traductions Tradeuras

- ⌚ Chemin de Chandieu 20
 1006 Lausanne
- 📞 078 623 60 15
- ✉️ info@tradeuras.ch

Traducta Switzerland

- ⌚ Avenue Charles-Ferdinand-Ramuz 99
 1009 Pully
- 📞 0800 888 440
- ✉️ info@traducta.ch



13.1 GEOGRAPHY

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13.2 HISTORY

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13 CANTON OF VAUD

13.1 GEOGRAPHY

SWITZERLAND

Switzerland is a federal state of 26 cantons and its capital is Bern.

It is geographically located in the centre of Europe and shares its borders with several countries: France, Italy, Austria, Liechtenstein and Germany.

The country has more than 8 million inhabitants, 25% of whom are foreigners.

There are four national languages: French, German, Italian and Romansh. French is spoken in French-speaking Switzerland, Italian in Ticino, Romansh in Grisons. In German-speaking Switzerland, various Swiss-German dialects are spoken.

About a third of the population declares that they do not belong to a religion. People belonging to a religion are mostly part of Christian communities (62.6%), there is a small part of the inhabitants who belong to Muslim communities (5.5%) and Jewish communities (0.2%).

CANTON OF VAUD

The canton of Vaud is located in the western region of Switzerland (in the French-speaking part of the territory), and has cantonal borders

with the cantons of Geneva, Valais, Bern, Fribourg and Neuchâtel. It also has national borders with different French departments.

The canton of Vaud, with its 3,212 km², is the fourth canton of Switzerland in terms of area. It is divided into more than 300 municipalities and its capital is Lausanne.

It is the third most populous canton in Switzerland with a population of around 810,000 inhabitants, of which around 30% are foreigners, the majority of whom hold a long-term settlement permit.

SOME FACTS

The Vaudois flag is green and white. The words on it (its motto) are "Freedom and Homeland" (Liberté et Patrie).

The canton of Vaud is known for its Lavaux vineyard, listed as a UNESCO World Heritage Site in June 2007.

It is also one of the main places of training in the country, with a renowned university, the creation of which dates back to 1537, and the second polytechnic school in the country, the EPFL (Ecole polytechnique fédérale de Lausanne).

13.2 HISTORY

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Between the end of the 13th century and the end of the 15th century, the canton of Vaud was part of the Kingdom of Savoy, a kingdom which regularly went to war with the regions of central Switzerland.

In 1536, the canton of Bern conquered the canton of Vaud with the help of the canton of Fribourg and Valais.

Influenced by the French Revolution, the Vaudois declared their independence in 1798.

Finally, they fully integrated into the Confederation in 1803 and adopted a Constitution in 1814.

After the Second World War, Switzerland experienced 30 years of economic prosperity; the canton of Vaud developed. The Lausanne-Geneva motorway, the University of Lausanne and the Vaud University Hospital Centre (CHUV) were built.

In 1959, the canton of Vaud was the first to grant women the right to vote, whereas they did not obtain it until 1971 at the federal level.

