

SIEPS - FULL SERVICES LIST

Personal details:



Title: _____ First Name: _____ Last Name: _____ Birthdate: _____
Nationality: _____ Position: _____ Address: _____
Postal Code: _____ City: _____ Country: _____ Email: _____
Telephone: _____ Fax: _____ Mobile: _____

Administrative Services:

AC.1 - Visa / Permit applications (only within the context of an educational stay in Switzerland *):

*** The SIEPS external legal team specialises in residential and work permits (see also AC.5 below).**

You normally compile the study visa application together with the educational institution in which you are registered. However, SIEPS gives advice for the compiling of the application, or you may request SIEPS to take care of the entire study visa and permit application process. In such case, SIEPS guides you through the process, prepares all the documents and liaises with the educational institution concerned where required. This includes the drawing up of a study plan which meets the requirements of the Swiss authorities. Please contact SIEPS at info@sieps.ch for the **Visa / Permit Guidelines**.

AC.2 - Transport from and to the Geneva airport and other locations:

AC.3 - Assistance with the process of integration:

- Insurances: health & accident, third party liability (required when renting accommodation).
- Favourably priced telephone facilities and car rentals.
- Interpretation of apartment rental agreements, employment contracts, advice on tax benefits, etc.

AC.4 - Account payments:

For example: school fees, medical and accident insurance premiums, telephone and electricity accounts, residential taxes, accommodation and car rentals, traffic fines, pocket money.

With ONE money transfer to SIEPS SEVERAL creditors will be paid on time through SIEPS.

SIEPS draws up a receipts and payment schedule, for you to audit. SIEPS supplies copies of all vouchers. This will give you a complete record of all the expenses paid for through SIEPS.

AC.5 - Legal advice:

Special permit requirements, residential permits, work permits, acquisition of real estate, company start ups, Swiss naturalisation process. The SIEPS external legal team works in several languages.

AC.6 - Translations:

French / German / English for general understanding of a text.

AC.7 - Secretarial and Business Services:

Typing of assignments, preparation of presentations, correspondence, fact management, discussions, formal meetings, negotiations.
* Either in English, French or German.

AC.8 - Housing / Accommodation:

- SIEPS provides a list of various possibilities for housing so that you can directly contact the landlord or the hotel of your choice.
- SIEPS assists you in the search of accommodation or looks for accommodation on your behalf.
- SIEPS attends to all the formalities associated with renting accommodation in Switzerland.
(drawing up the rent application; attending the apartment entry and exit meetings).
- SIEPS stands as full guarantor.
- SIEPS arranges for moving and storing of your furniture.
- SIEPS can be used as a forwarding address for all your mail during and still some time after your stay in Switzerland.

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Housing Services:



AC8.1 - Housing Proposals, Appointments to View:

Inscription, search verification, propositions & appointments to view.

* Up to 10 Housing proposals available current date and situated close to your education centre or workplace.

Per appointment view with SIEPS present.

Assistance with translations, housing appointments to view, general inspections, rules & regulations.

AC8.2 - Application to Rent:

In Switzerland, Real Estate Agencies require a duly completed and signed "Application to Rent" form.

Note: an application to rent is no guarantee that you will be allocated the housing object for which you have applied. Therefore, if you require accommodation in a hurry it is best to apply for several housing objects.

The application must be accompanied by the following documents:

1. Proof of salary or other proof of revenue earned in Switzerland, at least 2 months prior to the date of application.
2. Attestation from the debt collection office (Office des Poursuites), not older than 3 months.
3. A copy of your third party liability Insurance in Switzerland.
4. A copy of your Passport.
5. A copy of your permit.
6. Students: an attestation from your school/university.

Please see also below SIEPS GUARANTOR Services (AC8.3).

AC8.3 - SIEPS as your Guarantor:

This service is for housing candidates who cannot obtain housing in their own name and who need a guarantor in Switzerland. SIEPS will provide personal and corporate guarantees.

The Guarantor Service addresses the following issues:

1. Drawing up a Guarantor Service Agreement between the occupant(s) of the housing and SIEPS SA.
2. Liaising with the Real Estate Agency. Compiling the application to rent package (please see also AC8.2 above)
3. Paying of the monthly rent and charges (and other bills as required and accepted by SIEPS). Drawing up payment schedules which will reflect the amounts received from you, your parents and/or a third party as well as all payments made on your behalf.
4. Managing any issue regarding the housing.
5. Attending the apartment handing over meetings: when you enter and when you leave.
6. Arrange for a fire and third party liability insurance.

AC8.4 - Rented housing ENTRY and EXIT meeting with SIEPS present:

Location of the meeting: in the rented accommodation.

ENTRY meeting: to note down any defects before you move in, so that you will not be charged extra when you move out.

