WELCOME

BIENVINI, WELCOME, MIRË SE VINI, MARHABA, KARIBU, WELKOM,
DOBRODOŠLI, BIENVENIDO, UDVOZLOM, VELKOMMIN, BENVENUTO,
TONGA SOA, BEM-VINDO, SWAGATA, WILLKOMMEN, NAL-VARRAVU,
BOYEI BOLAMU, VITAJTE, YÔKOSO, Добро пожаловать, أهلاً وسهلاً....

TO THE CANTON OF VAUD
The canton of Vaud is one of the cantons in Switzerland where the percentage of foreigners is the highest (30.5% of the resident population). **Over 175 different nationalities are present here, and nearly 20,000 new foreign residents are welcomed each year.** If this cultural diversity constitutes an undeniable wealth, it is also a political and social challenge in terms of social cohesion and integration.

Yet, integration is not the business of just some people. It is a daily task common to everyone, Swiss and foreigners, gathered under the aegis of two fundamental principles inscribed in the Constitution: mutual respect for identities and the values of the rule of law.

In this publication: everyone has done his best to continue the tradition of Vaud hospitality and to communicate information as clearly as possible on your new place of residence. State services, communal services, associations and individuals have united their skills to welcome you.

This booklet is more than just a piece of paper: it is a link.
DEAR NEWCOMERS

You have just arrived in the canton of Vaud and we are happy to wish you a warm WELCOME.

Relocating to an unknown place and setting up your new home is an important moment that comes with joys and hopes but also brings challenges and difficulties with it. To help you feel at home as quickly as possible, this leaflet and its symbolic compass will stand by you while you settle in.

You will find in these pages information that will help you understand the institutional system (e.g. residence permits, schooling, insurance, employment, etc.), the administrative steps to take as well as the contact info of the people who can assist you.

It is now up to you to make good use of it and look for the information you need either in this booklet or elsewhere!

This is above all your booklet, but it is also the work of all the men and women who have contributed to it with devotion and professionalism, making it a reality.

Our sincere thanks to them and to you; all our best wishes for settling in and integrating with ease in the land of Vaud.

Mrs. Amina Benkais
Cantonal Representative for Integration of the Canton of Vaud and Head of the Cantonal Office for the Integration of Foreigners and the Prevention of Racism (BCI)
There are a total of 316 communes in the canton of Vaud, forming 10 districts.

In order to facilitate the organisation of information for each region, we have divided the canton into 4 Zones.

**NORTH Zone**
- Jura – Nord vaudois
- Gros-de-Vaud, Broye – Vully, Est lausannois, Lavaux - Oron

**WEST Zone**
- Nyon, Morges
- Ouest lausannois

**SOUTH Zone**
- Lausanne

**EAST Zone**
- Riviera, Pays-d’Enhaut, Aigle

FOR GENERAL INFORMATION
The Cantonal Office for Integration of Foreigners (BCI), the Social Service of the CSP Fraternity and communal representatives for integration are at your service.

FOR SPECIFIC INFORMATION
You will find in this booklet the contacts for the offices to assist you.

Don’t hesitate to contact them; they will be happy to help you!

CANTONAL OFFICE FOR THE INTEGRATION OF FOREIGNERS AND THE PREVENTION OF RACISM
Department of Economy and Sports Service of the Population
Rue du Valentin 10 | 1014 Lausanne

YVERDON-LES-BAINS, NYON, RENENS, BEX
021 316 49 59
info.integration@vd.ch
www.vd.ch/integration

LAUSANNE
Mme Gabriela AMARELLE
BUREAU LAUSANNOIS POUR LES IMMIGRÉS (BLI)
Place de la Riponne 10 | CP 5354 1002 Lausanne
021 315 72 45
bl@lausanne.ch | www.lausanne.ch/bli

VEVEY
Mme Stéphanie ZUFFEREY
SERVICE D’INTÉGRATION
Rue du Simplon 14 | CP 320 1800 Vevey
021 925 51 85
dasf@vevey.ch
www.vevey.ch

NYON
Mme Christiane PIAZZINI
SERVICE DES AFFAIRES SOCIALES, ÉDUCATION ET JEUNESSE
Rue des Marchandises 17 | CP 1395 1260 Nyon
079 211 02 74
christiane.piazzini@nyon.ch
www.nyon.ch

RENNENS
Mme Joëlle THARIN
SERVICE DE LA SÉCURITÉ SOCIALE, SECTEUR INTÉGRATION
Rue de Lausanne 25 | CP 141 | 1020 Renens
021 632 77 95
delegue.integration@renens.ch
www.renens.ch

Le Centre Social Protestant (CSP)
MIGRATION INFO-ADVICE HELP LINE | LA FRATERNITÉ DU CSP
Place M.-L. Arlaud 2 | 1003 Lausanne
PAYERNE, LAUSANNE, RENENS, ORBE
021 213 03 53
frat@csp-vd.ch
www.csp.ch/fraternite

INFORMATION AND CONTACTS

PROJECTS AVAILABLE IN SEVERAL LANGUAGES
- www.ch.ch
- www.swissinfo.ch
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Register in person at the Habitant Registration office of the commune where you now live (see p. 31) within 8 days after your arrival, and take the following documents with you:

a. **Valid identity papers** with entrance visa if applicable
b. **Civil status document translated** into one of the national languages (French, German, Italian and option of English)

1. **IF UNMARRIED** birth certificate
2. **IF MARRIED** marriage certificate
3. **IF MARRIED BUT SEPERATED** separation agreement with the exact date of separation of the couple and family registry book.
4. **IF DIVORCED** final and enforceable judgment of divorce and marriage certificate

c. **Your rental lease** or purchase/sale agreement. If your name is not mentioned on the lease or purchase/sale agreement, then bring the following:
   - a certificate signed and dated by the landlord
   - the lease or purchase/sale agreement from your landlord
d. If you have already received it, bring your AVS-AI insurance certificate (pension and/or disability insurance) or health insurance card
e. **Two passport pictures**
f. You will need to pay for the registration fees in cash (between CHF 15 and 30).

**Health insurance is obligatory.** Make sure to apply within 3 months after arrival (see p. 27).

www.vd.ch > Social > Informations sociales > Agences
www.priminfo.ch

If you have children of school age (4 years old or more), you have to enrol them as quickly as possible in the nearest school (see p. 35).

www.web-VD.ch/vd_dgeo/etablissements
**RESIDENCE PERMITS**

**OBTAINING A RESIDENCE PERMIT**
In Switzerland, the immigration policy is based on a dual admission system: a difference is made between people originating from European countries (EU/ EFTA) and people from non-member countries.

- People originating from EU/EFTA can stay 3 months in Switzerland as a tourist before they would need a residence permit to settle.
- They benefit from easier access to employment and family reunification.
- Non-member nationals need a VISA to come to Switzerland, delivered by the Swiss Embassy or consulate in their country of origin. Only a very limited number of people are admitted for a longer stay.

In the canton of Vaud, immigrants make up 32% of the population and have an authorisation to stay, also called a residence permit that allows them to legally live in a Vaud commune. There are several types of permits:

- **L** short term residence permit (less than a year, renewable)
- **B** long term residence permit (1 year or 5 years, renewable)
- **C** settlement permit (5 years, renewable)
- **N** temporary permit during a procedure for asylum seekers (3 to 6 months, renewable)
- **F** temporary permit (1 year, renewable)
- **G** cross-border commuter permit (for the duration of the work contract or 5 years if the contract is indefinite).

These residence permits are delivered for various reasons:
- **work**
- **family reunification**
- **education**
- **asylum**

The type of residence permit you will receive depends most notably on your country of origin (EU/EFTA or non-member country), the reason of your entry and its consequent conditions (e.g. the duration of your work contract, the permit and nationality of your partner if married or in case of family reunification).

**RESIDENCE PERMITS L – B – C**
(work, family reunification, education)

If the reason of your transfer to a commune in Vaud is work, family reunification or studies, you can apply for an L or B permit with the Habitate Registration office in the commune where you are residing.

