

# Guidelines for Incoming Exchange Students

Please note that the information for EU CITIZENS and NON-EU CITIZENS may be different and is marked accordingly



**ZHAW School of Management and Law  
International Office  
St.-Georgen-Platz 2  
8401 Winterthur  
Switzerland**

## Table of Contents

<b>Welcome to the ZHAW School of Management and Law .....</b>	<b>3</b>
<b>Switzerland.....</b>	<b>3</b>
<b>Winterthur .....</b>	<b>3</b>
<b>Before Arriving in Switzerland.....</b>	<b>4</b>
Health Insurance .....	4
EU CITIZENS .....	4
NON-EU CITIZENS .....	4
Letter of Acceptance .....	4
Visa.....	5
EU CITIZENS .....	5
NON-EU CITIZENS .....	5
Entry Permit (linked to visa: NON-EU CITIZENS ONLY).....	6
Accommodation .....	6
<b>Arriving in Switzerland .....</b>	<b>8</b>
Orientation Week .....	8
Introduction to IT Infrastructure / Wi-Fi.....	8
E-Mail Account .....	8
Campus Card .....	8
The Library .....	9
German Crash Course.....	9
Insight into Swiss Culture and Cross-Cultural Integration.....	9
Registration.....	9
EU CITIZENS .....	9
NON-EU CITIZENS .....	10
NON-EU CITIZENS ONLY: Immigration Authorities.....	10
Bank Account.....	10
<b>Emergency Contacts .....</b>	<b>12</b>
<b>Contact Details ZHAW SML International Office .....</b>	<b>12</b>

## Welcome to the ZHAW School of Management and Law

Congratulations on your acceptance to the Student Exchange Program at the ZHAW School of Management and Law (SML). This guide will provide you with all the necessary information to prepare you for and assist you in the successful completion of your studies at our institution.

Established in 1968 as one of the first institutions in Switzerland to teach business and public administration, today the School of Management and Law is one of the eight schools of the Zurich University of Applied Sciences (ZHAW). Thanks to its internationally recognized Bachelor's and Master's degree programs, a well-established, practice-oriented continued education program, as well as innovative research and development projects, the SML is now one of Switzerland's leading business schools.

## Switzerland

Switzerland has approximately 8 million inhabitants and is located in the center of Europe, bordered by Germany, France, Italy, Austria, and Liechtenstein. Its range of neighbors is reflected in the diversity of its culture. There are four national languages: German, French, Italian, and Romansh. English is widely spoken, especially in the bigger cities. The official name of Switzerland is its Latin name, Confederatio Helvetica (Swiss Confederation), which is abbreviated internationally as CH.

Switzerland is a representative democracy and is made up of 26 cantons. The capital city is Berne, which is located in the western part of the country. The currency of Switzerland is the Swiss Franc (CHF).

## Winterthur

Winterthur, home to the ZHAW, is a university town. With a population of about 100,000, it is Switzerland's sixth largest city and home to many Swiss and international companies. Winterthur has a dynamic cultural scene with a range of events hosted here every year, including a music festival, an international festival of short films, and a festival of world music and African culture.

With its 16 art galleries and the recent expansion of its renowned museum of photography, Winterthur's art scene has achieved international recognition. In addition, the city boasts a science museum and several theaters as well as a diversity of concert halls, clubs, and alternative cultural venues.

The old town and the nearby industrial zone offer a variety of restaurants, bars, night clubs, cafes, cinemas, and shops. A wide range of sport activities and expansive green spaces add to the attractiveness of this town.

Zurich, the cultural, commercial, and financial heart of Switzerland, is very close to Winterthur and can be reached easily by public transport. From Winterthur it only takes 12 minutes by train to the airport and 19 minutes to Zurich's main station. More information can be found on the websites of the Swiss Railway Company ([www.sbb.ch](http://www.sbb.ch)) and the Zurich Transport Network ([www.zvv.ch](http://www.zvv.ch)).