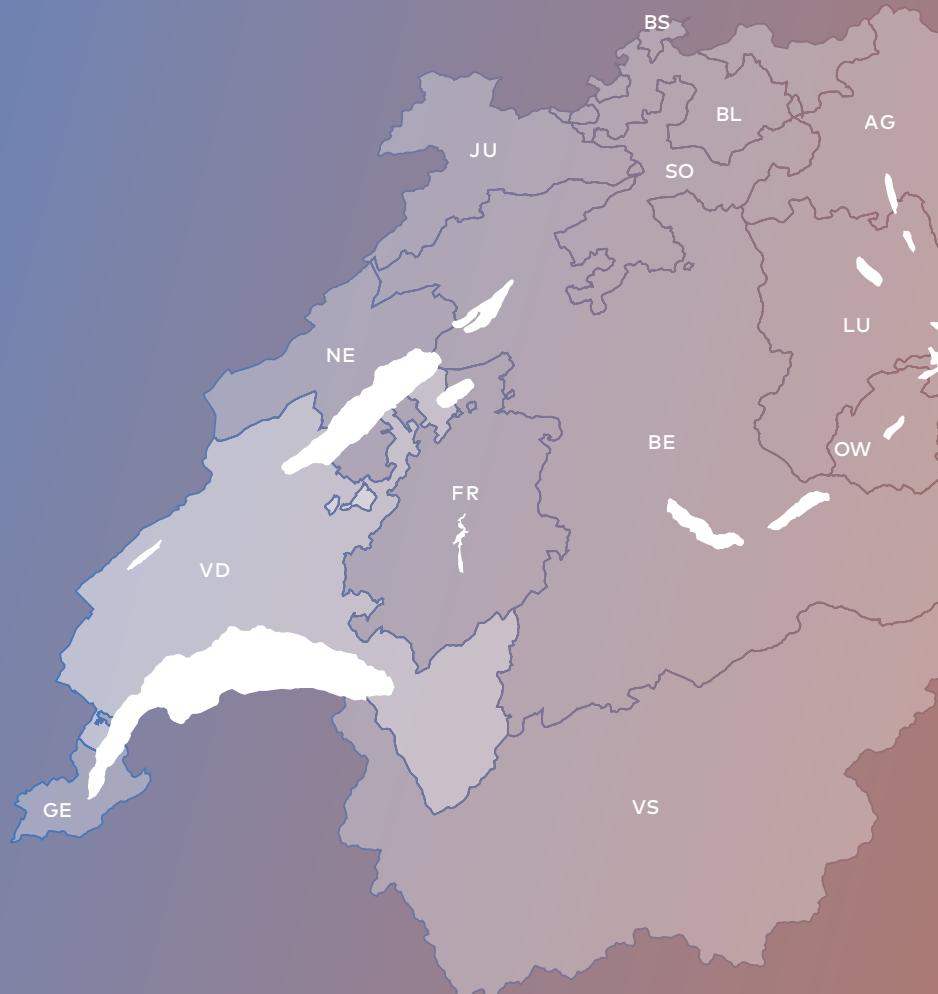
TO FIND OUT
MORE ABOUT THE
CANTON OF VAUD

🌐 vd.ch > Autorités >
Chancellerie >
Bureau d'information et de
communication > Publications papier >
Quelques publications du canton
🌐 View the tutorial:
vd.ch/test-naturalisation



