

PRE-ARRIVAL CHECK LIST

Here are a few things to do to get ready:

To Do	Deadline	Documents Needed	Welcome Booklet page
<p>1. VISA</p> <p>If you need a Visa, please call the Swiss Embassy or Consulate closest to you and make an appointment to see them.</p> <p>Let them know you have been accepted to a Swiss school. They will ask you to bring certain documents from your application and then ask you to return so they can stamp your passport.</p> <p>For your information, the visa process occurs at a much faster rate when there is evidence of payment made. Some embassies even require proof of payment from both student and school.</p>	<p>Arrange an appointment within one week of receiving your acceptance pack as the process can take up to 10 weeks to get your Visa.</p>	<p>1. Valid passport</p> <p>2. Acceptance letter</p> <p>3. Visa attestation</p> <p>4. Any other documents requested by Embassy/Consulate</p>	<p>Page 4</p>
<p>2. ACCOMMODATION</p> <p>Please note that if you have requested a special room on your application form for an additional fee, it will only be reserved for you when full fees and supplemental room fees have been paid.</p> <p>Supplement for</p> <p>Shared double room in Peter's Farm/Les Cheminots CHF 1'500.-</p> <p>Single Room CHF 2'500.-</p> <p>If you have not requested a room requiring supplement charges, a standard non-smoking double will be reserved for you automatically.</p>	<p>As soon as possible, please pay full fees and supplemental fees if you are requesting a special room.</p> <p>Please send confirmation of payment and room request details to the fax number: +41 21 989 26 45 attention LR - Admissions</p>		<p>Please refer to Our terms and conditions</p>
<p>3. FLIGHT RESERVATIONS</p> <p>Once you book your flight to Switzerland, please fax us (+41 21 989 26 45) the flight details or send them by email to arrivals@les-roches.ch so that we know when to meet you at the airport. The arrival sheet is enclosed.</p>	<p>When flight is booked</p>	<p>1. Arrival Confirmation Form</p>	<p>Page 5</p>

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<p>4. RESIDENCE PERMIT</p> <p>Please prepare the documents needed for the Residence Permit formalities that all students require upon arrival to Switzerland.</p>	<p>You need to bring these documents with you to Switzerland and hand it to the Academics officer on Campus upon arrival during the check-in.</p>		<p>Page 4</p>
<p>5. HEALTH INSURANCE</p> <p>Health insurance coverage is compulsory in Switzerland. Please see if your current health insurance will cover you in Switzerland or not.</p> <p>Students from the European Community or AELE member states, who have a private insurance covering them also in Switzerland as per the bilateral treaty agreements and are holders of a European Health Insurance Card (with EU logo on the back), only need to send, <u>prior to arrival</u>, a copy (front and back side) of their blue health insurance card to LR Admissions office, Rue du Lac 118, 1815 Clarens, Switzerland. They will then be exempted of the health insurance charge.</p> <p>Students from any other country who may have a private health insurance coverage or EU students without EU Health Insurance Card (see above) for Switzerland, need to send, <u>prior arrival</u>, copy of the health insurance card (front and back side) and have the insurance company to fill out the OCC form, sign it and date it and return it to LR Admissions office, Rue du Lac 118, 1815 Clarens, Switzerland</p> <p>All students are automatically charged for the health insurance coverage unless we receive clear instructions/proof of a personal health insurance coverage.</p>	<p>Please fill out and send the appropriate form depending on your coverage</p>	<p>1. Health insurance coverage info brochure</p> <p>2. OCC Check Form if you have your personal health insurance coverage in Switzerland and <u>only</u> if you are NOT a member of the European Union or of AELE states</p>	<p>Page 17</p>
<p>6. PAYMENT SCHEDULE</p> <p>Please carefully follow the payment schedule / deadlines indicated on the invoice and please keep receipts of all transactions made to the school.</p>		<p>1. Invoice</p> <p>2. Terms and conditions</p>	

Following these simple steps, you will be well organized for your experience of a lifetime. If you have any questions, please call +41 21 989 26 57 or email info@les-roches.ch

We look forward to welcoming you to Les Roches.