



COLLECTIF DE SOUTIEN AUX SANS-PAPIERS

GENÈVE

**LIVING IN GENEVA**  
**VIVRE À GENÈVE**  
**VIVIR EN GINEBRA**  
**VIVER EM GENEBRA**  
**EDITION 2014**

**PRACTICAL INFORMATION FOR NON-EUROPEAN IMMIGRANTS**

**INFORMATIONS PRATIQUES POUR LES IMMIGRÉ-E-S NON EUROPÉEN-NE-S**

**INFORMACIÓN PRÁCTICA PARA LOS (LAS) IMMIGRANTES NO EUROPEO-A-S**

**INFORMAÇÕES PRÁTICAS PARA OS (AS) IMIGRANTES NÃO EUROPEUS (ÉIAS)**

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# Foreword

This brochure is intended for those without legal status, for those in contact with them and for social workers. The social and legal information quoted as well as the list of associations, organizations and institutions was updated in autumn 2014, but changes may occur in the future. This brochure contains a limited amount of information and does not claim to be exhaustive.

## Note for non-European migrants

If you are a citizen of a country which is not a member of the European Union (EU) or the European Free Trade Association (EFTA), you should know that Swiss immigration policy does not permit recruitment of workers from such third countries, except for highly qualified personnel. It will therefore not be possible for you to obtain a residence and work permit by the normal route, except for purposes of family reunification or training. Even these two exceptions are subject to restrictive conditions. We would therefore advise you to take legal advice before starting either of these procedures.

## Impressum

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## Collectif de soutien aux sans-papiers de Genève

The “Collectif de soutien aux sans-papiers de Genève” (Supporting Group in favour of illegal residents in Geneva) is an umbrella organization involving trade unions, NGO’s, migrants associations and church-related communities. Its work is based on the reality of non-European immigration and on its presence in many economic sectors in Geneva and Switzerland. Since August 2003 the “*Collectif*” has been involved in an attempt to normalize collectively the situation of all workers without legal status in Geneva as well as to obtain recognition of their rights. If you would like to join this action you may contact one of the trade unions listed under “Collective actions”, so that a file can be opened for you and a power of attorney signed.

The goals of the “*Collectif*” are:

- to fight for the collective normalization of the status of immigrants without legal status and their families, and the recognition of their rights;
- to protect the rights of such persons when faced with the discrimination resulting from their status;
- to promote, stimulate and coordinate all activities aiming at protecting these persons and recognizing their rights;
- to help those immigrants without legal status who wish to fight publicly for legal and collective recognition; and
- to support for this purpose those types of collective action which involve the immigrants without legal status.

### Collectif de soutien aux sans-papiers

Route des Acacias 25 – Tel.: 022 301 6333

E-mail: [collectifsanspapiers@ccsi.ch](mailto:collectifsanspapiers@ccsi.ch) – [www.sans-papiers.ch/geneve](http://www.sans-papiers.ch/geneve)

### Created in 2001, the Collectif de soutien aux sans-papiers de Genève is made up of the following organizations:

Association genevoise de défense des locataires (ASLOCA), Association bolivienne de Genève, Association Espace 360, Association de défense des chômeurs, Association pour la promotion des droits humains (APDH), Bolivia 9, Camarada, Caritas, Centre de contact Suisses-Immigrés (CCSI), Centre social protestant (CSP), CETIM, Collectif des travailleuses et travailleurs sans statut légal (CTSSL), Commission tiers-monde de l’église catholique (COTMEC), Communauté genevoise d’action syndicale (CGAS), Conférence universitaire des associations d’étudiants (CUAE), Espace solidaire Pâquis, ELISA, Entraide protestante (EPER), Évangile et travail, Geneva forum for Philippine concerns, Groupe chrétien-social du PDC, Ligue suisse des droits de l’Homme, Maison Kultura, Œuvre suisse d’entraide ouvrière (OSEO), Pluriels, Parti socialiste genevois, Parti du travail, Syndicom, Syndicat interprofessionnel des travailleuses et travailleurs (SIT), Syndicat des services publics (SSP/VPOD), UNIA, SolidaritéS, Société pédagogique de Genève, Syna, Travail.suisse, Université populaire albanaise (UPA), Les Verts.

# Health

## Health insurance (adults)

In Geneva medical care is expensive, especially if you do not have a health insurance. Everyone resident in Geneva, irrespective of his legal status, has the right to obtain a basic health care insurance policy (LAMal). Premiums are very high (about Fr. 460.- per month), and the insurance does not cover the total amount of medical bills - you must still pay what is called the deductible (“franchise”) out of your own pocket. The deductible is the amount of medical expenses which you will have to pay in a year, before the insurance begins to cover your doctors’ or hospital bills. According to the law the minimum deductible for an adult is Fr. 300.-.

You must also pay 10 % of the remaining medical and pharmaceutical bills (the “quote-part” or quota share), and your health insurance does not cover dental care, glasses and contact lenses. You must obtain an accident insurance if you do not have this type of cover with your work (see “Work and Social Security”).

Once you have paid the amount of the excess in medical expenses, the procedure for the insurance company to refund your bills is shown below.

## Procedure for obtaining a refund of medical bills

1. Send only **the bill to your insurance company**, clearly marking your insurance policy number and your name and address. **Do not send the paying-in slip**, which you will need to pay for the bill.
2. The insurance company will then send you your refund in the form of a postal cheque which you can cash at the Post Office (only 90 % of the amount of the bills will be reimbursed), or via a direct transfer to your bank or post account.
3. You can either pay the bills straight away, or after you have received the refund from the insurance company.

Prescribed medication by your doctor may be fetched directly from the pharmacy (chemist’s) with a card which you will have received from the insurance company (please note that some insurers do not issue such a card). If you choose an insurance company that delivers such a card, you will not have to pay for the medicines on the spot, because the pharmacy will send the bill directly to the insurance company, which in turn will ask you to pay the

deductible (if not deducted as yet) and your quota share (10% of the price of the medicine).

In order to obtain health insurance you should first make an appointment by telephone and go to the Health Insurance Service, (**Service de l'assurance maladie SAM**), with your passport, in order to obtain a certificate that you are subject to health insurance (an "attestation d'assujettissement"). The SAM will provide you with this certificate as well as a list of health insurance companies with their rates. You need then merely to take the certificate to the insurance company of your choice, where you will receive an insurance proposal form to fill out. You do not need to fill in the health questionnaire if you only wish a basic insurance. After two to three weeks you will receive your Insurance Contract (policy) from the insurance company. All the insurance companies provide the same services as regards to the basic insurance (LAMal).

### IMPORTANT NOTE:

- All insurance companies offer complementary insurance. This is not compulsory! If you decide to take a complementary insurance, the health questionnaire should be filled in!
- When taking a health insurance contract, you undertake to pay the premiums as long as you reside in Switzerland.

The SAM receives by appointment. It can be reached by telephone Mon-Fri from 9 to 12 am and from 1:30 to 4:30 pm.

#### Service de l'Assurance Maladie (SAM)

Route de Frontenex 62  
Tel. 022 546 19 00  
www.geneve.ch/sam

### Health insurance (children)

At the Early Childhood, Gender and Health Centre ("Petite enfance, santé et genre") - for children until 4 - and at the School and Social Care Centre ("École et suivi social") - for children aged 4-12 - of the Swiss Immigrants Contact Centre ("**Centre de contact Suisses-Immigrés, CCSI**"), your child can be registered for health insurance. For those with low income a subsidy is available. Your children have a right to health insurance without a deductible and you may freely select your paediatrician. Every school child must have health and accident insurance. The CCSI undertakes the necessary steps,

The CCSI switchboard is available on

- Mondays from 1:30 to 4:30 pm
- Tuesdays and Wednesdays from 8:30 to 11:30 am and 1:30 to 4:30 pm
- Thursdays and Fridays from 8:30 to 11:30 am

The centres receive by appointment only.

#### Centre de Contact Suisses-Immigrés (CCSI)

Route des Acacias 25 — Tel. 022 304 48 60  
E-mail: admin@ccsi.ch — www.ccsi.ch

### Care

If you have no health insurance, you cannot freely choose your doctor. However, some public and private medical institutions offer basic medical services not requiring you to be insured. Below you will find a list of these institutions:

The **Consultation ambulatoire mobile de soins communautaires, CAMSCO**, ("Outpatient Mobile Consultation of Community Care"), gives access to health care for all those without health insurance. This structure is part of the Primary Medical Care Division (Service de médecine de premier recours, SMPR) of the Cantonal Hospital and has a number of cooperating partner institutions. No information is passed on to the police.

- All aspects of health and prevention are dealt with, such as:
- Emergencies (during opening hours only)
- Gynaecology
- Pregnancy, childbirth and post-partum care
- Psychological support
- Dental care (very limited).

CAMSCO nurses are trained in psychiatric care and work together with the psychiatric units of the Cantonal Hospital. Sometimes CAMSCO will refer you to specialized structures.



Consultations may be by appointment. However, there are reception hours for which no appointment is necessary (max. 30 persons):

- Mondays, Tuesdays, Fridays 9 to 11 am
- Wednesdays and Thursdays 1:30 to 4 pm

#### **Consultation ambulatoire mobile de soins communautaires, CAMSCO**

Rue Hugo-de-Senger 4 — Tel. 022 382 5311

<http://premier-recours.hug-ge.ch/>, click on “précarité/sans-papiers”

## **Emergencies**

You may go to CAMSCO. Outside CAMSCO’s opening hours, the Cantonal Hospital has the obligation to provide emergency care to any person coming to the Emergency Department (“Urgences”), whether he/she has health insurance or not. In any case you will receive a bill.