For more details, please contact:

- **www.ucv.ch > annuaire > nom de votre commune > controle des habitants**

Similar to the application upon your arrival, any steps to renew or change a residence permit (e.g. change a B permit into a C permit after several years) are also to be taken with the local administration in your commune of residence.

**WARNING**! You have between 1 and 5 years to make a demand for family reunification, depending on the case. After this delay, it is much more difficult to get a permit!

**FOR GENERAL INFORMATION**

Please contact:

- **SERVICE DE LA POPULATION, DIVISION ETRANGERS**
  - Avenue de Beaulieu 19
  - 1014 LAUSANNE
  - 021 316 46 46
  - www.vd.ch/entree-et-sejour

**EARLY C PERMIT**

Citizens of non-member countries who have an authorisation to stay (B permit) can apply for an early C permit in their commune, after a regular and uninterrupted stay of five years in Switzerland instead of ten years; if their integration is successful, that is:

- they respect law and the values of the Federal Constitution;
- they master the national language of their commune of residence at an A2 level of the Common European Framework of Reference for Languages published by the Council of Europe. Any knowledge of another national language can also be taken into account in duly justified cases;
- they show their willingness to take part in the economy and receive training.

**IMMIGRATION HELP DESK**

Associations can give you information and advice on questions regarding your residence permit, but they can also give legal support if you disagree with a cantonal or federal decision.

Professionals and specialists in this field, who speak several languages, are at your disposal.

**LA FRATERNITE DU CSP**

- Place M.-L. Arlaud 2 | 1003 LAUSANNE
- 021 213 03 53 | frat@csp-vd.ch
- www.csp.ch/fraternite

**ASYLUM STAY**

During the procedure for asylum, the applicant has an N permit. Once asylum is granted by the Confederation, the canton delivers a B permit or if a temporary admission is granted, the canton delivers an F permit.

**SERVICE DE LA POPULATION DIVISION ASILE**

- Avenue de Beaulieu 19
  - 1014 LAUSANNE
  - 021 316 46 20
  - www.vd.ch/asile

Asylum seekers (N permit) and temporarily accepted applicants (F permit) are provided housing and assistance in the canton of Vaud by the Vaud Department for the Reception of Immigrants.

**ÉTABLISSEMENT VAUDOIS D’ACCUEIL DES MIGRANTS (EVAM)**

- Route de Chavannes 33-37
  - 1007 LAUSANNE
  - 021 557 06 00
  - info@evam.ch | www.evam.ch

People who have been granted asylum, having refugee status, are assisted by the Social Centre for the Integration of Refugees (CSIR).

**CENTRE SOCIAL D’INTÉGRATION DES REFUGIÉS (CSIR)**

- Avenue des Casernes 2
  - 1014 LAUSANNE
  - 021 316 03 80
  - www.vd.ch/centre-social-refugies
ASYLUM HELP DESK
Associations specialised in questions regarding asylum, offer information and support to refugees in the canton of Vaud, as well as legal assistance in case of any disagreement with the authorities concerning an asylum application.

EPER - ENTRAIDE PROTESTANTE SERVICE D’AIDE JURIDIQUE AUX EXILÉS (SAJE)
Rue Enning 4 | 1002 LAUSANNE
021 351 25 51 | info@saje-vaud.ch
www.eper.ch/saje

ORGANISATION SUISSE D’AIDE AUX RÉFugiÉS (OSAR)
031 370 75 75 | info@osar.ch
www.osar.ch

CIVIL STATUS AFFAIRS
For any civil status affairs (like marriage preparation or changing your name), you must contact the Administrative Centre of Civil Status by phone. Afterwards, they will contact you for an appointment.

CENTRE ADMINISTRATIF DE L’ÉTAT CIVIL
1510 MOUDON
021 557 07 07
www.vd.ch/etat-civil

To order civil status documents (e.g. birth certificate, death certificate, etc.), you can either phone the administrative centre or order it directly on their website. Documents will be sent to you by post.

TIP: Do not forget to announce any changes to your home country consulate or embassy.

BECOME A SWISS CITIZEN: NATURALISATION
After several years of stay in the canton of Vaud, people who have come from abroad sometimes like to show their attachment to Switzerland by applying for Swiss nationality, the country where they are now building their life. This procedure is called naturalisation.

Please note that some associations offer preparatory courses in naturalisation.

FOR MORE INFORMATION on naturalisation and its conditions, please contact your commune of residence or:

SERVICE DE LA POPULATION, SECTEUR NATURALISATIONS
Avenue de Beaulieu 19
1014 LAUSANNE
021 316 45 91
info.naturalisation@vd.ch
www.vd.ch/naturalisation

› RESIDENCE PERMITS YOUR CONTACTS
If you are abroad
• the Swiss embassy in your country
If you are already in Switzerland
• your commune of residence
• Service of the Population
• CSP Fraternity

PICTOGRAM DEFINITIONS
- contact
- address
- telephone
- e-mail
- website
- hours
- location of activities
LEARNING FRENCH

It is of utmost importance to learn the local language to be able to communicate in any situation of daily life and feel at ease in your new residence. It is also one of the main conditions to find a job.

For children, school is compulsory in the canton of Vaud from 4 to 15 years old. As soon as they attend school, pupils arriving from abroad benefit from intensive French classes within the school system (see p. 35).

For adults, a wide range of French classes are available in Vaud. You will be able to choose the one that best suits you, according to your needs, your working hours, your family life and budget. There are two types of classes:

- private school classes
- classes organised by associations.

COURSES ORGANISED BY PRIVATE SCHOOLS

French classes with private schools are rather expensive, but the conditions of admission are generally flexible. On the website of the Vaud Private School Association (AVDEP) you will find a comprehensive list of all the schools, with contact details and information on their classes.

www.avdep.ch

COURSES ORGANISED BY ASSOCIATIONS

French classes organised by associations are given by professionals and are mostly free of charge for people with limited financial means. Sometimes childcare services are available during these classes.

All the info on these classes (e.g. timetable, levels, registration) is available in the BCI online catalogue at the following address:

www.vd.ch/integration > catalogue en ligne > cours de français

For further information, please contact the associations directly. You will find an alphabetical list by region:

NORTH ZONE

ASSOCIATION THAÏS AND FRIENDS
Pre-Vulliemin 18
1400 Cheseaux-Noréaz

YVERDON
024 420 32 30 | 077 421 96 69
nisa@dessimoz.org
www.thaisandfriends.populus.ch

CARITAS VAUD
Espace Traits d’Union | Rue du Collège 4
1400 Yverdon-les-Bains

CHAVORNAY, ORBE ET YVERDON
024 425 32 48 | 079 289 10 88
info@caritas-vaud.ch
www.caritas-vaud.ch

COMMISSION D’INTÉGRATION D’AVENCHES
Rue Centrale 33 | 1580 Avanches

AVENCHES | 026 675 51 21
morgane.lerweiter@commune-avanches.ch
www.commune-avanches.ch

COMMISSION D’INTEGRATION DE PAYERNE
Chemin du Mont 18
1562 Corcelles-Payerne

PAYERNE
026 660 50 89 | 077 402 92 75
jeanluc.chauber@gmail.com

ECAP
Avenue Vinet 19 | 1004 Lausanne
LE SENTIER ET YVERDON
021 320 13 27
infoecd@ecap.ch | www.ecap.ch

FRANÇAIS EN JEU
Rue Mauborget 6 | 1510 Moudon
Chemin Grand-Record 50
1040 Echallens

ECHALLENS, LUCENS ET MOUDON
021 905 44 64 | 076 340 44 64
moudon@francaisenjeu.ch
www.francaisenjeu.ch

LE TRIANGLE
Chasseron 36 | 1450 Sainte-Croix
SAINTE-CROIX
024 454 21 76 ou 076 561 45 92
cheikhguebsylla@gmail.com

LIRE ET ÉCRIRE, NORD VAUDOIS
Espace Traits d’Union | Rue du Collège 4
1400 Yverdon-les-Bains