SWITZERLAND AND THE CANTON OF VAUD IN BRIEF

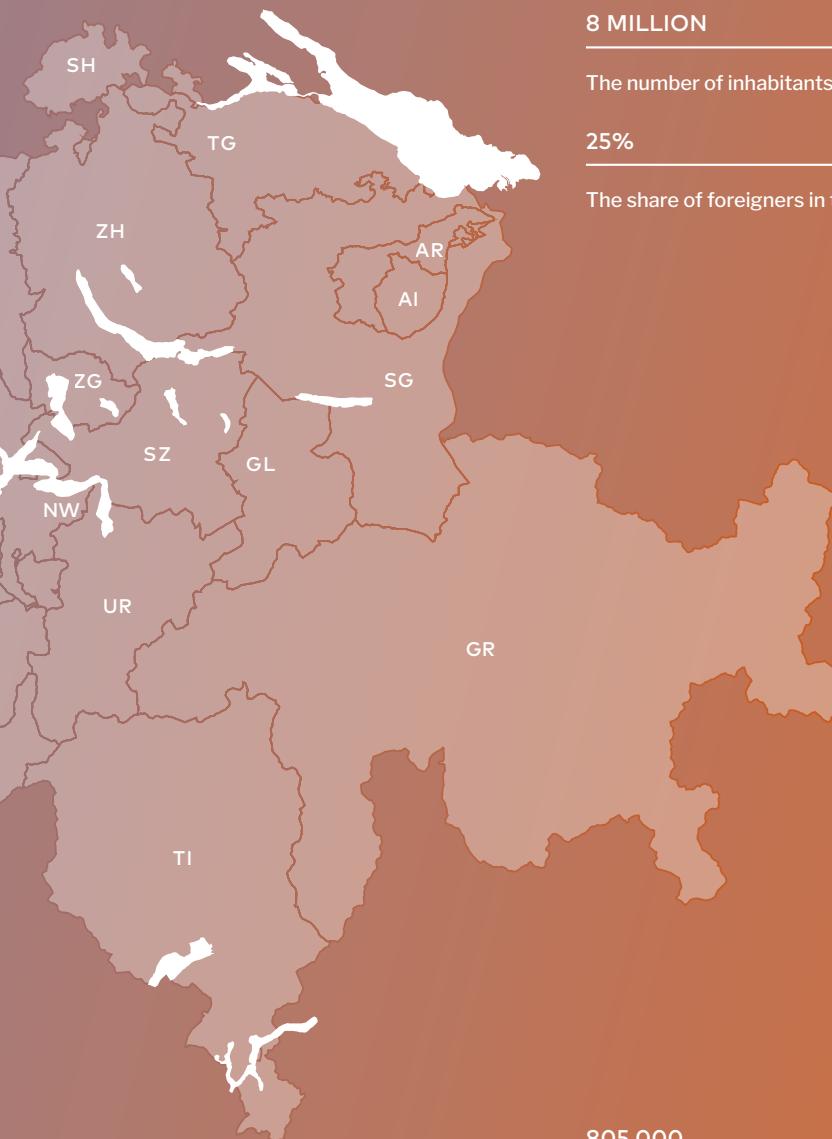
CANTON OF VAUD



AR Appenzell
Outer-Rhodes
AI Appenzell
Inner-Rhodes
AG Aargau
BL Bâle-Campagne
BS Bâle-Ville

BE Bern
FR Fribourg
GE Geneva
GL Glaris
GR Graubünden
JU Jura
LU Lucerne

NE Neuchâtel
NW Nidwalden
OW Obwald
SG Saint-Gall
SH Schaffhouse
SZ Schwytz
SO Solothurn



8 MILLION

The number of inhabitants in Switzerland

25%

The share of foreigners in the country

CANTON OF VAUD

805,000

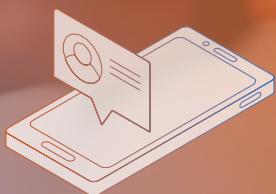
About a tenth of the Swiss population
lives in the canton of Vaud

30%

The proportion of foreigners in the canton,
most of whom have a long-term permit

- | | |
|----|---------|
| TI | Ticino |
| TG | Thurgau |
| UR | Uri |
| VS | Valais |
| VD | Vaud |
| ZG | Zug |
| ZH | Zurich |

NOTES



14 USEFUL CONTACTS

AUTHORITIES & INTEGRATION DELEGATES

Confederation

Secrétariat d'État aux migrations (SEM)

✉ Quellenweg 9
3003 Berne-Wabern
☎ 058 325 11 11

Canton

Bureau cantonal pour l'intégration des étrangers et la prévention du racisme (BCI)
✉ Avenue de Sévelin 46
1014 Lausanne.
☎ 021 316 49 59
✉ info.integration@vd.ch

Chavannes-près-Renens

Service de la Cohésion sociale,
Enfance et Jeunesse (SCS)
✉ Route de la Maladière 38
1022 Chavannes-près-Renens
☎ 021 633 33 44 ou 021 633 33 40
✉ social@chavannes.ch

Ecublens

Service de la culture, de la jeunesse, des sports, de l'intégration et des églises
✉ Chemin de la Colline 5
1024 Ecublens
☎ 021 695 33 52
✉ affaires.culturelles@ecublens.ch

Epalinges

Secrétariat municipal
✉ Route de la Croix-Blanche 25
1066 Epalinges
☎ 021 785 61 08
✉ integration@epalinges.ch

Lausanne

Bureau lausannois pour les immigrés (BLI)
✉ Place de la Riponne 10
Case postale 5032
1002 Lausanne
☎ 021 315 72 45
✉ bli@lausanne.ch

Morges

Office de la cohésion sociale
✉ Pl. St-Louis 2
1110 Morges 1
☎ 021 804 15 14
✉ travail.social@morges.ch

Nyon

Service de la cohésion sociale
✉ Rue des Marchandises 17
1260 Nyon
☎ 079 211 02 74
✉ integration@nyon.ch