#### **Hôpital Cantonal (HUG, Cantonal Hospital)**

Emergency Dept. (Urgences), open 24 hours a day

Rue Micheli-du-Crest 24 — Tel. 022 372 8120

**If you need an ambulance, call 144.**

## **Dental Care**

For dental care, CAMSCO will evaluate the situation and refer you to a dentist according to what is available and most often with a financial contribution. If you need further dental care you can ask for an estimate of the cost, which will be charged, too.

## **Gynaecology**

For a gynaecological consultation or check-up, you can go to CAMSCO, and they will refer you either to the Cantonal Hospital’s Gynaecology Polyclinic or to a private gynaecologist. The Maternity Clinic’s Social Services are available in case of difficulties for paying the medical bills.

## **Pregnancy and childbirth**

Follow-up for pregnancy and childbirth is carried out by the Maternity Clinic of the Cantonal Hospital (Maternité), in cooperation with CAMSCO. The Maternity Clinic’s Social Services are available in case of difficulties for paying the medical bills.

#### **HUG Maternité (Maternity Clinic of the Cantonal Hospital)**

Boulevard de la Cluse 30

Tel. 022 382 6816 — [www.hug-ge.ch](http://www.hug-ge.ch)

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The **Arcade des sages-femmes** (“Mid-wives Reception Centre”) has a “reception, advice and information” unit available 7 days a week for parents, future parents and the public concerned. A reception desk is also available free of charge, with two midwives answering your questions every afternoon and on Saturday morning.

Information meetings are also organized free of charge and without registration, as well as courses, with previous registration, that are sometimes refunded by LAMal.

Reception desk:	Mon.:	2 to 8 pm (except holiday)
	Tues.-Fri.:	2 to 5 pm (except holiday)
	Sat.:	9 to 12 am (except holiday)

Helpline:	Mon.-Fri.	8 am to 8 pm
	Sat., Sun. & holiday	9 to 12 am and 5 to 8 pm

#### **L’Arcade des sages-femmes**

Bd Carl-Vogt 85

Tel.: 022 329 05 55

Email: [arcade@worldcom.ch](mailto:arcade@worldcom.ch)

[www.arcade-sages-femmes.ch](http://www.arcade-sages-femmes.ch)

## **Breast cancer detection**

Breast cancer is a common disease, with one woman out of ten being affected in Switzerland. If detected early, however, this cancer can be properly treated. This is the reason why a systematic programme of breast cancer detection was implemented, offering a mammography to every woman over 50 every 2 years, refunded by the basic health insurance, without deductible.

This service is free of charge for people benefitting from insurance subsidies and for people without papers or without insurance, by contacting CAMSCO.

#### **Fondation genevoise pour le dépistage du cancer du sein**

(Geneva Foundation for Breast Cancer Detection)

43 Bd de la Cluse — Tel.: 022 320 28 28 — [www.depistage-sein.ch](http://www.depistage-sein.ch)

## Sexual health and family planning unit

The sexual health and family planning unit (*formerly CIFERN*) is attached to the Community Medicine and Primary Care Department of the Cantonal Hospital HUG. It offers free and confidential consultations as well as information, help and support and/or guidance on all medical, social, legal and psychological matters involving relationships and sex at all stages of life, in particular:

- sexuality, knowledge of the body;
- desire for a child, methods of contraception, morning-after pill, pregnancy test;
- HIV/AIDS, sexually transmitted diseases (STDs);
- decision whether or not to continue a pregnancy, abortion;
- information on pregnancy, psychosocial help; preparing to give birth; advice on prenatal diagnosis, miscarriage;
- infertility, medically assisted procreation; adoption;
- marital problems (marriage counselling).

A multi-disciplinary team is available - sexual health counsellor, mid-wife, sex-ologist, and psychologist/psychotherapist.

Consultations may be given in several languages - Spanish, English, Portuguese, German, Swiss German, and Italian.

Apart from marriage counselling for which there is a charge, advice is given free of charge. Services such as the morning-after pill and pregnancy testing cost Fr 10.-.

Consultations hours, preferably by appointment:

- Mon-Thurs 9 to 12:30 am and 2 to 6:30 (closed on Tuesday morning)
- Fri 9 to 12:30 am and 2 to 6 pm

Helpline:

- Mon-Fri 9 to 12:30 am  
2 to 5:30 pm (except on Tue morning: answering machine).

Documentation Centre: books and documents available, on loan or to be consulted in the centre.

### Unité de santé sexuelle et planning familial

Boulevard de la Cluse 47, 4th floor

Tel. 022 372 55 00

E-mail: [planning-familial@hcu-ge.ch](mailto:planning-familial@hcu-ge.ch) — [planning-familial.hug-ge.ch](http://planning-familial.hug-ge.ch)

## Birth certificate

All births at the Geneva Maternity Clinic must be announced to the Registry Office (Office de l'Etat civil) to obtain a birth certificate. The Maternity Clinic's Social Services can help you with the necessary procedures. They can also take the steps needed to obtain health insurance for your baby starting at birth, and to request 100 % financial aid to cover this.

The following documents are needed to announce the birth of a child of married parents:

- both parents' identity papers;
- family record book ("livret de famille") or marriage certificate showing all the baby's grandparents' first and last names (or the parents' birth certificates);
- proof of residence issued by the parents' country of origin, dated no more than six months ago.

The following documents are needed to announce the birth of a child of parents who are not married:

- the mother's identity papers;
- the mother's birth certificate, dated no more than six months ago;
- the mother's civil certificate, issued by her country of origin, dated no more than six months ago;
- proof of residence of the mother, issued by her country of origin, dated no more than six months ago.

In the event of the birth of a child of parents who are not married, the father must provide the same documents as the mother to recognise his child.

If the filiation is not established, a curator (a trustee?) will be appointed in order to follow up the father's recognition proceedings.

The Registry Office should be contacted if the mother is divorced or widowed, and for a declaration of paternity.

All documents must be originals. For documents in foreign language, you should also contact the Registry Office.

The Office is open Monday-Friday 8:30 to 11:45 am and 13 to 16 pm

### Office de l'Etat civil (Registry Office)

Rue de la Mairie 37

Tel. 022 418 66 61 or 67

E-mail: [etat-civil@ville-ge.ch](mailto:etat-civil@ville-ge.ch) — [www.ville-ge.ch/etat-civil](http://www.ville-ge.ch/etat-civil)

## Paediatrics

Your children have the right to health insurance without a deductible (“franchise”), and you can therefore consult a paediatrician of your choice. In a case of emergency you can go to the emergency department of the children’s clinic of the Cantonal Hospital (Hôpital des enfants – Urgences, 47 avenue de la Roseaie).

After a consultation there, the children’s clinic’s Social Services can help you with social and financial procedures.

Consultations: Mon-Fri 8 am to 5 pm  
Specific consultations until 7 pm

Telephone switchboard: Mon-Fri 8:15 to 12 am, 1 to 5 pm

### Hôpital des enfants

Rue Willy Donzé 6  
Tel. 022 372 40 01  
[www.hug-ge.ch/soins/hopital\\_enfants.html](http://www.hug-ge.ch/soins/hopital_enfants.html)

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The **Service de Santé de la Jeunesse** (“Youth Health Division”) is engaged in activities to promote health and prevent damages to health in the public and private schools of the canton. The SSJ is also present in day care centres for small children. The Youth Dental Clinic is also part of this structure.

A helpline is available at the SSJ for any questions in relation with your child’s health.

A doctor or a nurse will answer your call

- Mon-Fri 7:30 am to 12 pm and 1 to 5 pm

### Service de santé de la jeunesse (SSJ)

Rue des Glacis de Rive 11  
Tel. 022 546 4100  
Email: [ssj@etat.ge.ch](mailto:ssj@etat.ge.ch)  
[www.geneve.ch/ssj](http://www.geneve.ch/ssj)

## Psychological support

The association **Pluriels** is a consultation service for migrants of all origins, whether or not they have a legal status in Switzerland. The services offered to adults and children include:

- psychological support;
- advice;
- therapeutic accompaniment;
- psychotherapy and “victim therapy”;
- family therapy and/or couple therapy.

The psychologists speak several languages and work with intercultural interpreters.

The cost of consultations is determined with the psychologist during the first session and may vary between Fr. 5.– and over 100.–.

**Pluriels** – Centre de consultations et d’études ethnopsychologiques pour migrants (Centre for consultations and research in ethnopsychology for migrants)

**Geneva** Rue des Voisins 15 (3rd floor)  
Tel. 022 328 68 20  
Helpline: Mon-Fri 9:30 to 12:30 am  
Consultations by appointment

**Meyrin** Av. Vaudagne 3  
Tel. 022 785 34 78  
Helpline and personal consulting by appointment on Fridays  
E-mail: [pluriels@pluriels.ch](mailto:pluriels@pluriels.ch) — [www.pluriels.ch](http://www.pluriels.ch)

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The association **Appartenances – Geneva** aims at promoting the autonomy and quality of life of migrant people. It offers:

- psychological or psychiatric consultations (for individuals, families or groups) to people with psychological difficulties deriving from the migration process and the traumatic situations they may have experienced before;
- community therapies;
- training and research programmes on issues relating to migration and traumas;
- courses preparing for childbirth for migrant women who do not speak French, **in co-operation with Arcade des sages-femmes.**



Helpline:

- Tuesday 9:30 to 11:30 am
- Thursday 2 to 4 pm

Consultations by appointment.

For the prevention programme “Enceinte à Genève” (Pregnant in Geneva), please contact Mrs Fabienne Borel, mid-wife, at no. 078 866 91 77 or [arcade@worldcom.ch](mailto:arcade@worldcom.ch).