LE SENTIER, SAINTE-CROIX, LUCENS, ORBE, PAYERNE ET YVERDON
024 425 32 22
nordvaud@lire-et-ecrire.ch
www.lire-et-ecrire.ch

PARLONS FRANÇAIS MOUDON
Rue du Poyet 3 | 1510 Moudon

MOUDON
021 646 40 52 | 079 560 19 26
info@parlonsfrancaismoudon.ch
www.parlonsfrancaismoudon.ch

TISSERANDS DU MONDE
Maison Rouge 14
1400 Yverdon-les-Bains

YVERDON
076 339 96 50
marieguilrossi@bluewin.ch
www.tisserandsdumonde.ch

VERSRO
Rue de l’hôpital 31
1400 Yverdon-les-Bains

YVERDON
024 420 10 45
info@verso-yverdon.ch
www.verso-yverdon.ch

WEST ZONE

ASSOCIATION FRANC-PARLER
Rue de l’industrie 1 | 1020 Renens

RENENS
021 634 69 63
coordination.francparler@gmail.com
www.fran-parler.ch

CARITAS
Route de L’Etraz 20B | 1260 Nyon

GLAND ET NYON
079 621 43 93
info@caritas-vaud.ch
www.caritas-vaud.ch

COMMISSION D’INTEGRATION DE ROLLE
Grand-Rue 44 | 1180 Rolle

ROLLE
021 822 44 23
stefan.garrido@rolle.ch | www.rolle.ch

ECAP
Avenue Vinet 19 | 1004 Lausanne

NYON
021 320 13 27
infoecd@ecap.ch | www.ecap.ch

FRANÇAIS EN JEU
Avenue Chanel 51 | 1110 Morges

GLAND ET NYON
021 801 71 68
morgan.morges@francaisenjeu.ch
www.francaisenjeu.ch/cours_morges

Rue de l’Avenir 6 | 1020 Renens

OUEST LAUSANNOIS
021 635 19 62
ouest@francaisenjeu.ch
www.francaisenjeu.ch/cours_ouest-lausannois
For an exhaustive list of French courses in Lausanne, you can contact the BLI (see p. 7).

APPARTENANCES - CENTRE FEMMES
Rue des Terreaux 10 | 1003 Lausanne
021 351 28 80
centre.femmes@appartenances.ch
www.appartenances.ch

APPARTENANCES - ESPACE MOAIZK
Avenue Vinet 19 | 1004 Lausanne
021 320 03 31
espace.moaizk@appartenances.ch
www.appartenances.ch

ARMEE DU SALUT
Rue de la Louve 10 | 1003 Lausanne
021 312 73 52
armee@armeedusalut.ch
www.armeedusalut.ch

ASSOCIATION THAÏS AND FRIENDS
Pré-Vulliemin 18
1400 Cheseaux-Noréaz
024 420 32 30 | 077 421 96 69
lausanne@thaisandfriends.org
www.thaisandfriends.org

BOURSE À TRAVAIL (BAT)
Rue Curtat 6 | 1005 Lausanne
021 323 77 15
bourse travail@gmail.com
www.laboursetravail.ch

COMMUNAUTÉ SANT’EGIDIO
Rue de l’Industrie 5 | 1005 Lausanne
078 641 08 33
santegidio@ecap.ch
www.santegidio.ch

CORREF
Place de la Gare 10 | 1003 Lausanne
021 341 71 11
administration@corref.ch
www.corref.ch
FRENCH LEVEL CERTIFICATION

For some procedures (e.g. application for an early C permit), the administration will ask for proof of your language proficiency.

The DELF certificate (Diploma of Studies in the French Language) allows you to obtain an official certificate in your level of French by doing a written and oral exam. These exams are done in Lausanne. For more info on the exam sessions and venues:

DELF DALF
CENTRE D’EXAMENS LAC LÉMAN C/O IFAGE - FONDATION POUR LA FORMATION DES ADULTES
Place des Augustins 19 | 1205 GENÈVE
022 807 30 07
www.delfdalf.ch

BEWARE! Some schools give certificates that are not sufficient depending on what procedure you are in.

WRITTEN TRANSLATIONS

If you need translations of official documents (e.g. diplomas, birth/marriage certificates, work certificates, etc.) and for ‘certified translations’, there are two options:

1. You can translate the document yourself and have it ‘authenticated’ and signed by a notary of the canton of Vaud.
   www.notaires.ch

COMMUNITY INTERPRETING

When you go on a medical, social or school consultation, the professionals who are receiving you (e.g. doctors, social assistants, teachers, etc.) can ask for assistance from the Intermedia Service of the association Appartenances who will send, on demand, an interpreter (nearly 60 languages are available).

APPARTENANCES
SERVICE INTERMEDIA
021 341 12 47
intermedia@appartenances.ch
www.appartenances.ch/intermedia

In complement to the interpreting community ‘face to face’, a national telephone interpreting service has been created by AOZ-Medios, in collaboration with Appartenances.

0842 442 442
www.aoz.ch/medios

LANGUAGE COURSES AND TRANSLATION

YOUR CONTACTS

擘 private schools and associations
² representatives for integration (p. 7)
³ your commune of residence
Work or employment, is one of the main reasons that bring foreigners to the canton of Vaud. Finding a job allows you to register legally as a resident in a Vaud commune and obtain a residence permit, L or B according to the duration of your contract (see p.12). It also allows you access to the benefits of social insurance (see p. 26).

Steps to find a job/start a job as well as the conditions of employment vary substantially from one country to another. This is why it is so important to know your rights and obligations as a Swiss and Vaud worker.

RECOGNITION OF DIPLOMAS AND VALIDATION OF EXPERIENCE

Upon your arrival in Switzerland, if you want to work in certain professions or start a training program, it is possible to ask for the recognition of your foreign diplomas or the validation of your professional qualifications and experience.

The recognition of your diplomas is done on a federal level. You will find all of the necessary info from:

SECRETARIAT D’ÉTAT À LA FORMATION, À LA RECHERCHE ET À L’INNOVATION (SEFRI)
Einsteinstrasse 2 | 3003 BERNE
058 462 21 29
info@sefri.admin.ch
www.sefri.admin.ch

The validation of your professional qualifications and experience is on a cantonal level. Please contact:

OFFICE CANTONAL DE L’ORIENTATION SCOLAIRE ET PROFESSIONNELLE (OCOSP)
Rue de la Borde 3d | 1014 LAUSANNE
021 316 11 66
www.vd.ch/orientation

Employment contract

Following the interview, if the employer wants to hire you, he will ask you to sign a written work contract or make an oral commitment. In any case, the hiring terms (e.g. duration of the contract, percentage of working hours, social deductions, etc.) will have to be discussed before starting your professional activity.

Salary

Your employer usually pays salaries into your bank or PostFinance account at the end of the month (see p. 48). In Switzerland, we have collective labour agreements (CCT) providing minimum salaries.

You can find more info on the following website or with the trade unions:

www.service-cct.ch

Trade Unions

Numerous labour associations, called trade unions, are at your service to give you information on employment and/or assist you if you have a conflict with your employer.

Of these trade unions, UNIA is specialised in the rights of immigrant workers. Their contact details, initiatives and help desk hours in Lausanne, Vevey, Yverdon, Nyon and Vallée de Joux are on their website.

Taxes

All persons living or with a source of income in the canton of Vaud is required to pay taxes according to his salary and wealth. There are two ways of paying taxes:

> WITHHOLDING TAX
Your employer withholds your taxes directly from your salary (L, B, F and N permits). It is possible to fill out a simplified tax declaration by downloading the form from www.vd.ch/fileadmin/user_upload/organisation/dfin/aci/fichiers_pdf/21570_DIS_formulaire.pdf

> ANNUAL TAX RETURN
You pay taxes by monthly, advance payments and file an annual tax return (from February to March the following year) to be sent to the administration by mail or Internet (C permit).

