Organisation of your stay in Switzerland
Length of your academic stay more than 90 days

Before your arrival

1) Visa requirements

Depending on your nationality you may be required to have a visa before entering Switzerland. Once you have completed the online enrolment procedure at HSG and we have approved your enrolment for your guest stay, we will send you an acceptance letter electronically.

- Citizens of countries where you have to apply for a visa: With the acceptance letter, you can apply for a visa at your nearest Swiss embassy or consulate in your country of residency. After receiving your acceptance letter, you should apply for a visa as soon as possible.

- Citizens of countries where Student Mobility will send you a grant for visa: Wait until you receive the grant for visa to contact the Swiss consulate or embassy in your country of residence. With the grant for visa, the visa application process takes less time.

Please have a look at the table below to see whether your nationality needs to apply for a visa.

Residence Authorisation

<table>
<thead>
<tr>
<th>Who? (Citizens of the following countries)</th>
<th>You get</th>
<th>How?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nothing</td>
<td>Neither a visa nor a grant for a residence permit is required prior to arrival in Switzerland. You may enter Switzerland with your passport or Citizen ID.</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td>Grant for a residence permit*</td>
<td>The grant for residence permit will be sent to you (by the end of June for the Autumn term or mid-November for the Spring term) electronically by the Student Mobility Office. You may enter Switzerland with your passport.</td>
</tr>
<tr>
<td>Japan, Malaysia, New Zealand, United Kingdom, Singapore and Australia.</td>
<td>Visa application</td>
<td>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. You may enter Switzerland with the visa in your passport.</td>
</tr>
<tr>
<td>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 and Vietnam</td>
<td>Grant for a visa*</td>
<td>The visa authorisation form will be sent to you (by the end of June for the Autumn term or mid-November for the Spring term) electronically from the Student Mobility Office. After receiving the form, contact the Swiss consulate indicated in the top right corner of the authorisation form as soon as possible to begin the visa application process. The Swiss consulate should already have a copy of your visa grant on file.</td>
</tr>
</tbody>
</table>

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*Student Mobility will apply on your behalf for the relevant immigration document at the St.Gallen Migration office/Bevölkerungsdienste. The University of St.Gallen is invoiced by the St.Gallen Migration office for your grant for visa/grant for resident 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.

2) Visa = NO work permit
A student visa does not entitle you to work. Canton officials must approve an application for a working permit handed in by your employer. Due to current regulations, students without EU/EFTA nationality are highly unlikely to receive a work permit.

3) Residence Permit
If you remain in Switzerland for more than 90 days, you will need to obtain a residence permit. With the residence permit, you must register at the Resident's Office in St.Gallen within 14 days of arrival. (More information in the section “Visa and residence permit”. The Resident's Office will issue each student a residence permit.

4) Bringing your family to St.Gallen
You may bring your family, children etc. to St.Gallen but HSG is not able to assist you with applying for the necessary visas, approval procedures etc. Information about HSG childcare options can be found under advisory services. If your school-age children travel with you to St.Gallen, you will need to make contact with schools in the area yourself.

5) After your arrival
All students whose academic stay in St.Gallen is longer than 90 days must register at the St.Gallen Resident's Office within 14 days after arrival. Please see the procedures below according to your citizenship.

Citizens of EU/EFTA countries

What to bring?
- Valid passport or national identity card
- Form R: Registration at the Resident’s Office (Bevölkerungsdienste)
- Copy of your rental agreement
- CHF 70.- for your Residence permit (Ausländerausweis Typ L)

What to do?
- Go to the Resident’s Office and take all of the documents listed above and enough funds to pay for your residence permit (payable by cash, credit or EC debit card)

What now?
- After your visit at the Resident’s Office, they will contact you and send you an appointment letter by postal mail to have your passport photo to be taken. During this appointment, your Residence permit will be issued.

As of August 2023
**Citizens of Japan, Malaysia, New Zealand and Singapore**

**What to bring?**
- Valid passport or national identity card
- **Form R:** Registration at the Resident's Office (Bevölkerungsdienste)
- Guarantee for a residence permit (Zusicherung der Aufenthaltsbewilligung)
- CHF 122.- for your residence permit (Ausländerausweis Typ L)
- CHF 20.- processing fee

**What to do?**
- Go to the Resident's Office and take all of the documents listed above and enough funds to pay for your residence permit (payable by cash, credit or EC debit card). The Resident's Office will stamp your Form R to confirm your registration.
- After your visit at the Resident's Office, the St.Gallen Migration Office will contact you and send you an appointment letter by postal mail to have your biometric data processed*. The letter will include the time and location for completing this step. Biometric data will be saved for a period of five years.

*The costs for the biometric data processing is CHF 20.- and will be due to pay at the appointment at the St.Gallen Migration Office.

After processing your biometric data, your residence permit should be issued in approximately 10 days and sent by registered letter to your St.Gallen address.

**What now?**
- Upload the signed Form R on your Mobility-Online account.

**Citizens of all other countries**

**What to bring?**
- Valid passport or national identity card
- **Form R:** Registration at the Resident’s Office (Bevölkerungsdienste)
- CHF 122.- for your residence permit (Ausländerausweis Typ L)
- CHF 20.- processing fee

**What to do?**
- Go to the Resident's Office and take all of the documents listed above and enough funds to pay for your residence permit (payable by cash, credit or EC debit card). The Resident's Office will stamp your Form R to confirm your registration.
- After your visit at the Resident's Office, the St.Gallen Migration Office will contact you and send you an appointment letter by postal mail to have your biometric data processed*. The letter will include the time and location for completing this step. Biometric data will be saved for a period of five years.

*The costs for the biometric data processing is CHF 20.- and will be due to pay at the appointment at the St.Gallen Migration Office.

After processing your biometric data, your residence permit should be issued in approximately 10 days and sent by registered letter to your St.Gallen address.

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What now?
- Upload the signed Form R on your Mobility-Online account.

6) Before you depart from St.Gallen

After your arrival in St.Gallen, it was important that you register at the St.Gallen Resident’s Office. Now at the end of your stay, it is important that you de-register from St.Gallen. Please take Form D and fill it out and go to the St.Gallen Resident’s Office. The Resident’s Office will then stamp your Form D and verify your de-registration. After that you can upload the scan of Form D to your Mobility-Online account. You can de-register at the St.Gallen Resident’s Office up to one month before your actual departure.

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