#### **Appartenances - Genève**

Boulevard Saint-Georges 72

Tel. 022 781 02 05

E-mail: [appartenances.ge@bluewin.ch](mailto:appartenances.ge@bluewin.ch)

[www.appartenances-ge.ch](http://www.appartenances-ge.ch)

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**The Consultation Couples et Parents du Centre Social Protestant** (“Consultation for Couples and Parents of the Protestant Social Centre”) is a place that provides a listening ear and a forum of expression as well as psychological support to couples with relational difficulties and problems as parents, and specific help for bi-cultural couples.

The first consultation is free; after that, you will be asked to make a financial contribution according to your financial means.

Co-parentality workshops for separated or divorced persons are offered three times a year.

#### **Centre Social Protestant (CSP)**

Rue du Village-Suisse 14

Tel. 022 807 07 00

E-mail: [info@csp-ge.ch](mailto:info@csp-ge.ch)

[www.csp.ch/prestations/consultations/conjugal/](http://www.csp.ch/prestations/consultations/conjugal/)

## **AIDS and HIV Infection**

The Cantonal Hospital offers anonymous HIV tests, by appointment, Mon-Fri non-stop from 9:30 am to 5:30 pm

Cost of the test: Fr. 55.- (Fr 25.- for those under 18).

**Appointments at [www.testvih.ch](http://www.testvih.ch)**

**022 372 96 17**

Hôpital Cantonal, 2nd floor: follow the yellow line to “Consultations spécialisées médecine interne” until you reach “Tests anonymes”.

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The **Groupe Sida Genève** (Geneva AIDS Group) is a private association whose main goal is the fight against AIDS in Geneva. Its charter includes preventing new infections, supporting those concerned, combating discrimination and spreading information about HIV and AIDS. Most of its services are confidential and free.

#### **Groupe Sida Genève**

Rue du Grand-Pré 9

Tel. 022 700 15 00

E-mail: [info@groupesida.ch](mailto:info@groupesida.ch)

[www.groupesida.ch](http://www.groupesida.ch)

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**Dialogai** is an association where homosexual men can find a listening ear, experience conviviality, share with others, meet people, be welcome and seek information and advice.

Dialogai is also the antenna of “Aide Suisse contre le Sida” (Swiss Help against AIDS) and as such, they fight against the HIV epidemic by actions within the population and prevention programmes, but also against the increase of other sexually transmitted infections.

#### **Dialogai**

Rue de la Navigation 11-13

Tel. 022 906 40 40

Email: [info@doalogai.org](mailto:info@doalogai.org)

[www.dialogai.org](http://www.dialogai.org)

The **Centre de santé pour hommes Checkpoint-Genève** (Health centre for men), attached to Dialogai, is a quick-test and individual counselling centre

where gay people and men having sexual intercourse with other men (HSH) may be tested for HIV, gonorrhoea, Chlamydia, syphilis and hepatitis. Checkpoint also offers injections against hepatitis A and B. Made during confidential and anonymous consultations, the tests also allow them to talk of their practices and of risk management with a health professional, who is aware of gay sexuality and will not judge them.

**Checkpoint** is open WITHOUT appointment on Mondays and Wednesdays from 4 to 8 pm and on Fridays from 12 pm to 4 pm

#### **Checkpoint-Genève**

Rue du Grand-Pré 9 (Grottes)

Directly to 3rd floor by lift

Tel. 022 906 40 30

[www.checkpoint-ge.ch](http://www.checkpoint-ge.ch)

## **Sex professions**

**Aspasie Prévention Migrantes (APM)** is active in prevention and health matters with migrants working in the sex work in Geneva.

Contacts and information may be obtained through women mediators speaking Spanish, Portuguese, Russian, English, Italian and French.

Guidance, accompaniment and support upon request.

Reception on Mondays, Thursdays and Fridays 2 to 5 pm or by appointment.

#### **Aspasie Prévention Migrantes (APM)**

Rue de Monthoux 36

Tel. 022 732 68 28

E-mail: [aspasie@aspasie.ch](mailto:aspasie@aspasie.ch)

[www.aspasie.ch](http://www.aspasie.ch)

**Health information in several languages:**

[www.migesplus.ch](http://www.migesplus.ch)

# Work and social security

Any employment relationship, whether based on a written or oral contract, carries with it the right to social security, which protects you under certain conditions from the consequences of accidents, invalidity or retirement. It is important to be insured, and essential to note that no information is passed from the different social security institutions to the immigration police.

Swiss law obliges your employer to register you with social security. Thus it is his/her responsibility to take the necessary steps. Upon registration, you will receive an AVS (grey) card which shows your insurance (social security) number. However, later on you should ask for help from a trade union to check that your employer is in fact paying in the necessary social security contributions for you.

Labour law is also supposed to guarantee satisfactory work conditions. Thus your employment contract (written or oral) should specify how many hours you work and your salary and should satisfy the collective bargaining agreements in force: decent salary, amount of annual holiday and public holidays, paid overtime, continued payment of your salary in case of illness or pregnancy. If these conditions are not met you can talk to a trade union about it. With the help of a trade union you can then start proceedings against your employer. The union can stand by you in an action before the “Tribunal des Prud’hommes” (Labour Tribunal) which is responsible for settling disagreements between employees and their employers. More information may be obtained from the unions.

**Some examples of the various social security deductions from your salary (2012 rate):**

**Gross salary** minus:

- AVS/AI/APG (5.15 %): compulsory deduction
- AC (1 %): compulsory deduction
- LAMat (maternity insurance 0.045 %): compulsory deduction
- LPP: varies according to salary, starting from a certain minimum only
- LAA and PGM: deductions according to work contract or collective bargaining agreement
- Withholding income tax: varies according to tax scales

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= **Net salary**

## Accident insurance (LAA)

This is the most important type of insurance for you, since it does not depend on your status and covers you against accidents at your place of work. It covers all medical costs arising from the accident and pays your salary as long as you are off work. If you work more than 8 hours a week for a single employer, this accident insurance also covers you for non-work-related accidents, provided that your employer has subscribed to it. In the event of injury or invalidity, the accident insurance may pay you a pension. If you leave Switzerland, the benefits may be exported, irrespective of any international convention.

## Retirement/widows'/orphans' insurance (Assurance vieillesse et survivants, AVS) and invalidity insurance (Assurance invalidité, AI)

AVS and AI provide insurance coverage in respect of old age (retirement pension), in case of invalidity (invalidity pension), and on the death of a spouse or relative (survivors' pension), irrespective of their status.

If they leave, the workers who are citizens of a country having signed a bilateral convention with Switzerland may export their benefit. However, their capital cannot be withdrawn before the legal age of retirement.

Workers without any legal status from countries without a bilateral agreement with Switzerland cannot export their AVS/AI benefits; however, their contributions may be refunded if requested once they are back in their own country. Obtain the relevant information from a trade union or from a legal advice service before you leave.

## Work-related pension plans (LPP)

These plans are complementary to AVS/AI. Only those over 25 with annual salaries above Frs. 24,720.- (on 01-01-2012), irrespective of their status, are compulsorily enrolled (as of 17 years old for death and invalidity risks). It is sometimes possible to be insured with a lower salary, according to the type of insurance contract the employer has. If you leave, you may demand to receive the capital sum saved. Obtain the relevant information from a trade union before you leave.

## Unemployment insurance (LACI)

Unemployment insurance compensates workers who have lost their job. The amount you receive, which is paid only for a limited period, is calculated as a percentage of your last salary (either 70 % or 80 %). However, if you have no residence permit, you do **not** have the right to claim unemployment payments even if you have paid your contributions. On the other hand, if later on you

have legalised your stay in Switzerland, all the years of contributions will be taken into account.

Unemployment insurance also compensates workers whose firm has gone bankrupt. Under strict conditions, this type of compensation may be paid to employees without legal status. People facing such a situation should turn to a trade union.

## Child benefit (“Allocations familiales”), birth or adoption allowances

Any person with dependent children who pays AVS/AI contributions can claim child benefit.

### Monthly amount per child:

- Child up to 16: 300.–
- Child aged from 16 to 25 (provided the child studies or takes an apprenticeship): 400.–

### Birth or adoption allowance:

This allowance, amounting to CHF 2 000.-, is paid as a lump-sum at the child's birth. In order to get it, you must be entitled to the child benefit and the mother is to be domiciled in Switzerland all along the pregnancy.

### Supplement for large families as from the 3rd child of the same beneficiary:

Child benefit: 100.–

Birth and adoption allowance: 1 000.–

To claim, make an appointment with CCSI if your children are between 0 and 12, or with a trade union. Take along your AVS card, salary slips, proof that your child is resident in Switzerland (e.g. insurance policy or school certificate) and identity documents.

### Centre de Contact Suisses-Immigrés (CCSI)

(Swiss-Immigrant Contact Centre)

Route des Acacias 25

Tel. 022 304 48 60 — [www.ccsi.ch](http://www.ccsi.ch)

If your job is declared through the “chèque-service” system, you can directly contact:

**Chèque Service:** Tel. 022 301 7316 — [www.chèqueservice.ch](http://www.chèqueservice.ch)

## Maternity leave (pregnancy/childbirth insurance, LaMat)

You may receive maternity leave payments if you have paid at least nine months' pregnancy insurance contributions, worked at least 5 months in Geneva during pregnancy and have an employment agreement (written or oral) at the time you give birth. The mother's salary is insured for 16 weeks following childbirth.

## Tax at source

Migrants without a valid residence permit are subject to tax at source. The employer must keep back a portion of your salary according to a scale provided by the tax authorities and pay it to the authorities as income tax. The amount levied may be claimed back and substantial amounts may be refunded, particularly if you have dependent children. Your claim must be imperatively made to the Cantonal Tax Administration (Administration fiscale cantonale, Service de l'impôt à la source), by the 31st of March following the taxation period. Information may be collected from a trade union.

## Salary payments in case of illness

Payment of your salary if you are ill depends on how long you have been employed and whether or not you have insurance for loss of gain due to illness. More information can be supplied collected from a trade union.