For more information:

ADMINISTRATION CANTONALE DES IMPÔTS (ACI)
Route de Berne 46 | 1014 LAUSANNE
021 316 00 00
info.aci@vd.ch
www.vd.ch/impots

Sending a job application

For a job application, most Swiss employers will ask you to send them an application file containing the following documents:

- a motivation letter
- your CV / resume
- copy of your diplomas and other certificates
- copy of your work certificates

If your application interests them, they will contact you for one or several interviews.
The Avivo association offers free help to fill out your tax declaration:

www.avivo-vaud.ch

UNEMPLOYMENT

If you lose your job, go as soon as possible to the Regional Employment office (ORP). You will get professional assistance to facilitate your reintegration in the employment market. By registering, you can benefit from the financial allowance from unemployment insurance.

On the following website, you will find the nearest ORP office to your home:

www.vd.ch > économie > emploi-chômage > ORP

CREATION AND DEVELOPMENT OF COMPANIES

The canton of Vaud has set up an assistance program for the creation and development of companies. The Department of Economic Development and Trade (SPECo) gives guidance to entrepreneurs and directs them to the services corresponding to their needs (e.g. advice, financing, technological support, etc.). Support is available for companies in the fields of industry and high-tech.

SERVICE DE LA PROMOTION ÉCONOMIQUE ET DU COMMERCE (SPECO)

Rue Caroline 11 | 1014 LAUSANNE
021 316 58 20
info.speco@vd.ch
www.vd.ch/promotion-economique
www.vaud.ch/economie

VOLUNTEERING

If you would like to do some volunteer work for a few hours a week for a cause dear to your heart or set up an association, please contact:

BENEVOLAT-VAUD

Ruchonnet 1 | 1003 LAUSANNE
021 313 24 00
info@benevolat-vaud.ch
www.benevolat-vaud.ch

Not only do you acquire new skills and contacts, but volunteering can also help you find a new job.

PROFESSIONAL INTEGRATION

Numerous associations have developed professional integration projects for immigrants. These offers can help you in your search for a new job or training. All these projects are in the BCI online catalogue:

www.vd.ch/integration > catalogue en ligne > intégration professionnelle

 › EMPLOYMENT YOUR CONTACTS

▲ your employer
▲ BCI (p. 7)
▲ trade unions
INSURANCE

SOCIAL INSURANCE IN SWITZERLAND

Social insurance is mandatory in Switzerland. It allows workers and their families who have paid contributions on their wages to benefit from an allowance for loss of earnings in case of interruption of work, illness or unemployment.

Usually the social insurance is taken care of by your employer (except for health insurance!).

The Swiss social insurance system divides itself into:

- Old age, survivors and disability insurance (1st pillar, AVS/AI)
- Occupational retirement scheme (2nd pillar, LPP)
- Income replacement allowances during military service or pregnancy (APG)
- Unemployment Insurance (AC) and child benefit (LAFam)
- Health and accident insurance (LAMal and LAA).

In the canton of Vaud, the social insurance agencies (AAS) will give you all the necessary information on your rights and obligations with regard to insurance. There are several agencies in each region.

To find the agency closest to your home, please click here:

www.wd.ch › Social › Informations sociales › Agences

You can also contact your employer.

AVS AND AI (1ST PILLAR)

Old age and survivors insurance (AVS) generates a pension for all persons living in Switzerland to be paid out upon retirement and disability insurance (AI) generates a pension in case of disability because of health problems during your career.

For employees, your share of the contributions is directly deducted from your salary and your employer pays the other share. Non-working people have to pay an annual contribution.

Every person who works or pays contributions receives an AVS and AI insurance certificate in credit card format. This card is proof that you are insured with AVS/AI. Each time you change employer, you must present your card to your new employer. It may also be requested for other formalities.

OCCUPATIONAL PENSION SCHEME (2ND PILLAR)

The occupational pension scheme aims at ensuring that people retiring, survivors or the disabled can keep the same standard of living as before. It is complementary to the AVS/AI (1st pillar).

2nd pillar is mandatory for employees and optional for the self-employed. The employer has the obligation to insure his employees with the retirement fund chosen by his company and has to pay at least 50% of the contributions.

PRIVATE PENSION (3RD PILLAR)

It is also possible, based on your needs and your ability to pay, to subscribe to a private retirement insurance plan with an insurance company or private bank.

When paying contributions to a private pension, you may benefit from a tax deduction.

INCOME REPLACEMENT ALLOWANCE (MILITARY SERVICE OR MATERNITY)

For each day of military service carried out, civilian service or work with the Red Cross, as well as for maternity leave, you can benefit from ‘income replacement allowance’ (APG).

If you are an employee, your employer will pay this benefit to you. If you are not working, the Vaud compensation fund will pay.

UNEMPLOYMENT INSURANCE

Unemployment insurance is deducted from the salary of all working people and paid into the Vaud compensation fund. When you leave or lose your job, you may benefit from an unemployment allowance.

CHILD BENEFIT

Swiss family policy also provides allowances for each child. These allowances are paid by the employer, or for non-working people, by the Vaud compensation fund.

HEALTH INSURANCE

Subscribing to a health insurance is mandatory for all Swiss residents, at the latest three months after arrival. The insurance is effective as of the date of your official registration as a resident. All insurance holders pay a monthly premium that is not related to your income.

Health insurance covers up to 90% of all costs above your annual deductible (minimum CHF 300 per adult). You are liable for 10% of the costs, but it can not exceed CHF 700.

You are free to choose health insurance from the range of insurance companies available in the canton of Vaud. The insurance companies have to accept everyone, whatever the age or health situation.

To help you find the insurance that suits your needs, please have a look at:

www.priminfo.ch

The insurance premium changes every year. You can choose another insurance model or provider and end the current one by sending a registered termination letter before the end of November.

SUBSIDIES (FINANCIAL HELP)

In case of difficulties in paying the insurance premium, the Vaud Health Insurance office (OVAM) can grant subsidies that will be sent directly to your insurance provider. The amount of the subsidy depends on your income. Requests for subsidies must be addressed to the social insurance agency (AAS) in your region of residence (see p. 26).
ACCIDENT INSURANCE

Accident insurance covers the financial consequences of work related or non work related accidents.

Wage earners who work over 8 hours a week are covered by their employer’s insurance even for non work related accidents. If not, you have to take accident insurance with your health insurance provider.

SOCIAL ASSISTANCE

All over the canton of Vaud, regional social centres provide information, assistance and help to people living in a commune in Vaud with regard to financial, social or family issues.

If you are in need, you can go to the regional social centre (CSR) that is nearest to your home. You will get professional assistance for issues regarding obtaining integration income, professional reintegration, etc.

www.vd.ch/contact-aide-sociale

FIRE AND NATURAL ELEMENTS INSURANCE (ECA)

Fire and natural elements insurance for your belongings and premises is mandatory with ECA in the canton of Vaud.

You will find further information at:

ÉTABLISSEMENT D’ASSURANCE CONTRE LES INCENDIES ET LES ÉLÉMENTS NATURELS DU CANTON DE VAUD

Avenue du Général Guisan 56
1009 PULLY
058 721 21 21
www.eca-vaud.ch

OTHER INSURANCE

Personal liability and household insurance (RC) is not mandatory but recommended and allows you to insure your home and belongings against damages.

Car insurance is mandatory. You can insure your car/motorcycle against any damages caused by yourself or third parties.

If needed, other types of insurance coverages are available: animal, travel, legal assistance, etc.

Many private insurance companies offer these services.

Go to this website to compare insurance coverage and premiums:

www.comparis.ch

INSURANCE YOUR CONTACTS

➤ social insurance agencies (AAS)
➤ your employer
➤ your private insurance companies
HOW TO FIND ACCOMODATION

It is not always easy in the canton of Vaud to find a place to live. It can take some time.

Most people rent or buy an apartment or a house through a real estate agency (also called property administration company or property management). You will find a list of all property management agencies here:

- www.local.ch > agence immobilière > vaud

When looking for a home, you can also go directly to the agencies or have a look at the websites that list offers:
- www.comparis.ch
- www.homegate.ch
- www.immoscout.ch
- www.immocirc.ch
- www.immobilier.ch
- www.anibis.ch

The rental offers online will provide contact details of the tenant or agent who you can contact to arrange a visit.

