# Application Guide

For **Guest Students** coming to the **University of St. Gallen**

## Autumn • Spring

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<td>13-18</td>
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Dear students,

Congratulations on being selected to attend the University of St.Gallen for a guest semester! This Application Guide provides information about the steps to follow before and after you arrive in St. Gallen.

Please take the time to read this guide carefully and complete the relevant instructions.

If you have any questions, visit our website at exchange.unisg.ch, otherwise please contact us. We look forward to welcoming you to St. Gallen!

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**Student Mobility**  
**University of St. Gallen**  
Tellstrasse 2 • CH-9000 St. Gallen • Switzerland  
Tel: +41 71 224 2339 • exchange@unisg.ch

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Nicole Gsell  
Head, Student Mobility  
Programme Manager  
Partner universities & Freemover Asia (except Japan)  
nicole.gsell@unisg.ch

Marion Schönenberger  
Programme Manager CEMS  
cems@unisg.ch

Jacqueline Meier  
Programme Manager CEMS  
cems@unisg.ch

Esther Stäheli  
Programme Manager  
Partner universities & Freemover North & Latin America, Oceania & SMU Management in Europe  
esther.staeheli@unisg.ch

Karin Williams  
Programme Manager  
Swiss Mobility & THEMIS  
Event Management  
karin.williams@unisg.ch

Helen Obrist  
Programme Manager  
Transcripts for guest students  
Swiss European Mobility & Swiss Federal scholarships  
helen.obrist@unisg.ch

Maria Bader  
Programme Manager  
Partner universities & Freemover Europe, Russia, Africa, Middle East & Japan  
maria.bader@unisg.ch

Lamis El Farra  
Programme Manager  
Double degrees: DM2 - FGV - SSE  
lamis.elfarra@unisg.ch

Felicitas Strittmatter  
Manager Partner Agreements & Web  
felicitas.strittmatter@unisg.ch

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**Housing Office**  
**Foundation for Student Housing c/o University of St.Gallen**  
Tellstrasse 2 • CH-9000 St. Gallen • Switzerland  
Tel: +41 71 224 2200 • housing@unisg.ch

Irene Marciello  
Head Housing Office

Beatrice Frei  
Housing Manager

Sheila Albert  
Housing Manager

Viktoria Schär  
Housing Manager
PART 1 - BEFORE ARRIVAL

Applying for your exchange programme

ONLINE APPLICATION DEADLINE

<table>
<thead>
<tr>
<th>Autumn term</th>
<th>Spring term</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 May</td>
<td>30 September</td>
</tr>
</tbody>
</table>

After your home university has nominated you in our nomination portal in Mobility-Online, you will receive an e-mail from us with instructions for completing your online application in the portal.

Once you log in to your Mobility-Online account, you will have a list of different tasks in a workflow which you will need to complete. As you progress through your workflow, various boxes will be checked off as they are completed. After you complete all required tasks, the Student Mobility Office will check your application before transmitting your acceptance letter.

⇒ ONLINE APPLICATION
To apply for your term you must complete the online application by the deadline and upload scans of the following:
- Application confirmation (signed)
- Photocopy of valid passport or national identity card (only Schengen area citizens) that you will use to enter Switzerland
- Housing application (if desired)

Photo for Student Identification Card (Student ID)
In the online application you will need to upload a current photo of yourself for your student ID card. Please upload a passport-style portrait photo. The photo is for identification purposes so please do not upload social media photos.

Nationality: in your online application indicate only those nationalities for which you currently hold a valid passport or national identity card (only Schengen area citizens). Your nationality will determine if a visa is required.

Correspondence/mailing address: Keep your correspondence/mailing address current in your online application.

Students who are nationals of visa-compulsory countries: the address you chose as “correspondence/mailing address” in your Mobility-Online application will determine the closest Swiss consulate to which you will apply in person for your visa.