## Chèque Service ("service cheque") for domestic employment

The **Chèque Service** scheme, established in January 2004, relieves the employer of all the administrative steps needed to enrol you in the social insurance programmes (LAA). If you are in home domestic employment (household work, looking after children or old people at home, casual gardening), your employer may quite easily subscribe to Chèque Service.

To join in, your employer simply needs to fill out a form, enclose a copy of your AVS card or ID card and send it to Chèque Service. The form may be loaded from the website [www.chèqueservice.ch](http://www.chèqueservice.ch) or can be found in one of the 22 "Centres d'action sociale et de santé" ("CASS", Social & health service centres) in the canton, or in some cases to the /town hall.

If you subscribe for the 1st time, Chèque Service will provide you with a card and AVS number.

Besides being insured (with all the advantages that means) you will not see much difference in your relationship with your employer. You will receive your net salary (less social deductions) as before, and will simply be asked to sign a "coupon" each month, so that your salary is declared to Chèque Service. You should keep the counterfoil attached to the right of the coupon as a receipt. In addition, you may at any time request proof of the history of your employer's contributions to your social security. At the end of year an annual salary statement will be sent to your employer who will give it to you.

Opening hours:

- Mondays and Thursdays: 2 to 5 pm
- Fridays: 9 am to 12 pm

### ChèqueService

Case postale 361  
1213 Petit-Lancy  
Tel. 022 301 7316  
E-mail: [information@chequeservice.ch](mailto:information@chequeservice.ch)  
[www.chèqueservice.ch](http://www.chèqueservice.ch)

## "Contrat-type de l'économie domestique" (Standard contract for domestic service)

There are two standard contracts for domestic service determining the hourly wage, the number of working hours per week, annual and public holidays, notice period, etc. They determine the minimum you can expect. A copy is available from the trade unions

## Trade unions

For labour law and social security issues, trade unions can help you, represent you and defend you if needed. In order to get assistance from unions, you must become a member by paying a monthly contribution.

The SIT (Interprofessional Unions for Workers) secretariat answers your calls:

- Mon-Fri 9 am to 12 pm and 2 to 6 pm

Opening hours by industry:

- construction – maintenance: Tuesdays and Thursdays, 3 to 6:30 pm
- hotel-restaurant business - domestic service - food - hairdressing - aesthetics : Tuesdays and Thursdays 2 to 5 pm
- earth - security - services : Tuesdays 2 to 6:30 pm

#### **Syndicat SIT**

Rue des Chaudronniers 16

Tel. 022 818 0300

Email: [sit@sit-syndicat.ch](mailto:sit@sit-syndicat.ch)

[www.sit-syndicat.ch](http://www.sit-syndicat.ch)

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**UNIA** is open Mon-Fri 4 to 6 pm (all industries alike)

#### **Syndicat UNIA**

Chemin des Surinam 5

Tel 0848 949 120

Email: [geneve@unia.ch](mailto:geneve@unia.ch)

[www.geneve.unia.ch](http://www.geneve.unia.ch)

## French language courses/other further education for adults/translations

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The **Université Ouvrière de Genève, UOG** (Geneva Workers' University), has French courses at various levels, including literacy, as well as cultural and integration subjects (sewing, fitness, running, cultural visits...). Registration is twice a year: Pre-registration is compulsory. Annual cost per course is Fr 100.–.

The secretariat is open as follows:

- Mon nonstop from 8 am to 6 pm
- Tues-Thurs: 8 am- 12 pm and 2 to 6 pm
- Fri 8 am to 12 pm and 2 to 4pm

**Université Ouvrière de Genève, UOG** (Geneva Workers' University)

Place des Grottes 3

Tel. 022 733 50 60 — E-mail: [info@uog.ch](mailto:info@uog.ch) — [www.uog.ch](http://www.uog.ch)

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The **Université populaire du Canton de Genève, UPCGe** (Geneva Canton Popular University), offers basic evening courses for adults in: literacy, French, foreign languages, accounting, mathematics, computing and general culture. The classes are held during the academic year, divided into 2 semesters (see enrolment dates at the secretariat). Cost: Fr. 50.– of membership for the academic year + 50.– of tax per semester and per course.

The secretariat is open as follows:

- Mon-Thurs 2 to 7:30 pm, closed on Fridays.

Courses schedule: 6:15 to 7:45 pm or 8 pm to 9:30

**Université Populaire du Canton de Genève (UPCGe)**

Rue du Vuache 23 — Tel. 022 339 05 00

E-mail: [info@upcge.ch](mailto:info@upcge.ch) — [www.upcge.ch](http://www.upcge.ch)



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The **Université populaire albanaise, UPA** (Albanian Popular University), offers courses in French - regular, 2x2h/week, or intensive, 4x2h/week – as well as conversation and writing workshops in French. These courses and workshops are open to adults of all origins. There is a children's corner during lessons, from 9 am to 4 pm UPA also offers Albanian courses for adults and helps children aged 6-15 to do their homework.

**Université populaire albanaise** (Albanian Popular University)

Chemin Surinam 7  
Tel. 022 340 25 77  
E-mail: [upa-upsh@upa.ch](mailto:upa-upsh@upa.ch)  
[www.upa.ch](http://www.upa.ch)

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The **Centre d'intégration culturelle** (Cultural Integration Centre), ex-**Bibliothèque interculturelle** (Intercultural Library) of the **Geneva Red Cross** offers free help with writing professional and administrative letters and résumés (curricula vitae) on Mondays and Thursdays 9 to 11:30 am and on Wednesdays 2 to 5 pm, as well as French courses.

**Centre d'intégration culturelle**

Rue de Carouge 50  
Tel. 022 320 59 55  
[www.croix-rouge-ge.ch](http://www.croix-rouge-ge.ch)

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**Seniors d'ici et d'ailleurs (Senior from here and abroad – Geneva Red Cross)**, offers language courses at Fr. 10.–/year, reserved for migrants over 55. Registration is compulsory. This association also offers gym courses, workshops, community meals, excursions, etc.

**SIA**

Route des Acacias 9  
Tel. 022 304 04 04  
[www.croix-rouge-ge.ch](http://www.croix-rouge-ge.ch)

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The **Centre d'accueil et de formation de la Roseraie** (Welcome and training centre La Roseraie) offers training (French and IT courses), accompaniment (advice, administrative help, résumés and motivation letters writing) and cultural activities (artistic projects, "discovery" excursions). The activities of the centre are free and designed for all migrants living in Geneva, irrespective of their status, nationality, age or gender.

Mon.-Fri. 9 am to 12 pm and 2 to 6 pm

**La Roseraie**

Entrance door: Rue de la Maladière 2  
Rue de Carouge 108  
Tel. 022 552 02 64  
E-mail: [info@centreroseaie.ch](mailto:info@centreroseaie.ch)  
[www.centreroseaie.ch](http://www.centreroseaie.ch)

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The **Camarada Association** offers French and literacy courses mornings and afternoons, language courses, as well as all sorts of integration workshops, such as: mathematics, computing, sewing, cooking, swimming, gymnastics. An occupational insertion programme is offered in relation with domestic service, as well as training in cleaning and maintenance.

A children's corner is available for pre-school children while their mothers are at Camarada as space allows.

Registration: all year long, on Tuesdays, at the Servette centre.  
Registration fee: Fr. 10.–.  
Cost of courses: flat rate contribution of Fr. 20.– per month.  
Open Mon-Fri 9 am to 12 pm and 1:30 to 4 pm

**Camarada**

Chemin Villard 19  
Tel. 022 344 03 39, in the mornings only  
E-mail: [centre@camarada.ch](mailto:centre@camarada.ch)  
[www.camarada.ch](http://www.camarada.ch)

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**Évangile et travail** (“Gospel and work”), in co-operation with the non-religious association **Espace Solidaire Pâquis**, opens the Pâquis temple’s doors for a service offered to the population, Mon-Thurs 9 am-12 pm and 2 to 5 pm. All activities are free.

**Activities:**

- welcome and listening;
- assistance for administrative duties;
- coffee, tea, toasts, breakfast;
- guidance in service requests;
- public scribe activities;
- initiation workshops on French and French conversation every day, 10 am to 12 pm and 2:30 to 5 pm, without registration;
- multi-lingual library (French, Spanish, English and German);
- the Association’s bulletin *Entre Dos Mondos*;
- discovery of the Geneva and Swiss cultures;

Free legal consultation on

- Mondays and Thursdays mornings, 9 am-12 pm

**Temple des Pâquis** (corner of rue de Berne & rue de Zurich)

Rue de Berne 49

Tel. 022 734 32 38

E-mail: info@espaquis.ch

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The **Parroquia Católica de Lengua Española** (Catholic Parish of Spanish Language – PCLE) offers French classes for Spanish and Portuguese speaking persons.

- Tue.-Thurs.: 7:30 pm to 9:30 pm

**PCLE**

Rue Général-Dufour 18

Tel. 022 328 80 60

E-mail: pcle@pcle.ch

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The **Fédération Maison Kultura** (Kultura House) is an association aiming at promoting integration, developing inter-cultural exchanges and accompanying associations.

Among others, the association offers: different French courses (literacy, according to levels, intensive courses); a 9-month guidance programme for youngsters looking for a job or having difficulties at school.

**Fédération Maison Kultura**

Route de Chêne 41B

Tel. 022 340 71 11

E-mail: kultura@kultura.ch

www.kultura.ch

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The **Community interpreting service of the Red Cross** provides institutions and private companies a network of community interpreters, who are trained in intercultural dialogue and in the health, social and training spheres.

**Community interpreting service of the Red Cross**

Route des Acacias 9

Tel. 022 304 04 91

E-mail: info@croix-rouge-ge.ch

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From January 2013, **KAYU** integration will continue with all the French classes given by the association Tierra Incógnita.