TIP: tell people around you and use your social networks.

FILE AN APPLICATION FORM WITH AN AGENCY

If you like the place you visited, you can go to the agency and file an application with the following documents:
- agency application form
- copy of an identity card (and/or residence permit)
- copies of the pay slips from the last three months
- recent affidavit from the Prosecution office (www vd ch/poursuites)
- insurance certificate for personal liability and household insurance (not compulsory)

If you cannot fulfil all the requirements, you can ask someone close to you to provide the deposit guarantee for you.

FOR ALL QUESTIONS, contact the real estate agencies directly.

RENTAL CONTRACT AND DEPOSIT

If your application is accepted, a rental contract is signed between the tenant and the property management agency. Often a deposit, equivalent to two or three months rent, is to be paid within 30 days. You have two options:
- Go to a bank with the rental contract and your ID papers and open a deposit account in your name.
- Work with a rental deposit guarantee company or have one of your relations provide the deposit for you.

FLAT HANDOVER, RENT AND CHARGES

When you settle in, at the flat handover, pay attention to the state of the premises, note any damages that were done by previous tenants in the report and ask for the work to be done if needed. Rent is to be paid in advance at the end of the previous month. On top of the rent, you will also be invoiced for additional charges (heating, cleaning) and for some utilities (electricity, water).

REGISTRATION WITH THE HABITANTS REGISTRATION OFFICE

Within 8 days after your relocation, you must register with the Habitants Registration office in your commune. Please click on the following link to find their contact details:

- www.ucv.ch > annuaire > nom de votre commune > contrôle des habitants

The desk staff can answer any questions regarding your relocation to the new commune (e.g. residence permit, school, babysitting, waste disposal, etc.). Do not hesitate to ask them!

CUSTOMS FORMALITIES

You must transfer your legal domicile to Switzerland in order to be allowed to bring your personal belongings from abroad (e.g. furniture, car, etc.). When moving, you must provide the following documents to the customs office:
- rental contract or work contract (certificate)
- customs form 18.44 ‘Declaration/Application for clearance of household effects’.

Any expenses related to customs formalities can be deducted in your tax declaration.

FOR MORE INFORMATION:
- www.ezv.admin.ch

SUBSIDISED HOUSING

Some communes in the canton of Vaud offer subsidised housing for tenants with limited economic means. Please find hereunder the contact details of the service in charge:

- SERVICE DES COMMUNES ET DU LOGEMENT (SCL): DIVISION LOGEMENT
  - Rue Caroline 11 bis | 1014 LAUSANNE
  - 021 316 64 00
  - www.vd.ch/logement > aides-subventions

SORTING WASTE

As of January 1, 2014, most communes in Vaud introduced the ‘garbage bag tax’. Residents must buy taxed garbage bags in the shops and are invited to sort their waste to help protect the environment.

Taxed garbage bags should be used for household waste and put in the containers outside your building or in your neighbourhood.

Any waste that can be recycled, is bulky or dangerous can be disposed of without cost at the closest waste disposal site near your home.
Most buildings/neighbourhoods have containers for glass, paper and green waste. Shopping centres and supermarkets recuperate recyclable items like aluminium, PET and used batteries.

Electronic devices can be brought back to the shops that sell them without cost or obligation to purchase (e.g. computers, mobiles, TV, home appliances, hi-fi, etc.).

FOR MORE INFORMATION, please contact the Habitant’s Registration office of your commune or click here: www.vd.ch.>themes>environnement>dechets

TENANTS’ RIGHTS ASSOCIATION (ASLOCA)

For CHF 60 a year, the Tenants’ Rights Association (ASLOCA) offers legal assistance and advice if you have issues with your landlord or property management agency. By becoming a member of the association, you can benefit from their assistance.

0840 17 10 07
www.asloca.ch/asloca-vaud

HELP TO FIND HOUSING

If you have issues finding, searching for or keeping your flat, you can ask for help from two associations according to your address.

HOW TO BE A GOOD NEIGHBOUR

Especially in buildings with multiple rental flats, it is important to get on with your neighbours. A few unspoken rules that can help:

› Between 10 PM and 7 AM, silence so people can sleep.
› On Sundays and holidays, avoid noisy activities (e.g. loud music, vacuum cleaning, moving furniture or bringing glass to the waste container, etc.).
CHILDHOOD IN THE CANTON OF VAUD

If you are installing your family in the canton of Vaud, you will have several formalities to address for your children e.g. get them a residence permit with family reunification (see p. 12), ask your employer for your child benefit (see p. 27), find childcare and register in a school etc.

If your child speaks another language other than French, it is important that he can continue developing his knowledge of his mother tongue and learn French at the same time. It is also important for the child to take part in sports and cultural activities (see p. 44).

CHILD CARE

FROM 0 TO 4 YEARS OLD (PRESCHOOL)

If you have small children, you can either bring your children to a childcare centre or day nursery, or use a family day care helper who will keep your children at your home during your working hours. The price of these services depends on the parents' salaries.

Childcare is organised regionally in the canton of Vaud. For more information, you can contact commune or the day care centres listed on the following website: www.vaudfamille.ch/N189048

BABYSITTING AND EMERGENCY CHILDCARE

Occasionally, you can call a babysitter who will take care of your children for a few hours, in the evenings or during the weekend. The Red Cross organises babysitter and childcare classes for young adults.

IN CASE OF EMERGENCY OR ILLNESS, you can call upon the (paying) service of the Red Cross to find a babysitter for your children.

CROIX-ROUGE VAUDOISE

Rue Beau-Séjour 9-13 | 1002 LAUSANNE
Lundi au vendredi
7h à 12h - 13h30 à 17h30
021 340 00 80/81
famille@croixrougevaudoise.ch
www.croixrougevaudoise.ch

ACTIVITIES FOR PARENTS AND CHILDREN

Numerous associations organise activities to help your child get acquainted with the French language before starting school.

These activities require parents to be present. By taking part in these activities, you can also get information on everyday life from the presenters.

All these activities are listed in the BCI online catalogue at the following address: www.vd.ch/integration > catalogue en ligne > intégration préscolaire

SUPERVISED HOMEWORK

After school, pupils can register for supervised or assisted homework with an adult. These activities provide a framework that stimulates learning and are generally free.

FOR MORE INFORMATION, please contact your child’s school.

PRIVATE SCHOOLS

Private schools offer the possibility to parents to have their children follow a specific school system in a foreign language, at any age and level. The search engine website of the Association of Vaud of Private Schools (AVDEP) will direct you to the schools corresponding to your needs: www.avdep.ch

INDUCTION CLASSES

Some towns, most notably Lausanne, offer special induction classes for non-French speaking pupils arriving in Switzerland.

For teenagers between 15 and 19 years old, the Organisation for Improvement of Schooling, Transition and Professional Insertion (OPTI) proposes integration modules of 6 months.

OPTI - ACCUEIL
Avenue des Croix-Rouges 26
1007 LAUSANNE
021 316 79 79
www.optivid.ch
ASSISTANCE TO PARENTS

The Association of Parents of Students (APE) can give you information on questions related to the school system in the canton of Vaud, as well as on extracurricular childcare, supervised homework and transportation.

ASSOCIATION DES PARENTS D’ÉLÈVES (APE)
- Avenue de Rumine 2 | 1005 LAUSANNE
- 021 341 90 77 ou 078 689 63 63
- info@ape-vaud.ch
- www.ape-vaud.ch

POST COMPULSORY EDUCATION

At the end of the compulsory education, pupils can choose to continue their studies and select the direction that corresponds best. Five regional school and professional orientation centres (OSP) can give you information on the possibilities near your home.

To find their contact details, please go to: www.vd.ch/orientation > contact (OCOSP et centres régionaux)

Adolescents who are no longer of schoolgoing age (18 years and above) as well as adults can get advice from these centres to learn about the possible options to learn French and start or continue their education.