Emergency contact address
It is important that we have the information of a person to contact on your behalf in case of an emergency. Please complete the contact information as completely and accurately as possible including a phone number.

Thank you for completing your online application in Mobility-Online and uploading your documents as soon as possible!
1. **VISA – TO ENTER SWITZERLAND**

Depending on your nationality you may be required to have an entry visa before entering Switzerland. Based on the nationality you entered in your Mobility-Online application, Student Mobility will apply on your behalf for the relevant immigration document at the St.Gallen Migration office/Migrationsamt.

By end-June (Autumn term) or mid-November (Spring term) we will send students who are nationals of visa-compulsory countries their visa permit document electronically. Once you receive the visa authorisation document from us, contact the Swiss Consulate indicated on the document immediately to have the visa issued. Students who are nationals of visa-compulsory countries: the address you chose in your Mobility-Online application as “correspondence/mailing address” will determine the closest Swiss consulate to which you will apply in person for your visa.

2. **RESIDENCE PERMIT – TO RESIDE IN SWITZERLAND**

ALL students living in Switzerland for more than 90 days must have a residence permit. You must register at the Resident’s Office at the city hall in St.Gallen within 14 days of arrival. The Resident’s Office will issue each student a residence permit.

For more information, see Registering at the Resident’s Office (p. 8) and visit our website: [exchange.unisg.ch](http://exchange.unisg.ch).

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**Payment for Visa Authorisation/Grant for Residence Permit Document**

The University of St.Gallen is invoiced by the St.Gallen Migration office for your visa authorisation/grant for residence permit document. After we send you the document by e-mail, you will be required to reimburse the University of St.Gallen for these costs (CHF 96.-) which must be paid online in advance of your arrival in St.Gallen. Payment is possible by credit card only and must be paid within two weeks after receipt of payment portal information. The link to the payment portal will be sent to you by e-mail.

**Please note:** If you cancel your exchange semester after we have ordered the permit document, you are still required to reimburse the university for the fees.
<table>
<thead>
<tr>
<th>Visa authorisation or guarantee for a residence permit: <strong>NOT REQUIRED</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationals of the following countries: Austria, Belgium, Bulgaria, Croatia, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and United Kingdom</td>
</tr>
<tr>
<td>Neither a visa nor a guarantee for a residence permit is required prior to arrival in Switzerland. You may enter Switzerland with your passport or ID and must register at the Resident’s Office at the city hall <strong>within 14 days</strong> of arrival in St.Gallen.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Guarantee for a residence permit: <strong>REQUIRED</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationals of Japan, Malaysia, New Zealand and Singapore</td>
</tr>
<tr>
<td>The guarantee for residence permit (Zusicherung der Aufenthalsbewilligung) will be sent to you electronically by the Student Mobility Office in due time. You are required to reimburse the University of St.Gallen (CHF 96.-) for the guarantee document after you have received it. You may enter Switzerland with your passport and must register at the Resident’s Office at the city hall <strong>within 14 days</strong> of arrival in St.Gallen. When you register at the Resident’s Office, <strong>bring the guarantee for residence permit</strong> with you.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visa application: <strong>REQUIRED</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationals of the following countries: Afghanistan, Algeria, Bangladesh, Burundi, Democratic Republic of the Congo, Guinea, Haiti, Iraq, Iran, Cameroun, Libya, Morocco, Nepal, North Korea, Pakistan, Republic of the Congo, Ruanda, Sri Lanka, Sudan, South Sudan, Syria, Tunisia and Vietnam.</td>
</tr>
<tr>
<td>If you are a national of one of the above countries, you must apply directly in person at the Swiss Consulate or Embassy in your country of residence for the visa. Present your University of St.Gallen acceptance letter to the Swiss representation to apply for the visa. Apply as soon as possible after you have received your acceptance letter from us. If the Migration Office in St.Gallen approves your visa application, they will issue a visa authorisation form (Ermächtigung zur Visumerteilung) and send it to the University of St.Gallen. You are required to reimburse the University of St.Gallen (CHF 96.-) for the guarantee document after you have received it. You may enter Switzerland with the visa in your passport and must register at the Resident’s Office at the city hall <strong>within 14 days of arrival</strong> in St.Gallen.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant for a visa: <strong>REQUIRED</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationals of all other countries</td>
</tr>
<tr>
<td>The visa authorisation form (Ermächtigung zur Visumerteilung) will be sent to you electronically from the Student Mobility Office in due time (end-June for Autumn term or mid-November for Spring term). You are required to reimburse the University of St.Gallen (CHF 96.-) for the grant document after you have received it. After receiving the form, contact the Swiss consulate indicated in the top right corner of the authorisation form <strong>as soon as possible</strong> to begin the visa application process. The Swiss Consulate/Embassy will already have a copy of your visa grant on file. <strong>Students who are nationals of visa-compulsory countries:</strong> the address you chose as “correspondence/mailing address” in your Mobility-Online application will determine the closest Swiss Consulate/Embassy to which you will apply <strong>in person</strong> for your visa. You may enter Switzerland with the visa in your passport and must register at the Resident’s Office at the city hall <strong>within 14 days of arrival</strong> in St.Gallen.</td>
</tr>
</tbody>
</table>
Health insurance requirements

