



SUMMARY

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Maria QUINTAS for the Cards Office
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Restitution of Swiss and French Cards



- At the end of your contract, your Swiss and French Cards and those of your family (if applicable) must be returned to the Cards Office in the HR Department.
- A certified copy will be given to you, in particular to facilitate an application for a residence permit in Switzerland if you wish to reside there.

The 3 month courtesy period (after the end of the contract)



- Employees who are retiring may apply for a three-month courtesy period for them and their family members to organize their final departure from Switzerland or to regularize the remainder of their stay in Switzerland.
- This formality must be requested by the staff member while still at CERN. A "courtesy period" form must be submitted to the Cards Office, which will then be forwarded to the Swiss Mission in Geneva.



- On the expiry of the courtesy period, the holders of a Diplomatic Swiss Card must return the CD registration plates of their vehicle(s) to the competent cantonal service of their place of residence.
- At the same time, families holding a Ci permit must also return it to the competent cantonal service of their place of residence.
- Staff members who have given up their C permit when taking up employment at CERN will also have to make a demand via the competent cantonal office.

When to start the formalities for a B or a C Swiss Permit?



- Applications can be submitted at least 2-3 months before the end of your contract at CERN.
- Your permit will only be delivered once the Swiss Card would have been cancelled by the Swiss Mission.

Useful links for further information



OCPM Geneva :

- <https://www.ge.ch/organisation/office-cantonal-population-migrations-ocpm>
- <https://www.ge.ch/demander-permis-sejour-activite-lucrative>

Competent authority in Lausanne :

- <https://www.lausanne.ch/de/officiel/administration/secure-et-economie/controle-des-habitants.html#secteur-suisse-et-permis-c-0>

The Cards Office is at your disposal for any questions or further information.

*Human Resources Department
Office : 33/1-024*

*Open every morning from 8:30 to 12:30
→ open all day the first 2 working days of each month .*

Contact : maria.quintas@cern.ch

E-mail : HR-cards.support@cern.ch

Phone no. 79494

THANK YOU FOR YOUR ATTENTION

DO YOU HAVE ANY QUESTIONS?