## Before Arriving in Switzerland

### Health Insurance

All residents of Switzerland, including Incoming Exchange Students, are legally obligated to have basic health insurance coverage.

#### EU CITIZENS

EU citizens do not have to obtain Swiss health insurance if they have public health insurance in their home country. A copy of the European Health Insurance Card (EHIC) must be sent to the ZHAW SML International Office (International Office) as proof of insurance coverage.

**Please note that the EHIC Card must be valid for the entire period of the student's stay at ZHAW School of Management and Law.**

#### NON-EU CITIZENS

In Switzerland it is mandatory to hold a Swiss Health Insurance, unless you have an EHIC. Private foreign insurances, especially travel insurances, will generally not be accepted by the Zurich Department of Health. Exchange students from countries outside of the EU will most likely have to obtain a Swiss health insurance for the period of their stay in Switzerland. In case you hold an EHIC: please contact us by e-mail.

You can check if the Zurich Department of Health will accept your foreign health insurance. Your insurance must cover all the points in form "A", which was sent to you attached to your welcome e-mail, and your insurance must confirm this by signing and stamping the bottom of the second page. You can forward the document to the Department of Health directly via e-mail to [generalsekretariat@gd.zh.ch](mailto:generalsekretariat@gd.zh.ch).

If your insurance does not cover all listed points or is rejected by the Department of Health, we will help you sign up for an inexpensive student insurance upon your arrival here during the Orientation Week. One example of a low-priced student insurance is called Swisscare, where the cost can be as low as CHF 65.- per month (versus ca. CHF 300.-). Further information about obtaining a Swiss health insurance will be available during the Orientation Week. Students are legally obliged to inform the Swiss authorities of their insurance situation upon their arrival (Registration Office).

### Letter of Acceptance

The Letter of Acceptance is a confirmation of a student's study abroad period at the SML. This document (an English and a German version) is sent to students by e-mail once the International Office has received all the required application documents.

Students from Europe will receive the Letter of Acceptance after they have sent a copy of their European Health Insurance Card to the International Office ([lips@zhaw.ch](mailto:lips@zhaw.ch)).

## Visa

### EU CITIZENS

Incomings which are EU CITIZENS normally do not need to apply for a visa for their exchange semester in Switzerland. Nevertheless, there are few exceptions in which European students still need to apply for a visa:

- If you are citizen of Turkey or Croatia
- If you have a non-European nationality and your current home institution is within a EU-country for which you have a visa

The visa requirements of each country are subject to change and we recommend all Incomings, even from the EU, to clarify beforehand if they need to obtain a visa or not. Please refer to the official website of the [State Secretariat for Migration](#) and choose your country of origin in the “Alphabetical list of countries”.

In case you need to apply for a visa, please read the information provided for NON-EU CITIZENS below and contact the International Office to receive further information and required documents (Statement Indicating the Date of Departure & Authorization form).

### NON-EU CITIZENS

NON-EU-CITIZENS need to apply for a student visa at the Swiss Embassy in their home country. It is essential to apply for a visa as soon as possible. A minimum processing period of 3 - 4 months must be taken into consideration. Only complete applications will be processed. Some of the important documents you will need are the following:

- **Letter of Acceptance:** Please enclose both the English and German version with your visa application.
- **Bank Statement:** The Immigration Authorities require a financial statement (for a minimum amount of CHF 1,750 per month of stay) as proof that the student is able to cover his / her expenses for the stay. The statement must be issued by a Swiss bank or by a foreign bank which has at least one branch located in Switzerland. A list of accepted banks was attached to your welcome e-mail. Students cannot open a bank account in Switzerland prior to their arrival, therefore this account must be made in the home country of the student. This bank statement must be in the name of the student. The financial statement of a private sponsor living in Switzerland will be accepted as well.
- **Statement Indicating the Date of Departure:** Students must submit a written statement confirming that they will leave the country after their student exchange and indicating the exact date of departure (any day before the end of the semester as mentioned in the Letter of Acceptance).
- **Authorization:** Should there be any trouble with a student's visa application, it may be easier and faster if we, as the host institution, are able to answer questions or deliver missing documents. For this purpose, we ask students to give us their authorization to obtain information from the Immigration Authorities in Zurich on their behalf. Students are therefore requested to sign the authorization form (sent along with the Letter of Acceptance) and enclose it with their visa application. This authorization also serves as a confirmation for the Immigration Authorities to send us your Entry Permit by e-mail, which facilitates and accelerates the visa process for you. Please find further information regarding “Entry Permit” under the next point.



**Please check the exact, up-to-date requirements** as well as the costs for visa applications on the homepage of the Swiss representation in your country:

<http://www.eda.admin.ch/eda/en/home/rebs.html>.

### **Entry Permit (linked to visa: NON-EU CITIZENS ONLY)**

Once the visa has been granted, students will receive their entry permit via e-mail from the International Office. This permit enables students to pick up their visa at the Swiss Embassy in their home country. In some cases students may use the entry permit to enter Switzerland directly. Kindly ask your Swiss consulate for further information.

Along with the entry permit, students will also receive an invoice issued by the Immigration Authorities in Zurich for an additional visa processing fee, which is CHF 95. This must be paid via online banking or as a transfer **within 30 days**, otherwise the fees will increase and you will eventually be contacted by a Swiss debt-collector.

The Bank details of the Migration Office will be sent to you with the invoice. They are as follows:

Bank:	PostFinance AG
Account Number	80-864-8
Account Holder	Migrationsamt des Kantons Zürich, 8090 Zürich
Comment	Please specify your invoice number(s)
IBAN	CH09 0900 0000 8000 0864 8
SWIFT / BIC	POFICHBEXXX

Some banks might require a clearing code/number: 9000

Please be aware that the amount of money charged for issuing your entry permit (CHF 95) is an additional visa processing fee. It does not correspond to the amount of money which you have to pay for obtaining your visa at the Swiss Embassy in your home country.

In some cases, students will receive the visa directly from the Swiss Embassy.



### **Exceptions (Singapore, Japan, Malaysia, New Zealand)**

Students from Singapore, Japan, Malaysia and New Zealand do not need to apply for a visa, but must complete some other documents, which will be provided by the International Office.

## **Accommodation**

Winterthur offers various student accommodation options for Incoming Exchange students in walking distance from the ZHAW School of Management and Law.

We kindly ask you to bear in mind that these accommodation organizations exist independently of the ZHAW SML International Office and have their own policies.

## 1) WOKO

The ZHAW SML has reserved a number of single, furnished student rooms at WOKO, in the popular AXA Camp (Gärtnerstrasse 4, 8004 Winterthur), for our Incoming students. Places are limited, so an early application is recommended to ensure the reservation of a room. The room sizes range between 12 and 17 m<sup>2</sup> and the monthly rent ranges between CHF 580.- and CHF 740.-. The rooms are rented out for 6 months each (August 2 to January 31 and February 1 to July 31). Further information on room details, rents and location can be found under: [www.woko.ch](http://www.woko.ch)

For a **room reservation** please send an e-mail with your request to: [info@zhaw.ch](mailto:info@zhaw.ch).

**Before arrival:** Please inform WOKO about your day and time of arrival (Carlo Fornasier: [carlo.fornasier@woko.ch](mailto:carlo.fornasier@woko.ch)). In case you arrive late in the evening, at a weekend or on a holiday your room key will be deposited in a key box and you will receive further information how to access it from WOKO. For this it's very important to **inform WOKO about your arrival in due time**.

**Upon arrival:** Please visit the WOKO office in Eduard-Steiner-Strasse 7 to sign your contract during the office hours: Monday-Wednesday 11:00-15:00 and Thursday 11:00-18:00 o'clock.