Orbe

Service de la Cohésion sociale
✉ Hôtel de Ville , Case postale 32
1350 Orbe
☎ 076 376 51 46 ou 024 442 92 59
✉ cohesionsociale@orbe.ch

Payerne

Service Population
Animation socioculturelle et intégration
✉ Rue de Savoie 1
1530 Payerne
☎ 026 662 65 07
✉ socioculturel@payerne.ch

Prilly

Service intégration et culture
✉ Route de Cossonay 40
1008 Prilly
☎ 021 622 74 40
✉ sci@prilly.ch

Renens

Ville de Renens, Secteur intégration
✉ Rue de Lausanne 25
1020 Renens
☎ 021 632 77 95 | 021 632 77 88
✉ delegue.integration@renens.ch

Rolle

Commission consultative suisses-étrangers (COSISE)

- ⌚ Grand-Rue 44
- 1180 Rolle
- ⌚ 021 825.29.38
- @ delegue.integration@rolle.ch

Yverdon-les-Bains

Service jeunesse et cohésion sociale

- ⌚ Rue de Neuchâtel 2
- 1400 Yverdon-les-Bains
- ⌚ 024 423 69 44
- @ integration@yverdon-les-bains.ch

INTEGRATION COMMISSIONS

Swiss-Foreign Municipal Commissions (CCSI) have been set up in many municipalities. They develop integration projects and constitute a place of exchange and dialogue between foreign and Swiss people, as well as the authorities. They are also a relay for integration offers.

NORTH ZONE

Avenches

Commission consultative suisses-immigrés

- ⌚ Rue Centrale 33
- 1580 Avenches
- ⌚ 026 675 51 21 | 026 676 72 19
- @ integration@commune-avenches.ch

Moudon

Groupe suisses-étrangers de Moudon et région (SUETMO)

- ⌚ Case postale 8
- 1510 Moudon
- ⌚ 079 747 92 50
- @ suetmo@hotmail.com

Orbe-Chavornay

Commission d'intégration suisses-étrangers et de prévention du racisme Orbe-Chavornay (CISEROC)

- ⌚ Commune d'Orbe
- CISEROC – Cohésion sociale
- Hôtel de Ville
- Case postale 32 | 1350 Orbe
- ⌚ 079 942 74 06
- @ ciseroc@orbe.ch

Payerne

Commission communale suisses-immigrés Payerne (CCSI)
 ☎ Commune de Payerne
 1530 Payerne
 ☎ 026 662 65 57
 @ spop@payerne.ch

Yverdon-les-Bains

Commission consultative suisses-immigrés (CCSI)
 ☎ Rue de Neuchâtel 2
 1400 Yverdon-les-Bains
 ☎ 024 426 06 71
 @ ccsi.yverdon@gmail.com

WEST ZONE

Aubonne

Commission suisses-étrangers Aubonne (COCHE)
 ☎ Place du Marché 12
 Case postale 133 | 1170 Aubonne
 ☎ 021 821 51 08
 @ municipalite@aubonne.ch

Bussigny

Commission intégration (CI)
 ☎ Place de l'Hôtel-de-Ville 1
 Case postale 96 | 1030 Bussigny
 ☎ 021 706 11 20
 @ greffe@bussigny.ch

Écublens

Commission d'intégration et d'échange "suisses-étrangers" (CIESEE)
 ☎ p.a. Service de la culture, de la jeunesse, des sports, de l'intégration et des églises
 Chemin de la Colline 5
 Case postale 133 | 1024 Écublens
 ☎ 021 695 33 10
 @ commission.suisses_etrangers@ecublens.ch

Gland

Commission intégration (CCSI)
 ☎ Service de la population (SPOP)
 Grand-Rue 38
 Case postale 320 | 1196 Gland
 ☎ 022 354 04 44
 @ spop@gland.ch

Morges

Commission consultative suisses-étrangers (CCSE)
 ☎ Cohésion sociale et logement
 Chemin de la Grosse-Pierre 1
 1110 Morges
 ☎ 021 804 15 10
 @ cohesion_sociale@morges.ch

Nyon

Commission d'intégration suisses-étrangers (CISEN)
 ☎ Déléguée à l'intégration
 Rue des Marchandises 17
 Case postale 1395 | 1260 Nyon
 ☎ 079 211 02 74
 @ integration@nyon.ch

