

HOUSING APPLICATIONS

When can we expect a reply once the application is submitted?

Once a complete application has been submitted, applicants can expect a reply within three working days.

Where can students access information about accommodation and costs before they decide to apply?

The Institute has a dedicated web page providing room floor plans, virtual visits and detailed price lists for both students and non-students. Visit [Our Rooms](#).

Student and non-student applicants will receive housing regulations for their respective residence during the application process.

What are the housing admission criteria?

De Picciotto House: Only students from the Geneva Graduate Institute are eligible to reside here.

Grand Morillon: Graduate Institute students are given priority in this residence, followed by students from UNIGE/HES-SO universities. Students from other universities in Geneva, as well as interns from international organisations in Geneva, are also welcome to apply.

Visiting Fellows and Post-doctoral Researchers are only allowed in the Grand Morillon Residence as De Picciotto Student House is strictly reserved to IHEID students.

If demand exceeds supply, what are the criteria used to determine housing allocations?

Housing is allocated on a first-come, first-served basis, so the applicants who send their completed housing request package first will be treated first. The second element the housing staff considers is whether the applicant's request is a good fit with the remaining available units.

Can I apply if I do not have a Swiss residence permit yet?

Yes. A Swiss residence permit is not required for the application.

Can I apply for housing if I am not yet admitted to the Geneva Graduate Institute or another university?

Only confirmed students who have already paid their pre-registration fee can apply for housing.

What are the required documents to submit an application?

- Passport / Swiss ID

- Valid and recent (less than 6 months) student/Post Doc/VF certificate
- Young professional contract or internship contract from a NGO/ OI/ UN

How do I apply for housing?

Go to the housing website "[Apply for a room](#)":

Then follow the application steps:

1. Create an account on the online housing portal and upload the required documents.
2. Select the preferred room type and submit your application
3. The status and application will be reviewed by the Housing Team.
4. Once the application is approved, you are invited to accept the housing regulations, sign the housing agreement and pay your security deposit within the time-limit set by the Housing Team to confirm your reservation.
5. If the Housing Team's response is negative, it means an applicant's status is unfortunately not eligible and the booking is cancelled.
6. Once the deposit is settled and received, your reservation is confirmed.
7. In the housing portal, confirmed applicants (forthcoming residents) will receive access to their specific inventory list and any other important documents related to housing.

What if there is no housing available for my selected dates?

If there is a cancellation, the free accommodation will appear on the reservation website below :

<https://graduateinstitute.starrezhousing.com/StarRezPortalX>

Interested applicants should regularly check there for any updates, since there is no waiting list.

What is the required rental deposit?

To confirm a housing reservation, new students have to pay a deposit equivalent to one month's rent with a minimum of CHF 1000.-. The deposit payment must be received within the time-limit set by the Housing Team to confirm the reservation. After this deadline, if the deposit has not been paid, the application and booking will be cancelled.

Students wishing to renew existing contracts for the same rental category are not required to make a new deposit payment. If the renewed contract is for a different category, the deposit amount will be adjusted.

What should I do if I want to cancel my reservation?

To cancel or modify your reservation please contact the housing department directly: booking.housing@graduateinstitute.ch. Please note that penalty fees might apply (see below).

Are deposits refunded if a housing reservation is cancelled?

In case of termination of the Agreement by the Resident before entering into the Accommodation, the following cancellation policy shall apply:

- In the event of a cancellation between 92 days and 30 days before the first day the Accommodation is granted, the Resident shall be charged CHF 100.00;
- In the event of a cancellation between 29 and 15 days before the first day the Accommodation is granted, the Resident shall be charged 50% of the Deposit; and
- In the event of a cancellation between 14 and 0 days before the first day the Accommodation is granted, the Resident shall be charged 100% of the Deposit.

Is the first month's rent due if the deposit was already paid?

Yes. The rent is different from the deposit. The deposit covers any damages or unpaid amounts residents may owe the Geneva Graduate Institute as stipulated in the agreement.

The first month's price is due in advance, at the latest on the first day of the first month (for example by August 31st for the month of September).

Does everyone sharing housing have to apply?

Yes because individual accommodation agreements are issued and rooms are assigned randomly.

Can I choose the people I share with? Are the shared apartments mixed gender?

It is not possible to choose roommates. As mentioned above, accommodations are assigned randomly and they are all mixed gender.

Please ensure that any special needs are communicated to the Housing Administration before the booking is confirmed.

HOUSING AGREEMENT

What is the accommodation agreement duration?

Accommodation agreements are generally issued either for one semester (from September to January or from February to June) or for one academic year (from September to June). Exceptions can be given to interns, who have more flexibility on the dates and duration of the contracts.

Is my agreement automatically renewed for the next academic year?

The initial agreement is for a fixed period not exceeding two semesters, and not automatically renewed. Residents may request renewal for subsequent periods. Such continuous renewals cover the summer period. Renewal requests are subject to availability and to the enrollment or employment status of the resident. The resident may be offered a new accommodation agreement for the same or a different accommodation.

