Guideline for Incoming Exchange Students

Non-EU Citizens

ZHAW School of Management and Law
International Office
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Switzerland
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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 continuing 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) and the Zurich Transport Network (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.

Exchange students from countries outside the EU will have to obtain Swiss health insurance for the period of their stay in Switzerland. In case you already study at a European University please contact us by e-mail. The SML has an arrangement with the CSS Health Insurance Company for this purpose. The approximate cost for insurance in Switzerland for students is between CHF 80 and CHF 90 per month. Detailed information about health insurance can be found in the document “Student Care”. Should a student prefer to obtain health insurance from a different Swiss health insurance company, a copy of the respective policy must be sent to the SML.

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

Visa
Non-EU citizens need to apply for a student visa at the Swiss Embassy in their home country. It is essential to apply for the 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 the Swiss subsidiary of a foreign bank. 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 affirming 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.

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:
Entry Permit

Once the visa has been granted, students will receive their entry permit via the International Office by e-mail. This permit enables students to pick up their visa at the Swiss Embassy in their home country. 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.

Please be aware that the amount of money 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. Students will receive the invoice for issuing the entry permit in your welcome package during the Orientation Week.

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

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

Accommodations

Winterthur offers various student accommodations for Incoming Exchange students in walking distance to the ZHAW School of Management and Law.

We kindly ask you to bear in mind that accommodation organizations exist independently of the international office and have their own policies. For example, if the accommodation organization only arranges room-handovers on week-days, you would need to plan your arrival in the week prior to the orientation week.

1) SWOWI

A limited number of single, furnished student rooms are reserved for exchange students at the Students’ Accommodation Organization (SWOWI). Depending on the size, the monthly rent for a room is between CHF 650 and CHF 750. Further information on room types, rents and locations can be found under: http://www.swowi.ch/content/index_en.php. You will be able to directly apply for a room at SWOWI within a defined timeframe (dates will be communicated in due time). Due to the limited number of available rooms, early application is strongly recommended.

2) WOKO

WOKO is a real estate company which offers student houses near the main station and near to ZHAW. The buildings have four- to seven-room shared apartments, rent for a room is between CHF 555 and CHF 760 per month. Further information on room types, rents and locations can be found under: http://www.woko.ch/en/liegenschaften_uebersicht.asp?action=details&id=41.

All rooms provide internet access. On the ground floor there is a communal room with kitchen available as well as an outdoor sitting area. Please send your application for accommodation via mail to:

info@zhaw.ch
3) Studentenwohnen
The building is centrally located and easily accessible by public transport or by bicycle. Depending on the size, the monthly rent for a room is between CHF 650 and CHF 780 per month. Further information on room types, rents can be found under: http://www.studentenwohnen.ch/

4) Alternative accommodation sources
Listings of other accommodations available in Winterthur can be found at:
www.students.ch
www.wgzimmer.ch
www.homegate.ch
www.clicklodge.ch

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. Please contact Sabrina Gyr (sabrina.gyr@zhaw.ch) if you are interested in renting such a room.

<table>
<thead>
<tr>
<th>Checklist: Before Arriving in Winterthur</th>
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<tbody>
<tr>
<td>Have you sent the application for CSS insurance (or contract from another Swiss insurance provider) to the ZHAW SML International Office?</td>
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<tr>
<td>Have you received the Letter of Acceptance from the ZHAW SML International Office?</td>
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<tr>
<td>Have you applied for a visa?</td>
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<tr>
<td>Has your visa been granted?</td>
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<tr>
<td>Have you applied for accommodations?</td>
</tr>
</tbody>
</table>
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 to the students before the start of their 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 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. 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 will receive is valid for your SML e-mail account and for various student programs, e.g. our Intranet, Evento Web 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 locked.

The International Office will send all e-mails only to your SML account once the semester has started. You are therefore obliged to check your email account on a daily basis!

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.

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 the open-stack library with its 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.

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). This intensive language course will be awarded with 2 ECTS, if fully attended.

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, for Incoming Exchange Students it is mandatory to register themselves and to apply for Residence Permit, both at the Residents’ Registration Office (“Einwohnerkontrolle”) of their city of residence, e.g. Winterthur.

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

• 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. For the meantime the Residents’ Registration Office will provide you with the provisional Certificate of Registration (“Meldebestätigung”). Non-EU citizens are requested to hand in a “Meldebestätigung” to purchase CSS health insurance as well as to open a bank account.

The Residents’ Registration Office is located at:

Einwohnerkontrolle Winterthur
Stadthausstrasse 21
8402 Winterthur
If your city of residence is not Winterthur, please check with the respective residents’ registration office to find out what is needed to process your application.

**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 by the Residents’ Registration Office.

The Immigration Authorities are located at:

Migrationsamt
Berninastrasse 45
8090 Zürich
Tel: 043 259 88 00

**Bank Account**

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

**For Non-US-persons**

UBS is the only bank which offers student bank accounts free of charge. For uncomplicated opening procedures our contact person of UBS agreed to make an appointment with every interested incoming exchange student. Therefore, I kindly advise you to contact Mr. Juric in advance to schedule individual appointments (+41 (0)52 264 74 77) as soon as you are in Winterthur.