Individuals living in Switzerland for 90 days or more are required by Swiss law to have sufficient health insurance coverage throughout their stay. Normally only Swiss health insurance policies are recognised but if you can provide adequate proof of sufficient health insurance, the St.Gallen Resident’s Office at the city hall will accept this.

You will be required to demonstrate that you have sufficient health insurance coverage after you arrive in St.Gallen. The documentation required will depend on your nationality and type of health insurance. See the table on the following page to find the specific requirements for your nationality.

If you are only privately insured, your insurance company must complete the health insurance certification form on p. 16.

If your insurance company cannot complete the health insurance certification form, then you must purchase health insurance in Switzerland. Monthly rates for health insurance vary from approx. CHF 90 to CHF 280 depending on your age and personal needs.

For a list of some examples of Swiss health insurance companies, please visit our website: exchange.unisg.ch

Read the health insurance certification requirements (p. 17) of the Swiss health insurance law (KVG) to learn what your health insurance must cover.

Questions regarding proof of health insurance?

Contact Insurance Department of the St.Gallen Resident's Office:
E-mail: bevoelkerungsdienste.zd@stadt.sg.ch
## Health insurance requirements according to nationality

<table>
<thead>
<tr>
<th>Nationality</th>
<th>Legally required health insurance in</th>
<th>Required documents</th>
</tr>
</thead>
</table>
| EU/EFTA or Swiss citizen             | Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, Spain, UK | • European Health Insurance Card  
  or  
  Health Insurance Certification, signed by your insurance provider at home (p. 16)  
  and  
  • Form C: Application for release from Health Insurance Requirement (p. 15)  
  • Original confirmation of matriculation /Immatrikulationsbescheinigung from the University of St. Gallen |
| Non-EU/EFTA or non-Swiss citizen      | Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, Spain, UK | • European Health Insurance Card  
  or  
  Health Insurance Certification, signed by your insurance provider at home (p. 16)  
  and  
  • Form C: Application for release from Health Insurance Requirement (p. 15)  
  • Original confirmation of matriculation /Immatrikulationsbescheinigung from the University of St. Gallen |
| All other nationalities              | Another country (non-EU/EFTA)                                             | • Health Insurance Certification, completed and signed by your insurance provider at home (p. 16)  
  and  
  • Form C: Application for release from Health Insurance Requirement (p. 15)  
  • Original confirmation of matriculation /Immatrikulationsbescheinigung from the University of St. Gallen |
Applying for housing at the Housing Office - Foundation for Student Housing

The Housing Office provides off-campus accommodation for guest students.

