

Selection Procedure at the University of St.Gallen

Students with a disability and/or chronic illness can apply for access arrangements for the Selection Procedure (spring/autumn) at the University of St.Gallen (HSG) after they have registered for it online. The application process is shown below:

Step 1: Contact the Special Needs Advice Centre



To apply for access arrangements for the selection procedure, you will need to arrange an initial consultation with the Special Needs Advice Centre. We recommend that you contact us as early as possible as initial clarification may take some time. The easiest way is to email us at specialneeds@unisg.ch.

Step 2: Medical Documentation



To submit an application, you will need to provide a valid evaluation of your health from a specialist physician. Medical evaluations must either meet the criteria in the *Checklist* or have been issued via the *Assessment by Medical/Therapeutic Specialists* form provided by HSG. Ideally, you will provide us with these documents when you contact us. If you are applying for access arrangements due to dyslexia, please also note the *Information for Students with Dyslexia*. All these documents can be found linked on our [Special Needs](#) website.

Step 3: Consultation



Consultations serve to assess your individual needs with you and to recommend formal adjustments based on both the medical specialist's recommendation and the University's regulations.

Step 4: Application Review



We will discuss your application internally and then give you feedback on which access arrangements you can apply for.

Step 5: Submit Application via Compass or the Application for Access Arrangements Form



After our feedback to you, you can fill out the *Application for Access Arrangements* form and send it to nachteilsausgleich@unisg.ch (specialneeds@unisg.ch in CC). If you already have access to Compass, you can simply complete the application online (Requests -> Compensation for disadvantages). The application via Compass is to be favoured.

Step 6: Implementation of Access Arrangements



The implementation of access arrangements is based on an official written decision, which you will receive by (digital) post from the Competence Centre Planning & Examinations after submitting your application. The arrangements for the selection procedure will be put in place for you.

Deadlines

Please observe the deadlines listed below for the application for access arrangements. Please contact us well in advance to arrange a consultation.

Examination	Examination Date	Deadline
Selection Procedure	CW 07	Friday CW 02
	CW 23	Friday CW 18



General Advice & Information on Special Needs and Disability Issues

Diversity & Inclusion

Special Needs

+41 (0) 71 224 31 22
specialneeds@unisg.ch

Application & Implementation of Access Arrangements

Competence Centre
Planning & Examinations

Nachteilsausgleich

+41 (0) 71 224 31 13
nachteilsausgleich@unisg.ch

General Inquiries about the Selection Procedure

Admissions and Crediting Office

+41 (0) 71 224 39 31
admissions@unisg.ch