## 2) Alternative accommodation sources

Listings of other, private accommodation options available in Winterthur can be found at:

[www.students.ch](http://www.students.ch)  
[www.wgzimmer.ch](http://www.wgzimmer.ch)  
[www.homegate.ch](http://www.homegate.ch)

When renting a private room, please **be careful to avoid fraudulent offers**:

- Always ask for a contract and a copy of the ID of the person who is renting out the room to you, along with a Swiss telephone number (as these are tracked in Switzerland).
- Never transfer money before a legal rental agreement (contract) has been signed.
- Never wire money (online banking, Western Union, etc.) before the contract has been signed.
- Visit the apartment itself before signing a contract.
- If you are asked to transfer a deposit in advance, only do so into a Swiss bank account.
- People who live abroad and want to send key by post are always fraudsters.

## 3) Private rooms and host families

Some of the Swiss students who will be abroad for their exchange semester (or year) are also interested in subletting their rooms or apartments for the period of their exchange. Moreover, there are some host families in and near Winterthur, which regularly rent out a room to Incoming Exchange Students. A list of host families and rooms for subletting will follow at a later point in time. Please contact then these families/outgoing students directly.

### Checklist: Before Arriving in Winterthur

- |                                                                                     |                          |
|-------------------------------------------------------------------------------------|--------------------------|
| Have you received your Letter of Acceptance from the ZHAW SML International Office? | <input type="checkbox"/> |
| <u>For NON-EU students only</u> : Have you applied for a visa?                      | <input type="checkbox"/> |
| <u>For NON-EU students only</u> : Has your visa been granted?                       | <input type="checkbox"/> |
| <u>For NON-EU students only</u> : Did you receive your entry permit?                | <input type="checkbox"/> |
| Have you applied for accommodation?                                                 | <input type="checkbox"/> |

# Arriving in Switzerland

## Orientation Week

The Orientation Week for Incoming Exchange Students (CW 37 Fall Term / CW 7 Spring Term) takes place one week before the beginning of classes. Attendance is compulsory. The program for the entire week will be sent out shortly before the start of the exchange period.

On the first day of the Orientation Week, students receive a welcome package with essential information. Throughout the week, university and course registration formalities are taken care of and individual class schedules are finalized. Participants will also gain an insight into student life, Swiss culture and further important aspects of studying at the ZHAW School of Management and Law (SML).

Furthermore, the Erasmus Student Network (ESN) will introduce leisure, social and night life activities available in the area.

## Introduction to IT Infrastructure / Wi-Fi

The SML offers its students free internet access via wireless connections throughout the whole school. Copiers, scanners, and printers are also available for student use and can be connected to private notebooks via the students' Campus Card. In addition, the SML uses a certain software to provide students with important information such as scripts, grades etc.

## E-Mail Account

The log-in data you receive during the orientation week is valid for your SML e-mail account and for various student programs, e.g. our Intranet, EventoWeb and Moodle. The initial password can be changed after logging in for the first time. Please note that the password must be changed every four months, otherwise access to your account will be blocked.



The International Office will send all e-mails **only to your SML e-mail account** once the semester has started. You are therefore obliged to check your email account on a daily basis! We will **not** be sending important information to your private e-mail accounts.

## Campus Card

The Campus Card is your student ID in credit card format. It serves a number of functions including identification, access control and cashless payment for food and beverages in the cafeteria. In addition, it is also needed when printing or scanning documents. You can load money onto your card using cash or a bank card in the lobby across from the International Office.

The Campus Card also enables students to take advantage of the extensive ASVZ university sport program free of charge. More details regarding the numerous sport activities on offer will be provided during the Orientation Week.

Moreover, some shops, restaurants, and bars offer discounts to students when presenting their valid Campus Card at the time of payment.