Prilly

Commission d'intégration suisses-immigrés (CISIP)
 ☎ Avenue de la Rapille 10
 1008 Prilly
 ☎ 078 725 60 30
 @ zodogome@yahoo.fr

Renens

Commission intégration suisses-étrangers (CISE)
 ☎ Ville de Renens – Secteur intégration
 Déléguée à l'intégration
 Rue de Lausanne 25
 1020 Renens
 ☎ 021 632 77 95 | 021 632 77 88
 @ delegue.integration@renens.ch

Rolle

Commission consultative suisses-étrangers (COCISE)
 ☎ Grand-Rue 44
 Case postale 1224 | 1180 Rolle
 ⚡ 021 822 44 23
 @ lakhdar.amamra@centre-sesame.ch

EAST ZONE**Aigle**

Commission d'accueil et d'intégration de la ville d'Aigle (CAIA)
 ☎ Hôtel de Ville
 Place du Marché 1
 1860 Aigle
 ⚡ 024 468 41 11
 @ administration@aigle.ch

Bex

Commission consultative multiculturelle de Bex (CCMB)
 ☎ Rue Centrale 1
 Case postale 64 | 1880 Bex
 ⚡ 024 463 02 67
 @ alain.michel@bex.ch

Blonay

Commission d'intégration Blonay: ensemble! (CCSI)
 ☎ p.a. Maison de Commune
 Route du Village 45
 Case postale 12 | 1807 Blonay
 ⚡ 021 926 82 50
 @ integration@blonay.ch

Montreux

Commission consultative pour la cohésion sociale et l'intégration (CoCoSI)
 ☎ c/o Direction des affaires sociales, familles et jeunesse
 Avenue des Alpes 22
 Case postale 2000 | 1820 Montreux 1
 ⚡ 021 962 78 30
 @ sfj@montreux.ch

Vevey

Commission des activités interculturelles (CAIV)
 ☎ p.a Service de la cohésion sociale
 Rue du Simplon 14
 1800 Vevey
 ⚡ 021 925 53 18
 @ cohesion.sociale@vevey.ch

Villeneuve

Commission d'intégration (CIV)
 ☎ Grand-Rue 1
 1844 Villeneuve
 ⚡ 077 407 58 75
 @ integration@villeneuve.ch

SOUTH ZONE**Lausanne**

Commission lausannoise pour l'intégration des immigrés (CLI)
 ☎ c/o Bureau lausannois pour les immigrés (BLI)
 Place de la Riponne 10
 Case postale 5032 | 1002 Lausanne
 ⚡ 021 315 72 45
 @ bli@lausanne.ch

International Link

✉ c/o Chambre vaudoise du commerce et de l'industrie
 Avenue d'Ouchy 47
 1001 Lausanne
 ⚡ 021 613 36 63
 @ laurine.chiarini@cvci.ch

LEGAL CONSULTATIONS**Centre social protestant (CSP)**

✉ Rue Beau-Séjour 28
 1003 Lausanne
 ⚡ 021 560 60 60
 @ info@csp-vd.ch

ATTORNEY CONTACTS

Ordre des avocats vaudois (OAV)

⌚ Rue du Grand-Chêne 8
Case postale 7056 | 1002 Lausanne
☛ 021 311 77 39
✉ info@oav.ch

WOMEN

Bureau cantonal de l'égalité entre les femmes et les hommes (BEFH)

⌚ Rue Caroline 11
1014 Lausanne
☛ 021 316 61 24
✉ info.befh@vd.ch

Bureau information femmes (BIF)

⌚ Avenue Églantine 6
1006 Lausanne
☛ 021 320 04 04
✉ info@bif-vd.ch

LGBTIQ+

Rainbow Spot

⌚ c/o SUD
Place Chauderon 5
1003 Lausanne
☛ 076 549 80 91
✉ info@rainbowspot.ch

VG – VOGAY

⌚ Rue Pépinet 1
1003 Lausanne
☛ 021 555 20 10
✉ info@vogay.ch

INTERCULTURAL MEDIA

A la vista! Communication sociale – Carrefours TV

⌚ Place Neuve 1
1009 Pully
☛ 078 685 40 79
✉ info@carrefourstv.ch

RACISM

If you are faced with a situation of discrimination in the canton of Vaud, you can contact the Bureau cantonal pour l'intégration des étrangers et la prévention du racisme (BCI) to receive support. People facing a situation of discrimination in Lausanne can contact the Info-racisme hotline of the Bureau Lausannois pour les immigrés (BLI).