The association KAYU offers French classes for all ages as well as Spanish classes for children from the Hispano-American migration.

By organizing activities not only in the classroom, KAYU wishes to expand the context of use of the host language, but also to create social bounds between the participants with different languages and cultures.

**KAYU integration**

info@kyu.ch

Classes in the bookshop Albatros

6, rue Charles Humbert

Tel. 022 321 59 83

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The **MigraLingua programme**, co-ordinated by **ICVolunteers**, provides non French-speaking migrants with community interpreters for all types of meetings in relation with school life, (meetings with teachers or with the headmaster, enrolment day, parents meetings...). This service is free of charge. You can request ICV's services by phone or by filling in a form on the website of the organisation, which is available in several languages.

#### **ICVolunteers**

Rue de Carouge 104

Tel. 022 800 14 36

E-mail: [migralingua@icvolunteers.org](mailto:migralingua@icvolunteers.org)

[www.migralingua.org](http://www.migralingua.org)

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Some official documents, such as **civil status documents**, generally need to be translated by sworn translators of the **State Chancellery**.

#### **State Chancellery (Chancellerie d'État)**

Rue de l'Hôtel-de-Ville 2

Tel. 022 327 95 64

# Child care, schooling & education for children and young people under 18

The first and most important step is to place your child into an institution corresponding to his age and depending on when he arrived in Geneva.

## **Pre-school (0-4 years)**

The "Genre, santé et petite enfance" (Gender, health and toddlers') service of the **Centre de Contact Suisses-Immigrés** (CCSI, Swiss and immigrants' contact centre) allows you to enrol your child in a health insurance scheme, potentially with financial help for low incomes. CCSI can also help you find where to have your child looked after.

The switchboard is available Mon 1:30 to 4:30 pm, Tues-Wed 8:30 to 11:30 am and 1:30 to 4:30 pm, Thurs-Fri 8:30 to 11:30 am. Consultations are by appointment only.

#### **Centre de Contact Suisses-Immigrés (CCSI)**

Route des Acacias 25

Tel. 022 304 48 60

E-mail: [admin@ccsi.ch](mailto:admin@ccsi.ch)

[www.ccsi.ch](http://www.ccsi.ch)

## **Compulsory schooling**

All children must attend school in Geneva (**up to the age of 15**), no matter what their status. Parents are not reported to the authorities. It is compulsory for a child to attend school from the age of **4 onwards**.

#### **Primary school (4 to 11)**

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All children attending compulsory school must have health and accident insurance. The formalities for joining are carried out by the Centre de Contact Suisses-Immigrés (CCSI), who gives the parents a certificate for immediate integration into a class. Financial aid is available for those with low incomes.

All children attending school may take part in the accompanying activities offered (“activités parascolaires”—supervision, accompanied study periods) and may take school meals. Financial aid is possible for those with low incomes. Information is available from CCSI.

### **Centre de Contact Suisses-Immigrés (CCSI)**

Route des Acacias 25

Tel. 022 304 48 60

E-mail: [admin@ccsi.ch](mailto:admin@ccsi.ch)

[www.ccsi.ch](http://www.ccsi.ch)

### **“Cycle d’Orientation” (lower secondary school, 12 to 15)**

In induction classes (“classes d’accueil”), non French-speaking children may learn French and be taught other subjects - German, English, maths - for upgrading purposes before joining normal classes later on.

The parents of children who remain in “classes d’accueil” after primary school will receive information in due time on how to enrol their children.

All children arriving in Geneva at an age corresponding to “Cycle d’orientation” must be integrated in induction classes (registration by appointment).

All “Cycle d’orientation” students must have health and accident insurance.

The **induction class staff** is available by appointment to parents who would like more detailed information.

### **Secteur des classes d’accueil**

Direction générale du Cycle d’orientation, Collège des Coudriers

Avenue Joli-Mont 15A

Tel. 022 388 53 00

E-mail: [dgco@etat.ge.ch](mailto:dgco@etat.ge.ch) — [www.geneve.ch/co/orienter/accueil.html](http://www.geneve.ch/co/orienter/accueil.html)

## **Secondary and further education (from 15 to 20)**

All secondary schools and full-time general and vocational education establishments (see below) admit students independently of their status. Admission depends on an evaluation of students’ levels of knowledge and skill and in some cases on an entrance examination. Vocational training in companies (“dual” apprenticeship) is now possible for students without a legal status, under very strict conditions; **please seek advice from a legal advisory panel**. Registration takes place in April of the previous school year, and the school year begins at the end of August.

- Collège de Genève (high school, academic)
- École de commerce (commercial secondary school)
- École de culture générale (general secondary school)
- Vocational training centres.

Students who do not have the level required for these schools may enrol in full-time integration programmes run by the **Centre de transition professionnelle - CTP** (vocational transition centre), on the basis of a dossier.

Non-French-speaking migrant students between 15 and 19 may enrol in the academic school and vocational induction classes of the **Service de l’accueil de la scolarité post obligatoire - ACPO** (“induction classes for post-compulsory school”). Registration is by appointment at the ACPO. Normally new students attend such classes from September to the end of February.

Non-French-speaking students from the induction classes in the Cycle may under some circumstances enrol in the ACPO’s induction classes. Registration is usually in June.

The main objective of these classes is teaching French and bringing students up to the level required for entrance to secondary and vocational schools, including vocational integration arrangements.

Social counsellors in the CTP and ACPO are available by appointment to answer all your questions on social matters. They can help you with the necessary formalities, in particular for compulsory health insurance.

CTP opening hours: Mon-Fri 9 am-12 pm and 2 to 5 pm  
Closed on Wednesdays afternoon.

#### **Centre de transition professionnelle (CTP)**

Avenue de Châtelaine 40  
Tel. 022 388 7320 - fax 022 388 73 49  
<http://edu.ge.ch/ctp>

#### **Service de l'accueil de la scolarité post obligatoire - ACPO**

Avenue de Châtelaine 97  
Tel. 022 388 1260 - fax 022 388 12 59  
<http://edu.ge.ch/acpo>

### **School support services**

Information is available in each school on supervised homework for primary and lower secondary school children, after afternoon classes.

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The **Association des Répétitoires Ajeta, ARA** (Association for private tuition) offers complementary teaching (individual or class lessons) and academic support for students in primary, lower and upper secondary school with academic difficulties.

Registration: Fr. 35.– per year. Cost by the lesson: Fr. 22.– to 29.– per hour. There are possibilities of state help with the cost of courses according to parents' income.

Reception: 8 am- 12 pm and 2 to 5:30 pm (5 pm on Fridays).

#### **Association des Répétitoires Ajeta (ARA)**

Boulevard des Philosophes 5  
Tel. 022 809 60 60  
E-mail: [ara@ararep.ch](mailto:ara@ararep.ch)  
[www.ararep.ch](http://www.ararep.ch)

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**Évangile et travail** (“Gospels and work”), in co-operation with **Espace solidaire Pâquis**, offers free help with schoolwork. Every Wednesday from 3 to 6 pm

#### **Temple des Pâquis** (corner of rue de Berne and rue de Zurich)

Rue de Berne 49  
Tel. 022 734 3238;  
E-mail: [info@espaquis.ch](mailto:info@espaquis.ch)

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The **Centre d'intégration culturelle** (“Cultural integration centre”) of the Geneva Red Cross offers free help with studying every Monday and Thursday afternoon from 4 to 5:30 pm as well as summer French courses for children who do not speak French and are to start school in September.

#### **Centre d'intégration culturelle**

Rue de Carouge 50  
Tel. 022 320 59 55  
[www.croix-rouge-ge.ch](http://www.croix-rouge-ge.ch)

### **After school, on off-school Wednesdays and during the school holidays**

Activities for children and young people (from 4 to 18), looked after by trained professionals in community centres called “Maisons de quartier” or “Centres de loisirs” and on adventure playgrounds called “Jardins Robinson” or “Terrains d'aventure” on Wednesdays and during the holidays. These centres offer cultural and leisure activities primarily for the young but also for the whole population: meals, games, workshops, open-air activities, street events and festivals.

For activities during the school holidays you should check the registration dates to be sure of a place. Please explain carefully when registering that your child is not allowed to leave Swiss territory. Register directly at the centre concerned; the centres are located in the various districts and communes in the canton.

There is financial help available. The list of centres may be obtained from the **Fondation genevoise pour l'animation socioculturelle -FASe** (“Geneva Foundation for Socio-cultural Activities”).

- Monday to Friday, from 8:30 am to 12:30 pm and from 2 pm to 5:30 pm.



### Fondation genevoise pour l'animation socioculturelle (FASe)

Rue Blavignac 10

Tel. 022 593 57 00

E-mail: fase.secretariat@fase.ch

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The **Centre Protestant de Vacances (CPV—Protestant Holiday Centre)** also organizes holiday camps for young people from 4 to 18 during the school holidays.

- Opening hours: Mon-Fri 1 to 5 pm

### CPV

Rue du Village-Suisse 14 (7th floor)

Tel. 022 809 49 79

E-mail: info@campes.ch

www.campes.ch

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On school days the **Groupe ment Intercommunal pour l'Animation Parascolaire (GIAP—Inter-commune Group for After-school Activities)** welcomes primary-school children to a school lunch and also offers activities after school (from 4 to 6 pm). Trained professionals are present. Register with the professionals who work at your child's school. To be exonerated (according to your income), contact CCSI.