For details regarding costs, terms and conditions please see the housing information on our website: exchange.unisg.ch

To apply for housing complete the housing application and submit all required documents in your Mobility-Online account. Proof of payment must be received by the application deadline.

Contact the housing managers for any assistance before your arrival or during your stay in St. Gallen.

Finding housing on your own

If you choose to find your own housing, allow enough time for your search. Keep in mind that most apartments in Switzerland are not furnished. The negotiation of rental contract is your own responsibility.

Housing through Student Union
The Student Union has a list of many helpful online housing links which can be found here: https://shsg.ch/en/site/services/new-student/housing

Housing through City of St.Gallen
Advertisements for available housing can also be found on the city of St. Gallen’s official website at: "Immobiliendatenbank" (in German)

For students arranging housing on their own:

- We advise you to not pay any rent in advance until you have personally visited the rental property.
PART 2 - AFTER ARRIVAL

After you arrive in St.Gallen, there are a few administrative steps to complete. We will also review this information during the orientation programme.

• **EU/EFTA nationals** complete steps 1, 2 and 3.
• **Nationals of all other countries** complete steps 1, 2, 3 and 4.
• **ISP programme students:** Steps 1, 2, 3 and 4 are not relevant for you, as your programme duration is less than 90 days.

1. Registering at the Resident's Office → Residence permit

All students residing in Switzerland for more than 90 days must register at the Resident's Office (Bevölkerungsdienste) at the city hall (Rathaus) and will be issued a residence permit. You must register within 14 days after arrival in St. Gallen. The city hall is the tall glass building next to the main train station.

To register in St. Gallen, take all of the documents listed below and enough funds to pay for your residence permit/Ausländerausweis Typ L. (payable by cash, credit or EC card).

The Resident's Office/Bevölkerungsdienste will stamp your Form R to confirm your registration. **EU/EFTA nationals:** you will be sent the residence permit by post or notified when to pick it up. **Nationals of all other countries:** you will need to complete steps 1-4 before the residence permit can be issued.

- **Form R:** Registration at the Resident’s Office/Bevölkerungsdienste (p. 14)

**plus** the following:

- **EU/EFTA nationals**
  - one passport-size photo
  - CHF 66.- for your residence permit/Ausländerausweis Typ L

- **Japan, Malaysia, New Zealand and Singapore nationals**
  - Guarantee for a residence permit/Zusicherung der Aufenthaltsbewilligung
  - CHF 122.- for your residence permit/Ausländerausweis Typ L
  - CHF 20.- processing fee

- **All other country nationals**
  - CHF 122.- for your residence permit/Ausländerausweis Typ L
  - CHF 20.- processing fee
2. Certification of valid health insurance

When registering at the Resident’s Office at the city hall you must also go to their Health Insurance Department with the following documents to show that you have sufficient health insurance coverage:

The following documents will be required:

- Acceptable proof of sufficient health insurance coverage (pp. 5 - 6, 16)
- Form C: Application for release from health insurance requirement (p.15)
- Matriculation confirmation/Immatrikulationsbescheinigung*

* You can print out the matriculation confirmation from your mailbox in Compass as of the beginning of September/February.

3. Registering at the University → Student ID Card

To register at the university and receive your Student ID card:

- Upload the signed Form R in your Mobility-Online account.
- The Student ID Card (HSG Card) will be handed out to students in the mandatory IT introduction session during the Orientation Programme.

4. Biometric data processing

Students who are citizens of non-EU/EFTA countries (third-country nationals) will be contacted by the St.Gallen Migration Office (Address: Migrationsamt, Oberer Graben 32, 90001 St.Gallen). They will send students an appointment letter by postal mail. The letter will include the time and location for taking the biometric data. Biometric data will be saved for a period of five years.