<table>
<thead>
<tr>
<th>UBS Campus</th>
<th>Requested documents</th>
</tr>
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<tbody>
<tr>
<td>Free account maintenance</td>
<td>Certificate of Registration “Meldebestätigung”</td>
</tr>
<tr>
<td>Debitcard included and free cash withdrawals</td>
<td>Letter of Acceptance</td>
</tr>
<tr>
<td>E-Banking &amp; Mobile Banking</td>
<td>Piece of identification (e.g. Passport, ID)</td>
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<tr>
<td>Free payment transactions</td>
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</tbody>
</table>

**For US-persons**

Due to tax regulations, opening a bank account in Switzerland has become very difficult for US-persons. PostFinance is basically the only financial institute which offers US-persons the possibility to apply for a student bank account. However, the eligibility for a bank account will be evaluated on case-by-case basis.
Checklist: Arriving in Switzerland

Have you registered at the residents’ registration office (i.e. “Einwohnerkontrolle”)? □

Have you asked for a provisional certificate of registration (i.e. “Meldebestätigung”)? □

Did you receive an appointment for collecting your biometric data with the Immigration Authorities? □

Without a Swiss bank account all Incoming Exchange Students can pay bills cash at each Post Office with an payment slip (“Einzahlungsschein”).

<table>
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<tr>
<th>Product Details</th>
<th>Student Account</th>
<th>Requested documents</th>
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<tbody>
<tr>
<td><strong>PostFinance</strong></td>
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<tr>
<td>Address:</td>
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<tr>
<td>Bahnhofplatz 8</td>
<td></td>
<td></td>
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<tr>
<td>8400 Winterthur</td>
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<tr>
<td>• CHF 10.-/month until handing in the official residence permit</td>
<td>• Official Residence Permit (foreign national identity card)</td>
<td></td>
</tr>
<tr>
<td>• Debitcard included and free cash withdrawals at PF</td>
<td>• Letter of Acceptance</td>
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</tr>
<tr>
<td>• Limited E-Banking services</td>
<td>• Piece of identification (e.g. Passport, ID)</td>
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<tr>
<td>• Free payment transactions within Switzerland</td>
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Emergency Contacts

SWITZERLAND

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<tbody>
<tr>
<td>Police</td>
<td>117</td>
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<tr>
<td>Fire Brigade</td>
<td>118</td>
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<tr>
<td>Ambulance</td>
<td>144</td>
</tr>
<tr>
<td>Poisoning Emergencies</td>
<td>145</td>
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</tbody>
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WINTERTHUR

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<tr>
<th>Service</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Medical Emergency Services (24h/7d)</td>
<td>+41 (0)52 203 00 00</td>
</tr>
<tr>
<td>Pharmacy (7am – 10pm, train station)</td>
<td>+41 (0)52 269 12 00</td>
</tr>
<tr>
<td>Medical Center (7am – 10pm, train station)</td>
<td>+41 (0)52 267 01 01</td>
</tr>
<tr>
<td>Hospital in Winterthur</td>
<td>+41 (0)52 266 26 95</td>
</tr>
<tr>
<td>ZHAW Emergency</td>
<td>+41 (0)58 934 70 70</td>
</tr>
</tbody>
</table>

Contact Details ZHAW SML International Office

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>International Office</td>
<td><a href="mailto:international.sml@zhaw.ch">international.sml@zhaw.ch</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jasmin Uhrig (Head of International Office)</td>
<td><a href="mailto:uhri@zhaw.ch">uhri@zhaw.ch</a></td>
<td>+41 (0)58 934 62 69</td>
<td></td>
</tr>
<tr>
<td>Gerd Bordon (Project Coordinator International Exchange)</td>
<td><a href="mailto:bord@zhaw.ch">bord@zhaw.ch</a></td>
<td>+41 (0)58 934 68 78</td>
<td></td>
</tr>
<tr>
<td>Sabrina Gyr (Incoming StudentsOverseas &amp; Housing)</td>
<td><a href="mailto:gyrs@zhaw.ch">gyrs@zhaw.ch</a></td>
<td>+41 (0)58 934 73 05</td>
<td></td>
</tr>
<tr>
<td>Felicitas Scheller (Incoming Students, Europe)</td>
<td><a href="mailto:sclc@zhaw.ch">sclc@zhaw.ch</a></td>
<td>+41 (0)58 934 72 57</td>
<td></td>
</tr>
<tr>
<td>Elisabetta Grünenfelder (Outgoing Students, Overseas)</td>
<td><a href="mailto:grle@zhaw.ch">grle@zhaw.ch</a></td>
<td>+41 (0)58 934 78 85</td>
<td></td>
</tr>
<tr>
<td>Lara Clerici (Outgoing Students, EU)</td>
<td><a href="mailto:cler@zhaw.ch">cler@zhaw.ch</a></td>
<td>+41 (0)58 934 68 55</td>
<td></td>
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</tbody>
</table>

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