SCHOLARSHIP AWARDS

The government encourages learning and ongoing education after compulsory school, subject to certain conditions of nationality and residence. Financial support by the State is intended to complement or supplement the family’s support to the student.

FOR MORE INFORMATION:
OFFICE CANTONAL DES BOURSES D’ÉTUDES (OCBE)
- Rue Cité-Devant 14 | 1014 LAUSANNE
- 021 316 33 70
- www.vd.ch/ocbe

MOTHER TONGUE AND CULTURE OF ORIGIN CLASSES (LCO)

To allow your child to learn his mother tongue alongside learning French, language and culture of origin courses (LCO) are organised in the canton by various associations of immigrants or by embassies. You can enrol your children in Italian, Portuguese, Spanish, Arabic, etc., according to the existing offers.

Your commune or school can give you the necessary information on the LCO courses near your home.

› CHILDREN

YOUR CONTACTS

DAY CARE
- day-care services
- your commune of residence

SCHOOL
- your child’s school

DIAGRAM OF THE SCHOOL SYSTEM IN THE CANTON OF VAUD

Enseignement obligatoire

- Degre primaire
- Degre secondaire

Transition

- Post-obligatoire

Direction

- apprentissage
- Maturité
- Maturité professionnelle
- Ecole de commerce
- Ecole de culture générale
- Ecole de maturité
- Gymnase

Universités et hautes écoles

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› CHILDREN

YOUR CONTACTS

DAY CARE
- day-care services
- your commune of residence

SCHOOL
- your child’s school
HEALTH

HEALTHCARE IN THE CANTON OF VAUD

The quality of healthcare in Switzerland and in the canton of Vaud is well known. Numerous hospitals and doctors are at your disposal if you have health issues.

Above all else, as a reminder here that within 3 months after your arrival, you must subscribe to health insurance that will allow you to benefit from health services at low cost (see p. 27). This is an important thing to do as medical consultations are expensive. Take your insurance card with you to the doctor or hospital. Your insurance company will cover most of the outpatient costs.

Some specialised therapeutic consultations (e.g. physiotherapy, ergotherapy and natural medicine) need to be prescribed by your doctor. If you are hospitalised or if you have any doubts about the coverage, it is best to first contact your insurance company.

ATTENTION! Dental costs and ophthalmologist services are not covered by the basic health insurance!

CHOSE A DOCTOR

In Switzerland, people usually have a family doctor. To find a doctor or a pediatrician for your child in the canton of Vaud, you can contact the Vaud Medical Society (SVM). Some doctors speak several languages.

A HEALTH ISSUE, WHAT TO DO?

1. CONTACT YOUR DOCTOR
   If you are ill, have had a minor accident or are psychologically distressed, please call your doctor or pharmacist. This person knows you best and can therefore assess the situation and organise your treatment.

2. IF YOUR DOCTOR IS NOT AVAILABLE: CALL 0848 133 133
   If your doctor is not answering or you don’t have a doctor, the on call centre for doctors is always available 24/7 at 0848 33 133 (local rate). This phone number is valid for the whole canton.
   A nurse will assess your situation, give you advice and direct you to the most appropriate facility. They can answer in several languages.

3. IN CASE OF EMERGENCY: GO TO THE EMERGENCY ROOM OR CALL 144
   In case of emergency, if you are able to move, go to the nearest hospital. PHONE NUMBER 144 is the emergency number for emergency situations. Please call this number only if your life or someone else’s life is in danger and a medical intervention is required immediately.
PATIENTS’ RIGHTS

To get advice on health related issues or in case of conflict with a therapist or an insurance company:

ORGANISATION SUISSE DES PATIENTS (OSP)
CHUV | Mont-Paisible 18
1011 LAUSANNE
021 314 73 88
www.spo.ch

The brochure ‘Essential Information on Patients’ Rights’ is available in several languages on this website:
www.vd.ch/droits-des-patients

MATERNITY

Throughout the duration of a pregnancy, a gynecologist and/or midwife will take care of follow-up. To find a doctor or midwife, please contact the Medical Society of Vaud (see p. 39) or the Group of Independent Midwives of Vaud. Related costs are covered by health insurance.

PERMANENCES TÉLÉPHONIQUES
021 213 79 05

SAGES-FEMMES INDÉPENDANTES
www.hebamme.ch > parents > votre sage-femme > sages-femmes indépendantes

Other health professionals can give additional information and support before and after birth.

PRENATAL CARE

Maternity wards in hospitals and the Profa Foundation offer consultations, strictly confidential and free of charge, with a sexual health advisor, a midwife or a social assistant at the regional PROFA centres.

To find the nearest centre to your home, please contact them by phone or on their website:

FONDATION PROFA
021 631 01 52
www.conseil-en-perinatalite.ch

The Pan Milar association offers antenatal classes in several languages with the help of community interpreters.

ASSOCIATION PAN MILAR
077 410 20 24
info@pan-milar.ch
www.pan-milar.ch

The Pan Milar website is available in 14 languages.

POSTNATAL CARE

When you leave the maternity unit after giving birth, independent midwives can come and visit you and your newborn at home. Early childhood nurses of AVASAD and Prevention Space take over later and can provide advice and information through visits at home, postnatal consultations or through various workshops and group courses.

All their services and contact details are listed on the following websites:
LES INFRIMIÈRES PETITE ENFANCE
www.avasad.ch

ESPACE PRÉVENTION
www.espace-prevention.ch

INTIMACY

For a consultation and advice on sexuality, contraception, early termination of an unwanted pregnancy, HIV/AIDS tests and STD (sexually transmitted diseases) and homosexuality, the consultation of sexual health of the Profa Foundation is your primary contact.

FONDATION PROFA
021 631 01 42
www.planning-vd.ch

Counsellors and doctors can assist you by appointment at 8 regional centres in the canton. This service is commonly called family planning.

HOME HELP AND CARE

If you have health issues, the Medico-Social Centre (CMS) offers nursery care, meal delivery at home and help in all regions of the canton.

For 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 | www.avasad.ch

PSYCHOLOGICAL SUPPORT

The association, Appartances, offers consultations with psychotherapists for immigrants in several languages. Appartances has three consultation centres in Lausanne, Vevey and Yverdon-les-Bains.

Domestic violence

Any person who has been a victim of physical, sexual or psychological abuse can get support according to the federal law on Aid to Victims of Offenses (LAVI) from the Medical Unit for Violence (UMV) at the CHUV.

UNITÉ DE MÉDECINE DES VIOLENCES
CHUV
Rue du Bugnon 44 | 1011 LAUSANNE
021 314 00 60
www.chuv.ch > UMV

The LAVI centre and the Malley Prairie shelter offer similar services:
www.centre-lavi.ch
www.violencequefaire.ch

MULTILINGUAL INFORMATION ON HEALTH

The Swiss Red Cross website contains a lot of information on health and downloadable booklets in 18 languages.
www.migesplus.ch/fr
LEISURE AND CITIZENSHIP

ENJOY YOURSELF

Being a resident in Vaud, you not only have rights and obligations, but you also take part in local social life and have fun in leisure activities. Below is some information to help you with that and a list (not comprehensive) of activities you can participate in during your leisure time.

POLITICAL RIGHTS

As for politics, foreigners can participate in the elections and voting in their commune. They can be elected for or sit on the municipal or town council and they can sign an initiative or municipal referendum.

Requirements are:
› being over eighteen years of age
› hold a residence permit for over ten years
› live in the canton for at least three years.

Once a foreigner is registered in a commune in Vaud and these requirements are met, he will automatically receive official municipal voting and election material.

FOR MORE INFORMATION, please visit the following site:

www.vd.ch/vote-etrangers

By obtaining Swiss citizenship, after the naturalisation procedure, you will receive all political rights (see p. 14).

COMMUNITY LIFE

Volunteering (see p. 24) and community life are important in Vaud society. Numerous associations and communities exist in Vaud, some of which have been created by immigrants. They aim at facilitating foreigners’ integration in the host society, while honouring their original culture. They organise many activities to do so.