EXIT meeting: to determine whether you have caused a deterioration of the rented premises beyond the normal "wear & tear".

AC8.5 - Professional Cleaning (before handing the housing back to the agency):

In Switzerland, all apartments must be handed back to the Real Estate Agency or the Owner in the same state in which they were rented. SIEPS can obtain quotations for the cleaning of your housing.

AC8.6 - Insurances:

Required when renting accommodation in Switzerland.

Third-party liability insurance Fire insurance Household insurance

AC8.7 - Moving & Storage of your furniture and goods.

Obtaining quotations.

AC8.8 - Posting housing offers in our online Housing Database:

Real estate agencies, owners and independent brokers may use this service category to post their housing offers in our online Housing Database. Housing offers remain posted until one of our clients has rented the accommodation. No time limits and no hidden costs!

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Educational Information:



ES.1 - Information on educational programmes:

If you have already decided on an educational programme and/or university in Switzerland, please indicate:

University / School Name: _____ Website: _____

Educational Programme: _____ School Type: _____

Educational Information and related services:

ES.2 - Educational Advice / Selection of suitable educational institutions / Course registration:

This service category applies when research into various educational programmes is required.

For example, when you ask yourself:

- Do I qualify for the school / university at which I would like to study? If not, what do I require in order to be accepted?
- Which school or university can I join on the basis of the educational background which I have to date?
- Will I obtain a study visa for studying in this particular programme?
- By when do I have to start my language course so that I will be able to satisfy the language entrance requirements by the time my main course of studies starts?

Or you might look for a school or university which:

- starts on a particular date,
- does not cost more than a defined amount or
- offers a particular extra-curriculum course - has large classes / small classes - has a good nationality mix, etc.

Or you might like SIEPS to assist you with the application process (course registration).

SIEPS confirms your educational itinerary in a study plan which, for students travelling on a foreign passport, meets the requirements of a visa/permit application.

SIEPS cuts across geographical boundaries as well as language barriers as SIEPS is active throughout Switzerland and works not only in English but also in the three most widely represented languages of the four national languages of Switzerland.

SIEPS saves you, with this service category, the inconvenience and expenses associated with travelling to and within Switzerland just to visit various Educational Institutions until you find the one which is right for you.

ES.3 - Aptitude Tests * :

The degree of our success is very often a function of our educational and professional pursuits being as much as possible aligned with our natural aptitudes.

Aptitude tests are recommended to candidates who are still in doubt about their natural inclinations and talents.

ES.4 - Career Counselling * :

Career counselling, including assistance with job application and training for selection interviews, is particularly appreciated by students looking for internships/work opportunities during their studies or by graduating candidates who want to start their professional career.

** The aptitude tests and career counselling sessions are conducted by psychologists or other qualified counsellors with multi-disciplinary expertise. SIEPS arranges for a first appointment (free of charge) together with the counsellor to determine your actual requirements and, permitting the elaboration of a written offer, meeting your needs and objectives.*

ES.5 - Private tuition in a whole range of subjects / Developments of language skills:

SIEPS arranges for private tuition in various subjects (including business English and other languages).

- in preparation for entry into or continuation of various educational programmes.
- for revision - in preparation for various external tests and examinations (language and other tests/examinations).

Language tests as an official proof of your language skills.

- SIEPS informs you about examination centres and the contents and the level of the examinations.
- SIEPS, at your request, registers you for these tests and examinations.

The official proof of the level of your skills in the language in which you wish to study gives you the best chance with your visa and course applications.

ES.6 - Posting of Schools & Universities in our online Education Database:

Private Schools & Universities in Switzerland may use this service category to place their information in our Education Database.

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Job Networking:



JN.1 - Job seekers:

Employees, graduates, students, professors and all job seekers may use this service category to post their CV's and motivational letters in our Jobs Database. Posting of your CV's and motivational letters is free, there are no time limits and no hidden costs!

JN.2 - Employers:

Employers may use this service category to post their job vacancies in our Jobs Database.

The SIEPS Job Networking Database is primarily orientated to the English speaking Swiss job market. We do however post CV's and job vacancies which are bilingual in nature (French and German) with an emphasis on the English speaking language. Our Job Networking Database also places an emphasis on our graduated students which come from some of the oldest and most prominent international private Schools & Universities located throughout Switzerland.

Become an Affiliate of SIEPS:

AF.1 - Become an Affiliate:

Companies, agents, independents may use this category in order to represent SIEPS in their respective country and/or business network.

General Comments:

Comments:

Instructions:

We invite you to fill in your personal details, your contact details and to select the service categories of interest to you on this form (by checking the relevant boxes) and to then click on the submit button below. A member of SIEPS management will then process your enquiry and get back to you with further information and assistance. All enquiries are free of charge.