- CHF 20.- for the processing fee

Once your biometric data has been processed, your residence permit should be issued in about 10 days and sent by registered letter to your local St.Gallen address.
PART 3 - ADDITIONAL INFORMATION

INTENSIVE GERMAN LANGUAGE (OPTIONAL)
For exchange students we offer a free, optional, 10-day intensive German course at the University of St.Gallen just before the beginning of each semester. To enrol in this pre-semester German course, you must register for it when you complete your online application. If you plan to take German language classes at the university during the semester, you must take this pre-semester course.

ORIENTATION PROGRAMME (MANDATORY)
An orientation programme takes place on Thursday and Friday before the semester begins. It is required for all guest students. The orientation programme includes university information, IT introduction and cultural sessions, campus tour and social events. A welcome package will be distributed to each student. Details about the pre-semester German language courses and the orientation programme will be sent by e-mail approximately one month before the semester begins. Please note: Students who do not attend the mandatory orientation, will not be able to start the exchange programme.

TERM CALENDAR
A term calendar is included in our fact sheet on our website: exchange.unisg.ch

COURSE ALLOCATION (BIDDING) INFORMATION
All students bid electronically for courses during the bidding period which starts a few weeks before the semester begins. We will e-mail you all information and course links three weeks before the bidding begins (second week of August/January). After your application is formally checked and approved by Student Mobility, you will receive an e-mail with your user name and a login for accessing Compass, the university's student portal. You will need this in order to access the bidding platform! The final list of courses including course descriptions will be available about one month before the semester begins. If you need information earlier, check our website for courses offered in previous semesters. We highly recommend to clear the credit transfer with your home university for at least 7 to 9 courses before bidding starts, as course places are limited. exchange.unisg.ch

EXAMINATIONS
For information about exams please see our website: exchange.unisg.ch

INTERNATIONAL DAY
Each Autumn semester we organise an International Day Fair for the University of St.Gallen students considering going abroad. We invite you to represent your home university to St.Gallen students. Please bring promotional material (brochures, posters, etc.) along with you or ask your home school to mail it to you!

FURTHER INFORMATION
Visit our website exchange.unisg.ch

Questions? If you have any questions, please contact your Programme Manager (see p. 1).
## Part 4 - Check List and Timeline