## The Library

All students have access to our open-stack library with a wide range of textbooks, reference books, specialized journals, and periodicals. In addition, the SML offers students the possibility to use the Swiss Network of Libraries and Information Centers (NEBIS), which enables students to access and borrow material from other university libraries within the Swiss university system using their Campus Card.

## German Crash Course

Incoming Exchange Students at beginner's level have the possibility to attend an intensive German course free of charge during the Orientation Week (German Crash Course). For this intensive language course students will be awarded 2 ECTS, if the course is fully attended. Students must sign up for the German Crash Course by returning a completed and signed registration form to the International Office. Places are limited and will be given to students according to the "first come – first served" principle. More information will follow closer to the start of the semester. Students will be informed via e-mail.

In addition, German courses at different levels are offered throughout the whole semester. Please be aware that you have to pre-register for both German courses separately.

## Insight into Swiss Culture and Cross-Cultural Integration

An intercultural session will be held during the Orientation Week. During this session, students gain deep insights into Switzerland's cultural characteristics and receive valuable cross-cultural information.

## Registration

Upon their arrival in Switzerland, Incoming Exchange Students are legally obliged to **register themselves** and to **apply for Residence Permit at the Registration Office ("Einwohnerkontrolle") of their city of residence**, e.g. Winterthur.

To apply for a Residence Permit, the following documents are required:

### EU CITIZENS

- Copy of valid passport or identity card displaying: photo, expiration date, place of issue
- Bank statement issued by a Swiss bank or by the Swiss subsidiary of a foreign bank as proof of sufficient financial means (CHF 1,750 / month) **OR** a letter from your parents confirming sufficient financial means for your stay abroad
- Letter of Acceptance in German
- Copy of housing contract
- 1 passport size photo of good quality (taken no more than 1 year ago)
- CHF 20 for registration fee and permit (if you are a student under the Swiss-European-Mobility-Programme). Otherwise this costs CHF 85.

## NON-EU CITIZENS

- Valid passport including visa
- Letter of acceptance in German
- Copy of housing contract
- 1 passport size photo of good quality (taken no more than 1 year ago)
- CHF 162 (registration fee)
- For Japanese, Singapore, Malaysian and New Zealand citizens: Copy of “*Zusicherung Niederlassungsbewilligung*” (this document will be sent to these students via the International Office)

The official Residence Permit will be sent to the student's address after a few weeks. The Registration Office will provide a temporary **Certificate of Registration (“Meldebestätigung”)**. NON-EU-CITIZENS are requested to hand in their “*Meldebestätigung*” to purchase a Swiss health insurance as well as to open a bank account.

The **Registration Office in Winterthur** is located at:

Stadtverwaltung Winterthur Einwohnerkontrolle  
Pionierstrasse 7  
8403 Winterthur

If your city of residence is not Winterthur, please check with the respective registration office to find out what is needed to process your application.

## NON-EU CITIZENS ONLY: Immigration Authorities

After the registration in Winterthur has been completed, NON-EU-CITIZENS must **also** go to the **Immigration Authorities** in Zurich in order to have their biometric data collected. The appointment with the Immigration Authorities will be determined at the time of registration at the Residents' Registration Office.

The Immigration Authorities are located at:

Migrationsamt  
Berninastrasse 45  
8090 Zürich  
Tel: 0041 (0)43 259 88 00

## Bank Account


Opening a bank account in Switzerland as an Incoming student has become more difficult. Most banks charge fees for student bank accounts. Given these facts we advise you the following:

### **For all citizens except for students from the USA:**

UBS is the only bank which offers student bank accounts free of charge. Our contact person at UBS has agreed to make an appointment with every interested Incoming Exchange Student.

Therefore, we kindly ask you to contact Mr. Zoran Juric upon your arrival to Switzerland to schedule individual appointments (+41 (0)52 264 74 77 or via e-mail: [zoran.juric@ubs.com](mailto:zoran.juric@ubs.com)).