What do I do if I want to leave earlier than the expected end date of my contract?

Residents may request an “early departure” by email. An early termination form will be sent that needs to be filled in and sent back to the Housing Team. The motive will be evaluated by the Housing Administration Office.

There is a 2 full month notice period and the agreement must end on the last day of a month. For example, to end a housing agreement on May 31st, the request must be sent before March 31st.

Can I have guests in my accommodation?

Overnight stays are limited to a maximum of 25 nights between September and June and a maximum of 10 nights in July-August;

Visitors staying at the Residence for more than one night must be previously announced to the Housing Administration at least 3 working days before arrival;

An extra bed and bed linen request may be made at the Housing Administration. If the Housing Administration grants the request, fees apply.

ACCOUNTING

What services are included in the price?

- Security services (24h/7 days per week)
- Housing Administration Office (5/7 days per week)
- Repair & Maintenance services, 1st level (5/7 days per week)
- Private lodging cleaning services (every 15 days)
- Bed linen change services (every 15 days)
- Common areas cleaning services (5/7 days a week)
- Postal letter distribution services (5/7 days a week). Parcels can be collected from the nearest Post Office.
- Vacuum cleaner loan service (shared equipment)
- Indoor and outdoor bicycle parking
- Use of communal kitchens

What services incur additional costs?

- Extra cleaning
- Extra beds & bed linens
- Gym access
- Laundry
- Secured private locker (Grand Morillon only)
- Car & motorbike parking (Grand Morillon only)
- Use of fully equipped auditorium with multimedia equipment
- Use of terrace hall for events

When and how should I pay the accommodation price?

The accommodation Price shall be paid monthly and in advance, at the latest on the first day of the relevant month or, as the case may be, on the next business day.

There are two payment options: By wire transfer or via the Flywire payment application on your individual financial account portal. More information is given closer to the arrival date.

What are the insurance costs for the accommodation?

The Geneva Graduate Institute requires a mandatory private liability and home content insurance, which covers the furniture, furnishings and equipment provided by the Institute in the Accommodation and the Residence's common areas.

The Insurance premium is CHF 90 or CHF 150 depending on the accommodation type. It must be paid by the resident along with the first monthly rent payment of each new rental agreement. In case of damage inside the accommodation unit, the insurance will cover replacement costs higher than the first CHF 500, which must be covered by the resident. This initial fee is CHF 2,000 for damage caused to equipment in the common areas (common kitchens, shared spaces, gym etc.).

Residents who wish to insure their private property, such as bicycles, clothes, computer, etc., should seek out a separate insurance policy privately.

The Housing Administration Office cannot reimburse insurance premiums in case of early termination of the housing agreement.

When is the VAT applicable?

VAT is applicable at the legal rate, currently at 3.8 %. Depending on the status of the Resident and the effective duration of the stay, the Resident may be exempted from VAT. The VAT exemption only applies to students that meet the following cumulative conditions: (i) the academic course of the student lasts at least one year (two semesters) without interruption and (ii) the student resides without interruption at the place of training for the duration of their course. Absences during academic holidays, weekends and/or internships are not considered as an interruption. Unless the Resident qualifies for the above-mentioned exemption, the VAT for the full duration of the stay will be charged to the Resident at the end of the Agreement. In all cases, the attention of the Resident is drawn to the fact that the IHEID is bound by the applicable law and the position of the tax authorities regarding the application of VAT to its residents.

BEFORE MY ARRIVAL

Can I choose the location/floor/view/room number of my accommodation?

Students may select the accommodation type upon booking but are not able to specify location within the residences as the reservation system assigns housing randomly and apartment numbers are not disclosed in advance. Residents are informed of the room number upon arrival.

Please note that the room number does not need to be filled in on form E for the cantonal office for population and migration (OCPM).

Can I bring my pet with me?

No pets nor any animals are allowed in either student residences. Exceptions may be made by Housing Administration for certified and trained assistance dogs, if duly justified and authorised by a medical certificate from a Swiss doctor certifying the necessity and the ability of the dog to assist. In the case of foreign certificates, these must be translated into English by a certified translator. Animals must be announced to the Housing Administration at the time of the booking. Animals not announced and duly authorised by the Housing Administration prior may lead to an immediate booking cancellation and/or termination of the accommodation agreement.

Non-authorised animals will be removed and the related costs incurred will be charged to the resident.

Can I change the dates of the accommodation agreement?

It is not possible to arrive earlier than the expected arrival date or modify the end date of your agreement before arrival.

Can I visit the accommodation before moving in?

Visits may be possible, if an unoccupied accommodation is available, and if the appropriate staff are available to accompany the visit. Please contact us at housing.administration@graduateinstitute.ch for more information about visiting our residences. Please note that in case you plan a visit for the accommodation category you booked, the apartment you will visit is not necessarily the one you will get upon arrival.

Should I bring my own bed linen?