### Semester Exchange Students

<table>
<thead>
<tr>
<th>WHERE</th>
<th>TO DO</th>
<th>AUTUMN TERM 2019</th>
<th>SPRING TERM 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEFORE ARRIVAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Mobility-Online</td>
<td>Complete online application in Mobility-Online (MO)</td>
<td>1.2.-15.5.</td>
<td>15.8.-30.9.</td>
</tr>
<tr>
<td>□ Mobility-Online</td>
<td>Register for St. Gallen intensive German language course (optional)</td>
<td>1.2.-15.5.</td>
<td>15.8.-30.9.</td>
</tr>
<tr>
<td>□ Mobility-Online</td>
<td>Register for IBH German language summer school in Constance, Germany (optional), application link in Mobility-Online</td>
<td>1.2.-15.5.</td>
<td>--</td>
</tr>
<tr>
<td>□ Mobility-Online</td>
<td>Apply for SEMP (for incomings from EU partner universities)</td>
<td>1.2.-15.5.</td>
<td>15.8.-30.9.</td>
</tr>
<tr>
<td>□ Mobility-Online</td>
<td>Complete housing application in Mobility-Online (optional) or find housing on your own</td>
<td>1.2.-15.5.</td>
<td>15.8.-30.9.</td>
</tr>
<tr>
<td>□ Swiss consulate</td>
<td>Housing Office contacts students who have applied for housing about room assignments by e-mail</td>
<td>August</td>
<td>January</td>
</tr>
<tr>
<td>□ Health insurance provider</td>
<td>Clear with your health insurance provider in your home country if you are covered for Switzerland. If yes, have the form ‘Health Insurance Confirmation’ (p. 16) signed and stamped by insurance. Otherwise you will be required to purchase health insurance in Switzerland (see p. 5 and 6).</td>
<td>Before you arrive</td>
<td></td>
</tr>
<tr>
<td>□ Personal liability insurance provider</td>
<td>Personal liability insurance is voluntary but we highly recommend that exchange students are insured for claims of damages of third parties. Please check conditions with your insurance provider in your home country.</td>
<td>Before you arrive</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>IBH German language summer school takes place</td>
<td>August</td>
<td>--</td>
</tr>
<tr>
<td>□</td>
<td>All exchange students receive an e-mail with information on course availability, course allocation process and orientation.</td>
<td>Mid August</td>
<td>Mid January</td>
</tr>
<tr>
<td>□ Compass</td>
<td>CEMS students only: start bidding process for courses</td>
<td>22.08.</td>
<td>23.01.</td>
</tr>
<tr>
<td>□ Compass</td>
<td>All exchange students (non-CEMS): start bidding process for courses</td>
<td>29.08.</td>
<td>30.01.</td>
</tr>
<tr>
<td><strong>AFTER ARRIVAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| □ St.Gallen Resident’s Office | ▪ Register at Resident’s Office & stamp Form R  
▪ Hand in acceptable proof of sufficient health insurance coverage  
▪ Form C: Application for release from health insurance requirement (p. 14)  
▪ Matriculation Confirmation | Within 14 days of arrival | |
| □ Mobility-Online      | Upload form R                                                        | Within 14 days of arrival | |
| □ St. Gallen Migration Office | Biometric data processing (for non-EU/EFTA countries only)  
By invitation letter from Migration Office (after registration at St.Gallen Resident’s Office) | By invitation letter from Migration Office (after registration at St.Gallen Resident’s Office) | |
| □                      | CEMS Block seminar (one week, starting SUNDAY)- only for CEMS students | 1.-6.9.         | --              |
Intensive German language course in St.Gallen takes place (optional) 4.-13.9. 5.-14.2.

- Mandatory two day Orientation takes place

**Important:** Students who do not attend the mandatory orientation, will not be permitted to take part in the exchange programme 12.-13.9. 13.-14.2.

- Semester and classes begin 16.9. 17.2.

- Mandatory CEMS kick-off session/day – only for CEMS students 16.9. 17.2.

- Mobility-Online
  - Upload SEMP Learning Agreement(for students from EU partner universities) After bidding completed

- Semester break (Block courses and CEMS requirements may take place) 28.10.-9.11. 30.3.-11.4.

- Compass
  - Exam registration (only for central exams taking place in Jan./Feb. or June/July) 4.-15.11. (provisional) 6.-17.4. (provisional)

- Semester and classes end (includes special guest student exams for guest students staying for one semester) 21.12. 23.5.

### BEFORE YOU LEAVE ST. GALLEN

- St.Gallen Resident’s Office
  - De-register at Resident’s Office & stamp Form D Before you leave

- Mobility-Online
  - Upload Form D Within 14 days after departure

- Mobility-Online
  - Upload SEMP Final Report (for students from EU partner universities) Within 14 days after departure

### ISP STUDENTS ONLY (Programme for MBA Students)

<table>
<thead>
<tr>
<th>√</th>
<th>WHERE</th>
<th>TO DO</th>
<th>AUTUMN TERM 2019</th>
<th>SPRING TERM 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mobility-Online</td>
<td>Complete online application in Mobility-Online (MO)</td>
<td>1.2.-15.5.</td>
<td>15.8.-30.9.</td>
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<tr>
<td></td>
<td>Mobility-Online</td>
<td>Complete housing application in Mobility-Online (optional) or find housing on your own</td>
<td>1.2.-15.5.</td>
<td>15.8.-30.9.</td>
</tr>
<tr>
<td></td>
<td>Swiss consulate</td>
<td>ISP students may enter and reside for up to 90 days in Switzerland. After receipt of acceptance letter, contact nearest Swiss consulate immediately about the entry and/or short-stay study visa requirements for your nationality.</td>
<td>Late June</td>
<td>Mid Nov</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Housing Office contacts students who have applied for housing about room assignments by e-mail</td>
<td>August</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>insurance provider</td>
<td>We highly recommend to check with your health insurance and liability insurance provider the coverage for Switzerland and possible other countries should you plan to travel</td>
<td>Before you arrive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-Mail</td>
<td>Inform ISP Executive Director about your course selection</td>
<td>1.8.</td>
<td>1.12.</td>
</tr>
</tbody>
</table>