**Please do not go to UBS without an appointment.**

	Product Details UBS Campus	Requested documents
 Stadthausstrasse 18 8400 Winterthur	<ul style="list-style-type: none"> <li>• Free account maintenance</li> <li>• Debitcard included and free cash withdrawals</li> <li>• E-Banking &amp; Mobile Banking</li> <li>• Free payment transactions</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Registration "Meldebestätigung"</li> <li>• Letter of Acceptance</li> <li>• Piece of identification (e.g. Passport, ID)</li> </ul>

For everybody who's fiscal domicile is in one of the countries listed [here](#) under "in force 01.01.2017" (including all countries from the EU) will need to state their Tax Identification Number (TIN) in order to be able to open a bank account. Please contact your local tax office for further information.

### Citizens of the USA:

Due to tax regulations, Swiss banks will not allow US citizens or persons who have lived in the USA to open a bank account. Parents might consider wiring money to students via Western Union or similar services. It is recommendable for US-citizens to open an account at a US-bank which does not charge high international fees prior to their departure to Switzerland.

### No Swiss Bank Account (Important):

Without a Swiss bank account everybody can pay bills in cash at every Post Office in Switzerland using a payment slip ("Einzahlungsschein"). This is a normal procedure and will not cause any difficulties.

#### Checklist: Arriving in Switzerland

- |                                                                                                                                      |                          |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Have you registered at the residents' registration office (i.e. "Einwohnerkontrolle")?                                               | <input type="checkbox"/> |
| Have you asked for a provisional certificate of registration (i.e. "Meldebestätigung")?                                              | <input type="checkbox"/> |
| <u>For NON-EU students only:</u> Did you receive an appointment for collecting your biometric data with the Immigration Authorities? | <input type="checkbox"/> |
| If possible, have you opened a bank account?                                                                                         | <input type="checkbox"/> |

## Emergency Contacts

### SWITZERLAND

Police	117
Fire Brigade	118
Ambulance	144
Poisoning Emergencies	145

### WINTERTHUR

Medical Emergency Services (24h/7d)	+41 (0)52 203 00 00
Pharmacy (7am – 10pm, train station)	+41 (0)52 269 12 00
Medical Center (7am – 10pm, train station)	+41 (0)52 267 01 01
Hospital in Winterthur	+41 (0)52 266 21 21
ZHAW Emergency	+41 (0)58 934 70 70

### COUNSELING FOR STUDENTS AT THE ZHAW SML

Tessa Meuter	<a href="mailto:tessa.meuter@zhaw.ch">tessa.meuter@zhaw.ch</a>	+41 (0) 58 934 78 74
--------------	----------------------------------------------------------------	----------------------

## Contact Details ZHAW SML International Office

International Office	<a href="mailto:international.sml@zhaw.ch">international.sml@zhaw.ch</a>	
Johann Baar (Head of International Office)	<a href="mailto:baaj@zhaw.ch">baaj@zhaw.ch</a>	+41 (0)58 934 62 69
Susan Bergen (Information Officer)	<a href="mailto:begn@zhaw.ch">begn@zhaw.ch</a>	+41 (0)58 934 68 78
Franziska Hauffe (Incoming Students, Overseas)	<a href="mailto:hauf@zhaw.ch">hauf@zhaw.ch</a>	+41 (0)58 934 72 57
Natalie Covos (Incoming Students, Europe)	<a href="mailto:lips@zhaw.ch">lips@zhaw.ch</a>	+41 (0)58 934 73 05
Laura Hohl (Outgoing Students, Overseas)	<a href="mailto:hoha@zhaw.ch">hoha@zhaw.ch</a>	+41 (0)58 934 78 85
Lara Clerici (Outgoing Students, Europe & Asia)	<a href="mailto:cler@zhaw.ch">cler@zhaw.ch</a>	+41 (0)58 934 68 55

**We are looking forward to welcoming you soon at our institution and wish you already a nice stay with many memorable experiences.**