Bed linen is provided by the housekeeping team. However, you may bring your own sheets if you wish. If this is the case, please inform the Housing Administration beforehand. Kindly note that you will have to clean your own bed sheets.

What is the arrival and departure time?

Arrival:

During the main arrival dates (start date of your agreement), the offices have larger opening hours to welcome you. Arrival procedure and details will be sent at least one month in advance. Check-in is possible only on specific days and hours. Please contact us for more information.

Any arrival during the weekend or after 5pm on weekdays is not possible at the Grand Morillon residence. We advise you to find alternative accommodation options.

If you wish another person to pick up the keys on your behalf, please send us a copy of the passport and the pick-up date.

We would like to inform you that no personal belongings can be stored at the residence before your arrival.

Usually for all other reservations during the year including short stays the check-in time is: 3pm.

Departure:

Latest departure time on your agreement end date is: 10am

DURING MY STAY

Can I move to another accommodation during my contract?

Room move requests are addressed to the Housing Committee once a year and may be validated only under certain conditions, such as medical needs or unforeseen reasons.

If approved, the move is organised by the Housing Administration and the moving fee is CHF 200 (please kindly note that the option to move to another accommodation may be limited).

Can I move out furniture that is part of the inventory?

No, it is not allowed.

Can I decorate my room?

The equipment and furniture should remain clean and in good condition; it cannot be disassembled or removed from the original location. The installation of new furniture in the accommodation is not allowed unless specifically requested by email and authorised by the Housing Administration. The colour of the walls may not be changed or altered.

The use of adhesive tape, glue, screws, nails, gum or any other material that could damage the walls, the doors or the furniture is not permitted.

Tacks can be used on plastered walls. The resident will bear any costs related to the repair of any damage to the paint and/or the walls of the accommodation upon departure.

Are cleaning services included in the price?

Cleaning and bed linen changing is provided twice a month and according to the schedule displayed on the entrance doors and in the lifts. This does not apply if you bring your own bed linen. However, if the cleaning is cancelled upon your request or by our team for any reason, the Housing Administration cannot credit the cancellation to your rent.

I have a technical issue in my room, what can I do?

Submit a maintenance intervention request through your housing portal account.

I have a problem with my payments, what can I do?

Contact our Accounting Department at: housing.accounting@graduateinstitute.ch

Are there gym facilities on campus? If there are, what does a gym membership cost and how often do you need to get it renewed?

Each residence has its own gym, which residents may use with a membership and based on availability of the memberships. Residents must take a three month membership, charged at an additional cost of: CHF 120 for Grand Morillon and CHF 90 for De Picciotto. For security reasons, gym access is not permitted to anyone outside of the Geneva Graduate Institute or residence community.

Is there secure parking for cars and/or bicycles at the residences?

Grand Morillon student residence: Car and motorbike parking spots are available according to availability. A booking request must be submitted through the housing portal account and a bike sticker must be collected at the admin office. There are also 400 free outdoor bicycle spots, available on a first come, first served basis.

In addition, the residence has 200 secured bike parking spots available for free but with registration. For both options, padlocks are highly recommended. Please contact the administration for more information.

De Picciotto student house: There is no car or motorbike parking provided within the residence. An indoor bike room is available upon request for residents and is free of charge. A bike sticker must be collected at the admin office. There is the nearby Secheron P & R, which provides a paid parking option for nearby residents. For more information, visit their page.

Please kindly note that bikes and riding scooters are forbidden inside the accommodation.

Are there additional spaces to store personal belongings?

Lockers of 1m³ are available only at the Grand Morillon residence for a three month minimum period. Residents can store items at the rate of CHF 10/month (locks included).

Each new month started is due and no pro rata refund will be provided in case of cancellation. At the end of the renting period, the provided padlocks must be returned to the Housing Administration's office and the lockers emptied.

Are there laundry facilities?

There are washing and drying machines available for resident's use in both residences. Washer/dryer virtual tokens, as well as washing products can either be bought beforehand or can be purchased in the laundry facilities.

AFTER MY DEPARTURE

How and when will I get my deposit back?

The deposit is reimbursed if there is no damage, missing items or outstanding balance after departure. Once the final check is processed by the Housing Administration, a deposit restitution form is sent to the departing resident. The Housing Administration does its best to release the deposit as soon as possible, however it may take a few weeks depending on the flux of departures.

Should I notify the Cantonal Office for Population and Migration (OCPM) of my departure?

Each resident is responsible for making the necessary address changes and contacting the OCPM before their departure. Please note that persons without a signed agreement may not continue to reside at the student residences.

Can mail be delivered after my departure?

Former residents will no longer have access to their mailboxes, nor is the Housing Administration able to keep mail for them. However, there are options to forward mail to a new address through the post office.

What is the procedure regarding missing or broken items upon departure?

A thorough check of the accommodation is performed by the administration and the maintenance team. Outstanding charges will apply and will be deducted from the deposit in case of missing items or damages. A list of fees is available through the portal and also sent by email.