### AFTER ARRIVAL

| ISP classes begin | 3.9. | 7.1. |
| Break - Travel week | tba | tba |
| ISP classes end (includes exams) | 14.11. | 12.3. |
### Part 5 - Attachments

<table>
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<td>Form C: Application for release from health insurance requirement</td>
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<tr>
<td>Form: Health Insurance Certification</td>
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Form R: Registration at the Resident’s Office

Anmeldung bei Bevölkerungsdienste

Register yourself within 14 days of your arrival in St.Gallen at the Resident’s Office/ Bevölkerungsdienste at the city hall.

Location:
City hall/Rathaus - 1st floor
Poststrasse 28
9000 St. Gallen
(next to the main train station in St.Gallen)

Opening hours:
Monday, Tuesday and Wednesday 8:30 – 17:00
Thursday 8:30 – 18:00
Friday 8:30 – 16:30

To register, you will need:

- valid passport or national identity card
- Form R: Registration at the Resident’s Office/Bevölkerungsdienste

AND:

- EU/EFTA nationals
  - one passport-size photo
  - CHF 66.- for your residence permit/Ausländerausweis Typ L

- Japan, Malaysia, New Zealand and Singapore nationals
  - Guarantee for a residence permit/Zusicherung der Aufenthaltsbewilligung
  - CHF 122.- for your residence permit/Ausländerausweis Typ L
  - CHF 20.- processing fee

- All other country nationals
  - CHF 122.- for your residence permit/Ausländerausweis Typ L
  - CHF 20.- processing fee

FAMILY NAME

FIRST NAME(S)

RESIDENT’S OFFICE/BEVÖLKERUNGSDIENSTE STAMP

⇒ After registering at the Resident’s Office at the city hall upload this stamped form in your Mobility-Online account.
To: Kontrollstelle für Krankenversicherung, Rathaus, 9001 St.Gallen

Application for release from Swiss Health Insurance Requirement for Students and Interns

Surname ___________________________ First name ___________________________

Address in St.Gallen ___________________________

Date of birth (DD/MM/YYYY) ___________________________

Mobile _______ / ________________

e-mail address __________________________________________

Dear Sir and Madam

I hereby apply to be released from the requirement of Swiss Health Insurance during my period of study as I am already in possession of such insurance in ____________________________

(Country)

Place, date ___________________________ Signature ___________________________
Form: Health Insurance Certification

Certification
given by the domestic health insurance company concerning full
insurance cover during the stay in Switzerland

(Please send/bring to: Kontrollstelle für Krankenversicherung der Stadt St. Gallen,
Rathaus, 9001 St. Gallen)

The person named below

Last Name: __________________________________________

First Name: ___________________________ Date of birth: ___________________________

Marital status: ___________________________ Address/Post code/Town: ___________________________

Phone number for further queries: __________________________________________

and members of the family: (unemployed husband/wife and/or unemployed children).

Name: __________________________________________

First Name: ___________________________ Date of birth: ___________________________

First Name: ___________________________ Date of birth: ___________________________

First Name: ___________________________ Date of birth: ___________________________

is/are insured during a stay in another member state of the European Community as well as in

Switzerland in the event of illness and accidents (during working hours and leisure time), as far as these
risks are not covered by any insurance company. The insurance covers the costs of benefits in kind,
according to KVG-benefits overleaf. The insurance cover is valid until the
___________________________ (date).