Bureau cantonal pour l'intégration des étrangers et la prévention du racisme (BCI)

⌚ Avenue de Sévelin 46
1014 Lausanne.
☛ 021 316 49 59
✉ info.integration@vd.ch

Bureau lausannois pour les immigrés (BLI) – Permanence Info-racisme

⌚ Place de la Riponne 10
1002 Lausanne
☛ 021 315 20 21
✉ inforacisme@lausanne.ch

INFO-CONSEIL OFFICES

Permanence intégration de la Ville de Vevey

⌚ Rue du Simplon 14
1800 Vevey
📞 021 925 51 85
✉️ amaranta.fernandez@vevey.ch

Permanence Migr'info

⌚ Rue de Neuchâtel 2
1400 Yverdon-les-Bains
📞 024 426 06 71
✉️ ccsi.yverdon@gmail.com

PERMANENCES INFO-CONSEIL MIGRATION DU CENTRE SOCIAL PROTESTANT (CSP)

Permanences Info-Conseil Migration d'Aigle

⌚ Chemin de la Planchette 1
1860 Aigle
📞 021 213 03 53
✉️ frat@csp-vd.ch

Permanences Info-Conseil Migration de Nyon

⌚ Chemin de la Redoute 12
1260 Nyon
📞 021 213 03 53
✉️ frat@csp-vd.ch

Permanences Info-Conseil Migration de Lausanne

⌚ Place Marc-Louis-Arlaud 2
1003 Lausanne
📞 021 213 03 53
✉️ frat@csp-vd.ch

Permanences Info-Conseil Migration de Payerne

⌚ Rue des Terreaux 10
1530 Payerne
📞 021 213 03 53
✉️ frat@csp-vd.ch

Permanences Info-Conseil Migration de Renens

⌚ Rue de l'Industrie 1
1020 Renens
📞 021 213 03 53
✉️ frat@csp-vd.ch

Permanences Info-Conseil Migration d'Orbe

⌚ Rue de la Tournelle 7-9
1350 Orbe
📞 021 213 03 53
✉️ frat@csp-vd.ch

Permanences Info-Conseil Migration de Clarens

⌚ Rue de Jaman 8
1815 Clarens
📞 021 213 03 53
✉️ frat@csp-vd.ch

It is planned that Info-Council Migration hotlines will be offered on a monthly basis and in more decentralised regions.

MORE INFORMATION

🌐 [csp.ch/vaud/services/
questions-de-migration](http://csp.ch/vaud/services/questions-de-migration)

**WELCOME TO THE
CANTON OF VAUD**

Editor

Bureau cantonal pour
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EMERGENCY NUMBER

Police

⌚ 117

Fire brigade

⌚ 118

Ambulance

⌚ 144

Intoxications

Tox Info Suisse – Swiss Center
for Poisoning Information

⌚ 145 ou 044 251 51 51

Youth

Pro Juventute – Telephone line
helping children and young people
⌚ 147

On-call doctors

⌚ 0848 133 133 (local rate)

Listening

La Main Tendue – 24/7 telephone line
for people who need help and support
⌚ 143 (CHF 0.20 per call)

Violence

Centre d'accueil MalleyPrairie –
24/7 specialist advice on
domestic violence
⌚ 021 620 76 76

Air rescue

Rega
⌚ 1414



This brochure is translated into
15 languages. The digital format can
be found on the Welcome Portal.



BUREAU CANTONAL POUR L'INTÉGRATION DES
ÉTRANGERS ET LA PRÉVENTION DU RACISME (BCI)

Avenue de Sévelin 46, 1014 Lausanne
T 021 316 49 59 | info.integration@vd.ch | vd.ch/integration