### Groupe ment Intercommunal pour l'Animation Parascolaire GIAP

Boulevard des Promenades 20-22

1227 Carouge

Tel. 022 309 08 20

# Social information

## Social information centres

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The **reception and social/legal advice service** of **Caritas Geneva** (Catholic charity) offers a welcome, a listening ear, information and advice to anyone with a social question. Help for individuals or families who need:

- information and a listening ear;
- guidance and contacts with other services and the authorities;
- psychosocial accompaniment;
- help in keeping to a budget;
- a plan to reduce debt;
- administrative help;
- short-term financial aid;
- help writing letters, appeals, forms etc.

Reception by appointment. **Please contact Caritas on the phone on Mondays, or come directly to the reception desk.**

Opening hours of the social/legal service:

- Tues 2-5 pm
- Wed. 9 am to 12 pm and 2 to 5 pm
- Thurs 2-5 pm
- Fri 9 am to 12 pm

Opening hours with public scribe:

- Mon 9 am to 12 pm
- Tues 9 am to 12 pm

### Permanence sociale et juridique de Caritas

53 rue de Carouge

Tel. 022 708 04 44

www.caritas-geneve.ch

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The social service of the **Centre social protestant (CSP)** lends a listening ear and provides advice and help in the following areas:

- administrative procedures;
- negotiations with official and private services;
- how to manage a domestic budget;
- a plan to reduce debt.

For information or an appointment you may telephone or call in person during reception hours.

Social reception desk:

- Mondays and Wednesdays, 1:30 to 4:30 pm

Social hotline:

- Mondays and Wednesdays, 2 to 4:30 pm

#### **Centre Social Protestant**

Rue du Village-Suisse 14

Tel. 022 807 07 00

E-mail: [info@csp-ge.ch](mailto:info@csp-ge.ch)

[www.csp.ch/geneve](http://www.csp.ch/geneve)

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The **Permanences Volantes** (flying clinics) of the EPER (Swiss Protestant mutual aid organization) provide health-related and social support to Spanish and Portuguese-speaking migrants in difficult situations, whether or not they have legal status. The service is free.

Individual consultations offer confidential attention, support, information and guidance. They provide an opportunity to describe the difficulties encountered, obtain relevant information and benefit from effective guidance to Geneva's social and health-related institutions. The consultations are on appointment and take place in Spanish or Portuguese.

The « Permanences Volantes » also organize conferences and information sessions for the different migrant communities to improve their knowledge of their rights and their access to different services. Community activities (theatre and dance classes, gymnastics and physiotherapy courses) are offered around social and health themes for migrants.

#### **Permanences volantes**

Rue de Carouge 108 A (entrance door : Rue de la Maladière 2)

Tel. 022 300 49 11 – Gaëlle Martinez: 076 536 81 94

E-mail: [martinez@eper.ch](mailto:martinez@eper.ch)

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The **Red Cross repatriation grant service** is available for any person staying in Geneva and wishing to go back to his/her native country, whether this person is an asylum-seeker, a foreigner or a person without residence permit. The services are free and confidential. This activity is carried out in strict compliance with the fundamental principles of the Red Cross.

Information

- Mon-Fri 8:30 am to 12:15 pm and 1:30 to 5:30 pm (on Tuesdays from 10 am onward).

#### **Service d'aide au retour de la Croix-Rouge**

Route des Acacias 9

Tel. 022 304 04 70

[www.croix-rouge-ge.ch](http://www.croix-rouge-ge.ch)

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The **Service de protection des mineurs** ("Minors Protection Office") aims at protecting minors whose development is jeopardised, wherever their parents do not deal with the problem, either by themselves or with the assistance of other professionals they could turn to.

They intervene at the family's request, upon a third party's report and with the consent of the person(s) having parental authority over the minor, or upon order of a civil or criminal court.

The social and educational work is carried out by a social worker, in the form of educational advice and support given to parents and children. In this respect, some services at home may be requested; where needed, with the parents' consent or upon court order, the Minors Protection Office may place the minor in an institution or a host family.

Opening hours:

- Mon-Fri 8 am to 12:30 pm and 1:30 to 5:00 pm
- Without appointment: 9:30 to 11:30 am and 1:30 to 3:30 pm, except on Thursdays.

#### **Service de protection des mineurs**

Rue des Glacis-de-Rive 11

Tel. 022 546 10 00

<http://www.ge.ch/spmi/>

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**Infor Jeunes** is an information centre set up to respond confidentially and free of charge to all requests from young adults between 16 and 25 or their parents.

Reception (no appointment needed):

- Mon-Fri 12 to 6 pm

Hotline 7 days a week: 12 to 10 pm.

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**Infor Jeunes – Centre d’information (Hospice général, HG)**

Rue des Glacis-de-Rive 12

Tel. 022 420 55 55

[www.inforjeunes.ch](http://www.inforjeunes.ch)

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The **Fondation suisse du Service Social International** (“Swiss Foundation of the International Social Service”) supports children and families facing social and legal problems in a transnational context.

“**Prestations transnationales**” (“Transnational Services”) is a service advising everyone, in Switzerland and abroad, irrespective of their nationality, legal status and political, ethnic, cultural or religious background, in the following areas:

- child protection;
- child abduction;
- parental responsibility;
- consultation for bi-national couples;
- international family mediation;
- search of origins;
- unaccompanied minors;
- intercountry adoption.

The programme called “**Reintegration into the Native Country**” of Fondation suisse du Service Social International is designed for any person wishing to go back to his/her native country with a specific reintegration project. Financial aid is offered to ensure employment opportunities or a training in the native country, and a supporting person is contacted on site.

Consultations are by appointment only. The secretariat (reception and phone calls) is open from Monday to Friday, from 8:30 am to 12:30 pm and from 2 pm to 5:30 pm.

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**Fondation suisse du Service Social International**

Rue du Valais 9

Tel. 022 731 67 00

E-mail: [ssi@ssiss.ch](mailto:ssi@ssiss.ch)

[www.ssiss.ch](http://www.ssiss.ch)

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**F-Information** is an association designed for women, whose purpose is to inform them, listen to them and support them in any formalities that may be useful in their daily lives. F-Information offers legal advice (family law, labour law, residence permit, lease law...), professional advice (looking for jobs, setting up a professional project...) and psychosocial advice (personal issues, administrative problems...).

One-hour consultations, by appointment. Price: Fr. 50.–, 30.– (students, AVS, unemployed). If you apply for membership, the first consultation is free. Information at 022 740 31 00.

A legal hotline is available every Thursday from 2 to 4 pm at 022 740 31 11.

F-Information offers moments of exchange and information (RESI-F, Salons, Croc’info...). See their website [www.f-information.org](http://www.f-information.org).

A library is also open to the public (see opening hours in the website).

Opening hours:

- Mon 2 to 6 pm
- Tues 9 am to 6 pm
- Wed 9 am to 1 pm
- Thurs 9 am to 8 pm
- Fri 9 am to 1 pm

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**F-Information**

Rue de la Servette 67

Tel 022 740 3100

E-mail: [femmes@f-information.org](mailto:femmes@f-information.org)

<http://www.f-information.org>

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The **Fédération Maison Kultura** (Kultura House) has an information desk for migrants for any issues regarding to administrative formalities and health.

Opening hours:

- Route de Chêne 41b: 9 am. to 5 pm; tel 022 340 71 11
- Rue du Nant 25: 4:30 to 8 pm; tel. 022 700 5244

**Fédération Maison Kultura**

Route de Chêne 41B — Tel. 022 340 7111

E-mail: [kultura@kultura.ch](mailto:kultura@kultura.ch) — [www.kultura.ch](http://www.kultura.ch)

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The **APDH, Association pour la promotion des droits humains** (“Association for the Promotion of Human Rights”) offers to Arabic-speaking migrants a **free hotline in Arabic and French** and answers any questions regarding citizen rights in Switzerland: advice, guidance, accompaniment, prevention, legal advice, translation, administrative support.

Opening hours:

- Monday 1 pm to 5 pm
- Thursday 9 am to 1 pm

**Association pour la promotion des droits humains**

1, route des Morillons — 1218 Grand-Saconnex — Tel. 022 788 32 73

E-mail: [contact@apdh.ch](mailto:contact@apdh.ch) — [www.apdh.ch](http://www.apdh.ch)

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The **African Popular University**’s activities include a “Guichet d’Intégration” (“Integration Desk”) to welcome and advise African migrants and any person seeking information, public scribe services or various services (Racism and Discrimination, Legal Advice, Inter-cultural Mediation).

Opening hours: in the afternoon, from 3 pm and by appointment.

**Université populaire africaine**

Maison des Associations, rue des Savoises 15

Tel. 022 343 8793, 022 800 14 84, 079 754 54 85

E-mail: [info@upaf.ch](mailto:info@upaf.ch)

[www.upaf.ch](http://www.upaf.ch)

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**Espace 360** offers legal advice, in particular to homosexuals, bisexuals and transgender persons (including bi-national couples).

Major legal fields: rights of aliens, labour law, family law.

By appointment, Tues-Fri, 2 to 6 pm

Espace 360 also consists of various groups of exchange: transsexual and transgender, old age, homosexual parents, bisexuals, international gays and lesbians group.

**Espace 360**

Rue de la Navigation 36

Legal advice: 022 731 42 13

E-mail: [juri@360.ch](mailto:juri@360.ch)

[www.360.ch](http://www.360.ch)

## Emergency Services and Shelters

You will find below a list of the different places where you can be sheltered if necessary. Please contact these institutions directly. **Beware, these places are often overwhelmed!**

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### Homes for women

**Halte Femmes d'Emmaüs** (Women's Centre of Catholic organization "Emmaüs") is a living community for women in difficult situations or totally excluded from society, where food and lodging is provided.

According to Emmaüs rules, the Halte offers individual support in return for work.

Reception:

- Mon-Fri 8 am to 5:30 pm (rte de Drize 5 - 1227 Carouge).