On the following website, you will find a list of immigrant associations. Maybe you would like to join one of these?

www.vd.ch/integration > publications > brochure associations de migrants

RELIGION

Switzerland guarantees the freedom of religion. In the canton of Vaud, several religions are recognised and everybody is free to practice his faith.

The Arzillier House of Dialogue is an interfaith organisation aiming at an exchange between people of various religious and spiritual traditions.

On their website, Christian, Muslim, Jewish, Hindou, Buddhist, Bahâ’ïes and other communities are represented.

L’ARZILLIER, MAISON DU DIALOGUE
Avenue de Rumine 62
1005 LAUSANNE
079 489 87 77
www.arzillier.ch
SOCIAL INTEGRATION PROJECTS
Numerous associations in the canton of Vaud organise multicultural events and create spaces to meet and exchange for the various populations and nationalities who live together in Vaud.

All of the info on these projects is listed in the BCI online catalogue hereunder:

www.vd.ch/integration > catalogue en ligne > intégration sociale

OFFERS FOR INTERNATIONAL EMPLOYEES
International Link, a service of the canton of Vaud Chamber of Commerce and Industry (CVCI), organises events specifically dedicated to international employees newly arrived in the canton of Vaud, as well as their spouses in the form of welcome days three times a year and monthly relocation coffee dates.

CVCI - INTERNATIONAL LINK
Avenue d’Ouchy 47 | 1006 LAUSANNE
021 613 36 63
internationallink@cvci.ch
www.internationallink.ch

SPORTS AND ARTS ACTIVITIES
If you are looking for sports or artistic activities (e.g., volleyball, football, dance, music, theatre, etc.), you can search on the internet or ask for info in your commune. The Habitant’s Registration office usually has a list of all local societies providing these kinds of activities.

TOURISM
The canton of Vaud has beautiful scenery, be it the countryside or mountains and a huge number of sites and monuments worth visiting. To discover your region, please contact:

OFFICE DU TOURISME DU CANTON DE VAUD (OTV)
Avenue d’Ouchy 60 | 1001 LAUSANNE
021 613 26 26
info@region-du-leman.ch
www.region-du-leman.ch

MUSEUMS
(free entrance on the first weekend of the month)
To discover all of the museums in the canton of Vaud and their permanent and temporary exhibitions, check here:

www.musees.vd.ch
www.museums.ch/fr

LIBRARIES
CANTONAL AND UNIVERSITY LIBRARY – LAUSANNE (BCUL)
The BCUL has a large collection of books/CDs/movies, bilingual texts and texts in other languages, as well as numerous methods for learning French.

The BCUL includes several sites, notably at the Place de la Riponne and on the Dorgny University Campus!

CULTURAL AGENDA
The canton of Vaud offers a very large selection of cultural events: festivals, traditional feasts, theatre, exhibitions, movie theatres, concerts, etc. To get more info on the cultural activities in your region, please visit the website of the Vaud Tourism office (OTV) or some of these others sites:

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

You can also check out in the cultural agenda in the newspapers.

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The BCUL includes several sites, notably at the Place de la Riponne and on the Dorgny University Campus!
This chapter contains some useful information on transport and finances.

**TRANSPORT IN VAUD**

**BY TRAIN**
The Swiss public transport network is large and extensively developed. The Swiss Federal Railways (CFF) have a range of travel cards and ticket possibilities, e.g. the GA Travel card with which you enjoy unlimited travel throughout Switzerland using public transport (trains, bus, boat, etc.) or the Half Fare Travel card with which you can travel for half price.

**FOR MORE INFORMATION**, please ask at the ticket office in the station near you or have a look at the CFF website: www.cff.ch

Some communes offer day passes for their residents at very interesting prices. You can make a reservation for these by phone, at the ticket office or online on the commune’s website. CFF also offers discount tickets for certain hours/trains.

**BY BUS**
The Mobilis fare network covers the whole canton and its 316 communes. You can use all means of public transport in whatever combination. For info on prices and conditions, please visit:

www.mobilis-vaud.ch

**BY CAR**
If you have a driver’s licence from a foreign country, you have 12 months after your arrival to change it for a Swiss one. Depending on your country of origin, a practical and/or theoretical exam may be required.

**FOR DETAILED INFORMATION** on the driver’s licence or your car, please contact:

**SERVICE DES AUTOMOBILES ET DE LA NAVIGATION**

Avenue du Grey 110 | 1014 LAUSANNE

YVERDON-LES-BAINS, AIGLE, NYON

021 316 82 10

san.navigation@vd.ch

www.vd.ch/san

**PLEASE NOTE**, that to use the Swiss highways, you have to buy an annual sticker (CHF 40) and stick it on your car’s windshield. Stickers are for sale in newstands and at the post office.

**BY BICYCLE**
Bicycles, practical and environment friendly, are good for short trips. Since a few years ago, the canton of Vaud has created roadside cycling paths (in yellow) and hiking trails, as well as bike parks. In some communes, you can also rent a bike.

Wearing a bicycle helmet is not compulsory but strongly recommended.
FINANCES

OPENING A BANK OR POSTFINANCE ACCOUNT

By opening a bank or PostFinance account, you can deposit your salary on this account, pay bills from this account, accumulate interest and submit loan applications. In principle, anybody over 18 is free to open a bank account in Switzerland by presenting an official identity document, you may also be required to present your residence permit or a certificate from your commune confirming your registered address.

MAKE PAYMENTS

You can make payments at the teller in the bank, in the post office or by e-banking on the Internet.

SEND MONEY ABROAD

For money transfers abroad, you can go through the bank, the post office or a money transfer company.

THROUGH THE BANK

This is the safest way, but both sender and receiver need to have a bank account. You can transfer money at the teller, by phone or by Internet. E-banking involves less expenses for transfers.

THROUGH THE POST OFFICE

The post office has the same offers as the banks, with two supplementary options: the receiver does not need to have an account and can receive money at the teller.

THROUGH MONEY TRANSFER COMPANIES

The advantage is that this is the quickest way to transfer money (but a bit more expensive). You can deposit a cash amount at a counter and it can be withdrawn at a counter anywhere in the world.

BUDGET INFO

A phone help desk is available if you want information on the management of your current budget and debts.

0840 43 21 00

Group and individual courses have been put in place in collaboration with Vaud CARITAS, CORREF and the Swiss Romande Consumer Federation (FRC).

FOR MORE INFORMATION:

www.vd.ch/dettes

TELECOM

INTERNET AND TELEVISION

BILLAG: RADIO AND TV FEE

In Switzerland, anyone who owns a device that allows you to listen to the radio, watch television or connect to the internet has to register and pay fees to Billag.

communications@billag.ch

www.billag.ch
For information and advice about integration, many other contacts who are not listed in this booklet can be useful.

Hereunder is a thematic list:

**ASYLUM**

www.plateforme-asile.ch

**ASSOCIATIONS**

The canton of Vaud has numerous associations on immigration active in integration. They can be of help.

www.vd.ch/integration > publications > brochure associations de migrants

**CANTON OF VAUD**

CHAMBRE CANTONALE CONSULTATIVE DES IMMIGRES (CCCI)

- Rue du Valentin 10 | 1014 LAUSANNE
  - 021 316 49 59
  - www.vd.ch/ccci

**COMMISSIONS ON INTEGRATION**

**THE SWISS FOREIGNERS COMMUNAL COMMISSIONS (CCSI)**

In place in a number of communes, these commissions develop integration projects and are a place for exchange and dialogue between Swiss and foreign people, as well as with the authorities.

These commissions are also a kind of bridge with the integration offers.

