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Before your arrival

1) Visa requirements

Depending on your nationality, you may need an **entry visa before entering the country**. Student Mobility Services at the University of St.Gallen will apply on your behalf for the relevant visa grant document based on the nationality you entered and the passport copy you uploaded in your exchange application. This document will expedite the visa application procedure.

Residence Authorisation

Who? (Citizens of the following countries)	What do you need?	How?
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	Nothing	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 ID.
Australia, Japan, Malaysia, New Zealand, Singapore and United Kingdom.	Grant for a residence permit*	The Student Mobility team applies on your behalf and will send you the grant for the residence permit by e-mail (exchange autumn semester: by the end of June; exchange spring semester: Mid-November). You may enter Switzerland with your passport.
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	Visa application	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.
all other countries	Grant for a visa*	The Student Mobility team applies on your behalf and will send the visa authorisation by e-mail (exchange autumn semester: by the end of June; exchange spring semester: Mid-November). After receiving the document, contact the Swiss consulate indicated in the top right corner of the authorisation document as soon as possible to begin the visa application process. The Swiss consulate should already have a copy of your visa grant on file.

*Student Mobility will apply on your behalf for the relevant immigration document at the St.Gallen Migration office. The University of St.Gallen is charged by the St.Gallen Migration office for your grant for visa/grant for resident permit document. After we have sent you the document by e-mail, you need to reimburse the university for these costs (CHF 96.-) which must be paid online before your arrival in St.Gallen. Payment is possible by credit card only. 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 still need to pay 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.

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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 in cash, credit or European-debit card)

What now?

- After your registration at the resident's office, they will 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.

Citizens of Australia, Japan, Malaysia, New Zealand, Singapore, United Kingdom

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 25.- 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 in cash, credit or European-debit card). The resident's office will stamp your Form R to confirm your registration.

Organisation of your stay in Switzerland

Length of your academic stay more than 90 days

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- 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*. Biometric data will be saved for a period of five years.

**The costs for the biometric data processing is CHF 25.- 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 within approximately 10 days and sent by postal mail to your St.Gallen address.

What now?

- Upload the signed Form R in 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 25.- processing fee

What to do?

- Go to the resident's office and take all the documents listed above and enough funds to pay for your residence permit (payable in cash, credit or European-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 25.- 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 within approximately 10 days and sent by postal mail to your St.Gallen address.

What now?

- Upload the signed Form R in 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](#) 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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