### Halte femmes d'Emmaüs

Home: Rue Ancienne 65-67 — 1227 Carouge

Administration: rte de Drize 5 — 1227 Carouge

Tel. 022 342 39 59

E-mail: emmaus@emmaus-ge.ch

**"Au Coeur des Grottes"** is a home with a psychosocial accompaniment, designed for around 30 women, alone or with their children, who are temporarily facing a precarious situation - family problems, marital violence, exploitation at work, human trafficking, accommodation problems, return from a foreign country.

The association can only welcome women who do not work or workers who have enrolled for social insurance.

### Au Coeur des Grottes

Rue de l'Industrie 14

Tel. 022 338 24 80

<http://www.acdg.info/v4/>

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**Day Care Centres: free breakfast and lunch, meeting and exchange centres, sanitary facilities...**

### Club social rive droite

Rue du Temple 10 — Tel. 022 418 99 10

### Club social rive gauche

Rue Hugo-de-Senger 2-4 — Tel. 022 418 98 50

- Mon-Fri 9 am–12 pm and 2 6 pm

**Espace parents-enfants** ("Parent and Children Centre"), a structure of the Social Services of the City of Geneva and an annex to Club social Rive droite. Rue du Temple 10 — Tel. 022 418 9910

### Le C.A.R.É

Rue du Grand-Bureau 13

Tel 022 343 17 17

E-mail: [contact@lecare.ch](mailto:contact@lecare.ch) — [www.lecarre.ch](http://www.lecarre.ch)

### Jardin de Montbrillant

Tel. 022 734 67 60

E-mail: [carrefour-rue@carrefour-rue.ch](mailto:carrefour-rue@carrefour-rue.ch)

<http://www.carrefour-rue.ch>

### Association Café Cornavin

Rue du Môle 42bis

Tel. 076 587 76 76

E-mail: [cafecornavin@bluewin.ch](mailto:cafecornavin@bluewin.ch) — [www.cafecornavin.ch](http://www.cafecornavin.ch)

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### Emergency Shelters

#### LA COULOU - Shelter for the homeless

Rue de la Coulouvrenière 4

Tel. 022 734 67 60

E-mail: [carrefour-rue@carrefour-rue.ch](mailto:carrefour-rue@carrefour-rue.ch)

#### Armée du Salut - Salvation Army - Night shelter

Chemin Galiffe 4

Tel. 022 338 23 90



# Legal office

A series of services offer advice on various legal questions and problems, in particular concerning residence permits.

**Beware** - these offices are overwhelmed and cannot receive you immediately. Do not wait until the last minute before contacting them, particularly where an appeal is to be lodged.

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The **Social/legal advice service** of **Caritas** (the Catholic charity) offers a welcome, a listening ear, information and advice to anyone with a social or legal question.

This service is by appointment. **You must contact Caritas on Mondays by phone, or come directly at the reception desk.**

Opening hours of the legal office:

- Tues 9 am–12 pm
- Thurs 2–5 pm

## **Permanence sociale et juridique de Caritas**

53 rue de Carouge

Tel 022 708 0444 — [www.caritas-geneve.ch](http://www.caritas-geneve.ch)

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The **Centre social protestant (CSP)** legal office can help with questions in the following areas:

- administrative law (taxes, residence and work permits, legal proceedings for debt)
- family law (marriage, separation, divorce, etc.)
- contracts (work, buying and selling, credit, apartment rental)
- social security and insurance (AVS, AI, accidents, health, unemployment insurance)
- private insurance matters.

For some formalities a financial contribution is requested, depending on your financial means.

Legal advice is available on the telephone only, Mon-Thurs 9–11:30 am

To get information or take an appointment, please call during the CSP's opening hours, 8 am–12 pm and 2–5:30 pm

## **Centre Social Protestant**

Rue du Village-Suisse 14 — Tel. 022 807 0707

E-mail: [info@csp-ge.ch](mailto:info@csp-ge.ch) — [www.csp.ch/geneve](http://www.csp.ch/geneve)

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From the Residence Permits Service (“Permis de séjour”) of the **Centre de Contact Suisses-Immigrés (CCSI)** (Swiss and immigrants’ contact centre) you can obtain information and if necessary concrete help with the administrative procedures involved in obtaining a residence permit. The service is available by appointment only.

From the CCSI’s Social Security Service (“Assurances sociales”) you can obtain information and advice in relation with salary continuation (“perte de gain”) in the event of illness or accident. The service is available by appointment only. The switchboard answers your calls:

- Mon 1:30–4:30 pm
- Tues-Wed 8:30–11:30 am and 1:30–4:30 pm
- Thurs-Fri 8:30–11:30 am

## **Centre de Contact Suisses-Immigrés (CCSI)**

Route des Acacias 25 — Tel. 022 304 48 60

E-mail: [admin@ccsi.ch](mailto:admin@ccsi.ch) — [www.ccsi.ch](http://www.ccsi.ch)

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The **Syndicat interprofessionnel de travailleuses et travailleurs (SIT)** (Inter-professional Workers Trade Union) has an enquiry service for matters concerning labour law for all industries, work permits and social security.

The purpose of these services is to inform and advise workers without legal status on their rights and to register their briefs in relation with the collective proceedings. We remind you that the SIT only files individual applications on a case-by-case basis and in case of emergency only, only for people who are already registered with SIT at the time of the emergency event, and who have a job. Emergency events have been defined during the different General Meetings held by the SIT: in case of arrest or serious disease, or for families with a child who has finished compulsory school.

The service for people without legal status (reception and telephone) is open on Mondays from 2 to 5 pm and on Thursday mornings from 9:30 am to 12:30 pm.

The secretariat (reception and telephone) is open from Monday to Friday from 9 am to 12 pm and from 2 to 6 pm (5 pm on Fridays).

### **Syndicat interprofessionnel de travailleuses et travailleurs (SIT)**

Rue des Chaudronniers 16 — Tel. 022 818 0300

E-mail: sit@sit-syndicat.ch — www.sit-syndicat.ch

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The service called “**Assistance juridique aux migrants**” (“Legal Assistance to Migrants”) of **Fondation suisse du Service Social International** is designed for any persons having difficulties with their administrative status in Switzerland. Advice and help are offered in the following areas:

- requests and appeals regarding residence permits;
- family grouping;
- naturalisations;
- applications for a stateless status;
- asylum proceedings;
- social insurance.

As a general rule, a financial contribution is requested.

### **Fondation suisse du Service Social International**

Rue du Valais 9 — Tel. 022 731 67 00

E-mail: ssi@ssiss.ch — www.ssiss.ch

**Asloca**, a private tenants’ defence association, has over 25,000 members. A team of lawyers and trainee lawyers provides free legal consultations to its members, who rent or sub-rent their accommodation.

Annual subscription is Fr 65.- for tenant or sub-tenants, with an additional Fr. 20.- registration fee payable once only.

If a legal brief is needed or if the Asloca lawyer is involved in writing letters or defending the tenant in legal proceedings, fees are collected according to the results achieved, the time taken and the member’s financial circumstances.

The legal office is open without appointment Mon-Thurs 5 – 6:00 pm and Fri 12:30 – 1:30 pm, or by appointment

### **Asloca, Association de défense des locataires**

Rue du Lac 12

Tel.: 022 716 18 00 (Mon-Fri 9 am–12 pm and 2 – 4:30 pm)

E-mail: asloca.geneve@asloca.ch — www.asloca.ch

## Marital and sexual violence

Services provided by the associations listed below are mostly free and confidential.

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The **Centre de consultation pour victimes d’infractions LAVI** (Advice centre for victims of crime as specified by the law for helping all victims LAVI) provides social, psychological, material and legal help for victims of physical or sexual violence. It gives information and guidance to victims and their families, and follow-up and accompaniment for the victim all through the criminal proceedings. Absolute confidentiality is guaranteed.

It is better to call first for an appointment. Opening hours:

- Mon/Wed/Thur/Fri: 8:30 am-12:30 pm & 1:30 – 5 pm
- Tues afternoons: 1:30 pm – 5 pm

### **Centre de consultation pour victimes d’infractions LAVI**

Boulevard Saint-Georges 72

Tel. 022 320 01 02 (in French and English)

E-mail: centrelavi.ge@worldcom.ch — Website: www.centrelavi-ge.ch

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**Solidarité Femmes Genève** (Solidarity for women) provides help and advice for women who have been victims of marital violence of whatever kind or degree, in order to reduce the danger of their situation, to set up protection strategies and to gather their individual and collective resources in order to find some ways out of this violence.

Solidarité Femmes offers individual sessions, child-mother interviews, discussion groups as well as accommodation. Services are free except for accommodation.

- Consultations by appointment.
- Hotline: Mon, Tues, Thurs & Fri, 2 to 5 pm
- Reception without appointment: Tues 4 to 5 pm
- Information meeting (without appointment): Marital violence, what is to be done? On Thursdays, from 9 to 10 am

### **Solidarité Femmes**

Rue de Montchoisy 46

Tel. 022 797 10 10

E-mail: info@solidaritefemmes-ge.org — www.solidaritefemmes-ge.org

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**Viol-secours** (Help for rape) provides help and support for women who have suffered sexual violence. Telephone service, individual sessions, discussion groups, self-defence courses. Information, documentation, training on the subject of sexual violence.

Languages spoken: French, English and Greek.

#### **Viol-secours**

Place des Charmilles 3

Tel. 022 345 20 20

E-mail: info@viol-secours.ch — www.viol-secours.ch

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The **Unité interdisciplinaire de médecine et de prévention de la violence, UIMPV** (Interdisciplinary medical unit for the prevention of violence), is intended for anyone, from the age of 16, facing physical, psychological or sexual violence, as victim, perpetrator or witness. It offers a welcome and accompaniment for the short or medium term, in cooperation with the medical, psychological, social and legal network in the community.

- Consultations: Mon-Fri 8 am to 12 pm and 2 to 5 pm.