Here is a list of commissions:

**NORTH ZONE**

**AVENCHES**

COMMISSION CONSULTATIVE SUISSES-IMMIGRÉS (CCSI)

- Rue Centrale 33, CP 63
  - 1580 AVENCHES
  - 026 675 51 21
  - stucki.geraldine@bluewin.ch
  - www.commune-avenches.ch

**MOUDON**

GROUPE SUISSES-ÉTRANGERS DE MOUDON ET RÉGION (SUETMO)

- Champ du Gour 48 | CP 8 | 1510 MOUDON
  - 079 777 63 27
  - isufi_vd@hotmail.com
  - www.sueto.ch

**ORBE – CHAVORNAY**

COMMISSION D’INTEGRATION SUISSES-ÉTRANGERS ET DE PRÉVENTION DU RACISME ORBE-CHAVORNAY (CISEROC)

- p.a. Contrôle des habitants
  - Hôtel de Ville | CP 32 | 1350 ORBE
  - 024 442 92 22
  - csieroc@orbe.ch
  - www.orbe.ch/integration

**PAYERNE**

COMMISSION COMMUNALE SUISSES-IMMIGRÉS PAYERNE (CCSI)

- p.a. Service de la Population
  - Hôtel de Ville | CP 112 | 1530 PAYERNE
  - 026 662 66 26
  - laurent.cosendaipayerne.ch
  - www.1530.ch

**YVERDON-LES-BAINS**

COMMISSION CONSULTATIVE SUISSES-IMMIGRÉS (CCSI)

- Rue de Neuchâtel 2
  - 1400 YVERDON-LES-BAINS
  - 024 423 69 44
  - integration@yverdon-les-bains.ch
  - www.ccsi-yverdon.org

**WEST ZONE**

**AUBONNE**

COMMISSION SUISSES-ÉTRANGERS AUBONNE (COCHE)

- Place du Marché 12 | CP 133
  - 1170 AUBONNE
  - 021 821 51 08
  - municipalite@aubonne.ch
  - www.aubonne.ch

**BUSSIGNY**

COMMISSION INTEGRATION (CI)

- Place de l’Hôtel-de-Ville 1 | CP 96
  - 1030 BUSSIGNY
  - 021 706 11 20
  - greffe@bussigny.ch
  - www.bussigny.ch

**ECUBLENS**

COMMISSION D’INTEGRATION ET D’ÉCHANGE SUISSES-ÉTRANGERS (CIESEE)

- p.a. Greffe Municipal
  - Chemin de la Colline 5 | CP 133
  - 1024 ECUBLENS
  - 021 695 33 10
  - commission.suisses_etrangers@ecublens.ch
  - www.ecublens.ch

**GLAND**

COMMISSION INTEGRATION (CCSI)

- Grand-Rue 38 | CP 320 | 1196 GLAND
  - 022 354 04 44
  - greffe.municipal@gland.ch
  - www.gland.ch/integration

**MORGES**

COMMISSION CONSULTATIVE SUISSES-ÉTRANGERS (CCSE)

- Place de l’Hôtel-de-Ville 1 | CP 272
  - 1110 MORGES 1
  - 021 804 96 70
  - Urbanisme@morges.ch
  - www.morges.ch/ccse

**NYON**

COMMISSION D’INTÉGRATION SUISSES-ÉTRANGERS (CISEN)

- p.a. Service des affaires sociales, éducation et jeunesse
  - Rue des Marchandises 17 | CP 1395
  - 1260 NYON
  - 022 363 84 74
  - michel.piguet@nyon.ch
  - www.nyon.ch

**PRILLY**

COMMISSION D’INTEGRATION SUISSES-IMMIGRÉS (CISIP)

- Avenue de la Rochelle 1 | 1108 PRILLY
  - 079 808 53 67
  - ikurt@bluewin.ch
  - www.prilly.ch

**RENENS**

COMMISSION INTEGRATION SUISSES-ÉTRANGERS (CISE)

- Service de la Sécurité sociale
  - Rue de Lausanne 25 | CP 141
  - 1020 RENENS
  - 021 632 77 95
  - cise@renens.ch | www.renens.ch

**ROLLE**

COMMISSION CONSULTATIVE SUISSES-ÉTRANGERS (COCISE)

- Grand-Rue 44 | CP 1224 | 1180 ROLLE
  - 021 822 44 23
  - stefan.garrido@rolle.ch
  - www.rolle.ch

CANTON OF VAUD

 CHAMBRE CANTONALE CONSULTATIVE DES IMMIGRES (CCCI)

- Rue du Valentin 10 | 1014 LAUSANNE
  - 021 316 49 59
  - www.vd.ch/ccci
EAST ZONE

AIGLE
COMMISSION D’ACCUEIL ET D’INTEGRAITON DE LA VILLE D’AIGLE (CAIA)
Place du Marché | CP 500 | 1860 AIGLE
024 468 41 11 | 079 649 07 37
isabelle.rime@aigle.ch
www.aigle.ch

BEX
COMMISSION CONSULTATIVE MULTICULTURELLE DE BEX (CCMB)
Rue Centrale 1 | CP 64 | 1880 BEX
024 463 02 67
alain.michel@bex.ch
www.bex.ch

BEX
COMMISSION D’INTEGRATION ET D’INTEGREITON DE LA VILLE D’AIGLE (CEI)
Place du Marché | CP 500 | 1860 AIGLE
024 468 41 11 | 079 649 07 37
isabelle.rime@aigle.ch
www.aigle.ch

SOUTH ZONE

LAUSANNE
COMMISSION TRIPARTITE POUR L’INTEGRAITON DES IMMIGRES (CTI)
c/o Bureau lausannois pour les immigrants
Place de la Riponne 10 | CP 5354
1002 LAUSANNE
021 316 24 00
bl@lausanne.ch
www.lausanne.ch/bl

VEVEY
COMMISSION DES ACTIVITÉS INTERCULTURELLES (CAV)
p.a. Direction des Affaires Sociales et Familiales
Rue du Simplon 48 | CP 320 | 1800 VEVEY 2
021 925 52 33
dasf@vevey.ch | www.vevey.ch

CONFEDERATION
SECRETARIAT D’ETAT AUX MIGRATIONS (SEM)
Quellenweg 9 | 3003 BERNE-WABERN
058 325 11 11
www.bfm.admin.ch

LEGAL ADVICE
CENTRE SOCIAL PROTESTANT (CSP)
Beau-Séjour 28 | 1003 LAUSANNE
021 560 60 60
info@csp-vd.ch | www.csp.ch

WOMEN
BUREAU CANTONAL DE L’ÉGALITÉ ENTRE LES FEMMES ET LES HOMMES
Rue Caroline 11 | 1014 LAUSANNE
021 316 24 00
info.befh@vd.ch
www.vd.ch/befh

BUREAU INFORMATION FEMMES
Avenue Eglantine 6 | 1006 LAUSANNE
021 320 04 04
blf@bluewin.ch
www.bif-vd.ch

EMERGENCY FIRST AID
(clothes, food, housing, health)
ÉGLISE MIGRATION
www.eglisemigrationvd.com

INTERCULTURAL MEDIA
A LA VISTA! COMMUNICATION SOCIALE - CARREFOURS TV
Place Neuve 1 | 1009 PULLY
078 680 47 00
info@carrefours.tv
www.carrefours.tv

RACISM
If you are facing workplace (or elsewhere) discrimination, you can contact the Cantonal Office for the Integration of Foreigners and the Prevention of Racism (BCI) to get support.

BUREAU CANTONAL POUR L’INTEGRATION DES ÉTRANGERS ET LA PRÉVENTION DU RACISME (BCI)
Rue du Valentin 10 | 1014 LAUSANNE
021 316 49 59
info.integration@vd.ch
www.vd.ch/integration

If you live in Lausanne, you can also contact the BLI (see p. 7).

ELDERLY
PRO SENECTUTE VAUD
Rue du Maupas 51 | 1004 LAUSANNE
021 646 17 21
info@vd.pro-senectute.ch
www.vd.pro-senectute.ch

LEGAL ASSISTANCE HELP DESK
ORDRE DES AVOCATS VAUDOIS (OAV)
Rue du Grand-Chêne 8 | 1003 LAUSANNE
021 311 77 39
info@oav.ch | www.oav.ch
## EMERGENCY PHONE NUMBERS

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