Name and address of the foreign health insurance company:

Town and date: ___________________________ Stamp/Signature

of health insurance company
Federal Health Insurance Act (KVG)

Art. 25 General benefits in the case of sickness
1 Compulsory health care insurance covers the costs of diagnosing and treating sickness and its effects.
2 These benefits cover:
   a. examinations, treatment and care of an in- and out-patient, at the residence of the patient, in a hospital
      or in a medical-social establishment by:
      1. doctors,
      2. chiropractors,
   3. persons providing services prescribed or ordered by a doctor;
   b. analyses, medicaments and diagnostic and therapeutic services and equipment prescribed by a doctor or -
      within the limits determined by the Federal Council - by a chiropractor;
   c. a contribution to the costs of spa treatment prescribed by a doctor;
   d. medical rehabilitation measures carried out or prescribed by a doctor;
   please turn over
   e. a stay in the general ward of a hospital;
   f. . . . (repealed)
   fbis. the accouchement in a birth-centre
   g. a contribution to medically necessary transport costs and rescue costs;
   h. services of pharmacists in dispensing the medicaments prescribed in accordance with b above.

Art. 26 Prophylactic medicine
Compulsory health care insurance covers the costs of certain examinations intended to detect diseases in time as
well
as prophylactic measures for insured persons particularly at risk. Such examinations and prophylactic measures
must be carried out or prescribed by a doctor.

Art. 27 Congenital defects
In the case of congenital defects not covered by the disability insurance scheme, compulsory health care
insurance covers the costs of the same benefits as in the case of sickness.

Art. 28 Accidents
In the case of accidents pursuant to Art. 1a, para. 2, letter b*), compulsory health care insurance covers the costs
of the same benefits as in the case of sickness.

Art. 29 Maternity
1 In addition to the same costs as in the case of sickness, compulsory health care insurance covers special costs
in the case of maternity.
2 These benefits cover:
   a. periodic check-ups carried out by a doctor or a mid-wife or prescribed by a doctor during and after
      pregnancy;
   b. delivery at home, in a hospital or in a semi-hospital establishment by a doctor or a mid-wife;
   c. necessary advice on breast-feeding;
   d. care and stay of a healthy newborn child staying with its mother in the hospital.

Art. 30 Legal abortion
In case of non-punishable termination of pregnancy pursuant to Article 119 of the Criminal Code compulsory
sickness insurance covers the costs of the same benefits as in the case of sickness.

Art. 31 Dental treatment
1 Compulsory health care insurance covers the costs of dental treatment:
   a. if it is caused by a serious and unavoidable disease of the masticatory system; or
   b. if it is caused by any other serious illness or its after-effects; or
   c. if it is necessary for the treatment of a serious illness or its after-effects.
2 It also covers the costs of treatment of injuries to the masticatory system caused by an accident pursuant to Art.
   1a, para. 2, letter b (i.e. accident which is not covered by any other insurance).
Form D: De-Registration at the Resident's Office

Abmeldung bei Bevölkerungsdienste

At the END of your exchange term before you leave St. Gallen, you must de-register at the Residents Office/Bevölkerungsdienste at the city hall.

Location:
City hall/Rathaus - 1st floor
Poststrasse 28
9000 St. Gallen
(next to the main train station in St.Gallen)

Opening hours:
Monday, Tuesday and Wednesday 8:30 – 17:00
Thursday 8:30 – 18:00
Friday 8:30 – 16:30

To de-register, you will need:

- Residence Permit / Ausländerausweis Typ L
- Form D: De-Registration at the Resident’s Office

FAMILY NAME

FIRST NAME(S)

DEPARTURE DATE FROM ST.GALLEN

STAMP OF RESIDENT’S OFFICE / BEVÖLKERUNGSDIENSTE

☞ After de-registering upload this stamped form to your Mobility-Online account