#### **Unité interdisciplinaire de médecine et de prévention de la violence (UIMPV)**

Dpt de médecine communautaire, de premier recours et des urgences

Rue Gabrielle-Perret-Gentil 4

Tel.: 022 372 96 41

E-mail: uimpv-violences@hcuge.ch

## Collective actions

### **The Collectif de soutien aux sans-papiers & CTSSL**

(Collective of support to illegal residents in Geneva) provides guidance and advice on Mondays, from 2 to 5 pm and on Thursdays, from 9 am to 12 pm, without appointment.

You can also get an appointment at other times.

#### **Collectif de soutien aux sans-papiers**

Route des Acacias 25

Tel. 022 301 63 33

E-mail: collectifsanspapiers@ccsi.ch — www.sans-papiers.ch/geneve

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The work of the **Collectif de Travailleuses/Travailleurs Sans Statut Légal (CTSSL)** (Collective of workers without legal status) consists in grouping all the people without any legal status working in Geneva in order to regularize their situation, and also to help, inform and guide in daily life anyone who needs it in social, economic or legal matters etc.

#### **Collectif de Travailleuses/Travailleurs Sans Statut Légal (CTSSL)**

Tel.: 079 218 30 56

Rte des Acacias 25

E-mail: elcolectivoginebra@yahoo.com

www.ctssl-geneve.org

### **Migrant associations**

There are many **migrant associations** in Geneva. In order to get the data of the community association of your choice, you can contact either the Collectif de soutien aux sans-papiers, or the Fédération Maison Kultura, or the Bureau de l'intégration des étrangers ("Office for the integration of foreigners").

#### **Fédération Maison Kultura**

Route de Chêne 41B

Tel. 022 340 71 11

E-mail: kultura@kultura.ch — www.kultura.ch

The **Bureau de l'intégration des étrangers** (Office of integration for immigrants) can guide you and provide information on national and local associations, authorities, consulates and embassies. It does not issue permits.

#### **Bureau de l'intégration des étrangers**

Route de Chancy 88, 2<sup>nd</sup> floor

Tel. 022 546 74 99

E-mail: [integration.etrangers@etat.ge.ch](mailto:integration.etrangers@etat.ge.ch) — [www.etat.ge.ch/integration](http://www.etat.ge.ch/integration)

### **The “Procuration” (Power of attorney)**

The “Procuration” is a document drawn up on your behalf by a trade union (“syndicat”). Through this document you authorize the union to represent you and act in your interests with the police and administrative authorities, so as to prevent you being immediately deported if arrested. **For this reason every person without legal status should always have the “Procuration” with him or her.**

To obtain a “Procuration”, go to one of the addresses shown below so that a file may be opened in your name. Several items of personal information will be needed: date of arrival in Geneva, names and addresses of your employers, salary, etc. **We therefore advise you to take with you your passport and if relevant your AVS card and salary slips.**

It is essential to note that no information you will give to the union will be transmitted to the police or to the Cantonal Population Office (OCP). **All information will remain strictly confidential!**

In addition, the “Procuration” means that you and your family are taking part in a process of claiming collective regularization. The unions concerned, as part of the “Collectif de soutien aux Sans-papiers”, have officially asked for collective regularization. The first list of those requesting collective regularization was handed in in August 2003, and there have been two more lists handed in since then. The files of any further people who have registered with the unions and other organizations and who have given their agreement to this process are also included in the request.

Please take note that the “Procuration” is not a substitute for a residence or work permit; it is a way of defending your rights if you are controlled by the police. It is valid on the Geneva territory only and will be useless in the other cantons or in France.

The SIT trade union’s “sans-papiers” service is on:

- Mondays from 2 to 5 pm
- Thursday from 9:30 am to 12:30 pm

#### **Syndicat SIT**

16, rue des Chaudronniers

Tel. 022 818 03 00

E-mail: [sit@sit-syndicat.ch](mailto:sit@sit-syndicat.ch) — [www.sit-syndicat.ch](http://www.sit-syndicat.ch)

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#### **Syndicat UNIA**

In order to obtain a proxy and thus be eligible for the UNIA union’s benefits, you need to become join the union by paying a membership fee.

- Open Monday to Friday, from 4pm to 6 pm

#### **Syndicat UNIA**

Chemin Surinam 5

Tel. 0848 949 120

E-mail: [geneve@unia.ch](mailto:geneve@unia.ch) — [www.geneve.unia.ch](http://www.geneve.unia.ch)

# If you are taken in for questioning by the police

1. Anyone living in Switzerland without a valid residence permit may be questioned by the competent authorities. If so, only the police have the right to ask to see an identity document. Not having a valid permit or a visa is sufficient grounds for an arrest.
2. If you are stopped in the street, you will generally be taken to the police station. There you will be interviewed. In principle, the police do not have the right to search an arrested person, except if he has committed a serious crime or if security conditions justify it. However, in practice, it is often difficult to refuse to allow one's clothes, handbag or backpack etc. to be searched.
3. Except if there are specific reasons, the police do not have the right to expect you to strip merely to check your identity. If they insist on it anyway, the search must be done by a person of the same sex. A body (vaginal or anal) search must be carried out by a medically-qualified person of the same sex. The police may only require this in order to search for objects linked to a crime, drugs for example.
4. The police do not have the right to enter a person's home or search the premises without an authorization from a judge (the examining magistrate or "juge d'instruction").
5. At the interview or if the police or an examining magistrate ask you questions, it is important that you should understand clearly what is happening. If you do not speak French, an interpreter must be present. It is important for you to demand an interpreter in order to be able to understand what you are signing. Before signing the record of what you have said always read it through carefully—never sign something you do not understand. Do not sign anything which you consider to be incorrect.
6. Any person arrested and suspected of an infringement under Article 115 of the Foreigners Act (LEtr) by the police, who does not have an "exclusion order" ("ordre de refoulement") or a "deportation order" ("ordre d'exécution d'un renvoi") of the Cantonal Population Office (OCP) against him, **should always be informed of his rights**, by being given an explanatory note in a language he understands. These rights are as follows.
  - If he is not released, he must be placed within 24 hrs at the disposal of the examining magistrate. The magistrate in turn has a maximum of 24 hrs to interview him and either to release him or to issue an arrest warrant against him.
  - He may at any time during his interview and when leaving the police premises ask to undergo a medical examination. The police may also ask for a medical examination to be carried out.
  - He may learn the charges being brought against him and what acts he is supposed to have committed.
  - He may not be compelled to bear witness against himself or to confess his guilt.
  - He may inform a member of his family, a friend or an employer that he is being detained, except if there is a risk of collusion or if doing so would endanger the investigation.
  - He may inform his Consulate that he is being detained.
  - He has the right to receive a visit from a lawyer and to confer freely with him as soon as his interview with the police is finished and, at the latest, at the first business hour following the 24-hour period as of the beginning of his hearing by the police.
  - If he does not know a lawyer, he has the right to have one appointed for him.
  - If necessary he may call upon legal aid, under conditions defined by law.
  - He may learn under what conditions he will receive a "carte de sortie" (leaving notice) including the notice period by which he must leave.
7. We recommend those who have been arrested with the risk of immediate expulsion to:
  - contact a lawyer or, as the case may be, the trade union having issued the "Procuration";
  - ask for any formal decision of the authorities having jurisdiction (OCP) to be given to him in writing, with information on the possibilities to file an appeal, pursuant to Article 64 of the Foreigners Act (LEtr).

**Beware! The period for lodging an appeal is extremely short (5 days). Thus it is imperative to contest the decision without further delay.**
8. We also recommend those who have been arrested to draw the attention of the police during the interview to any or all of the following circumstances, which are likely to militate against immediate expulsion:
  - plans for marriage or a life together with a person who has a Swiss residence permit;
  - children in Geneva or expected birth;
  - pending legal or administrative proceedings;
  - money owed to you by an employer or contemplated or pending proceedings before the labour court ("Prud'hommes");
  - need to get additional time to take steps before the social insurance agencies (refund of AVS contributions and of your savings in the "LPP"- occupational pension plan scheme);



- status of a “victim” as defined in the Act on help and compensation for crime victims (LAVI);
- victim of human trafficking;
- ongoing procedures at the cantonal population office (OCP) intended to legalize your stay;
- children at school in Geneva;
- risk to be exposed to violations of human rights in his native country in case of expulsion;
- health disorders.

As a general rule, provided that they have not committed any other crimes and infringements, workers without a legal status in Geneva will not be immediately expelled after being controlled by the police. The police will hear them and report to the Cantonal Population Office, that will issue its decision after examining their conditions of residence.

During that examination period, we recommend that you seek help from the legal office or the unions mentioned herein, so that your rights are defended in your best interest.

## Offences against the Law on Foreigners – your rights

The Geneva section of the Swiss Human Rights League has published a guide entitled « Offences against the Law on Foreigners (Loi sur les étrangers (LEtr)) – your rights ».

This guide aims at presenting as briefly as possible the rights of persons without legal status if they are convicted exclusively for « illegal » residence in Switzerland. It also provides a model letter for appealing against such a conviction. Important note: **the time limit for such a first appeal is very short—you only have 10 days to send in your formal appeal in writing!**

In case of questions or for legal support, it is strongly recommended that you contact a lawyer or a migrants’ rights defence association (see under **Legal office**) as soon as possible.

You can obtain « Offences against the Law on Foreigners (Loi sur les étrangers (LEtr)) – your rights » from the migrants’ rights defence associations or the Geneva section of the Swiss Human Rights League (LSDH):

### Swiss Human Rights League – Geneva section

Rue des Savoises 15, 1205 Genève – Tel : 022 328 28 44  
 lsdh.geneve@gmail.com — www.lsdh.net

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SSI Service social international	38, 46
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