REGISTRATION GUIDE

FOR GUEST STUDENTS COMING TO THE UNIVERSITY OF ST. GALLEN

FALL • SPRING

<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT INFORMATION</td>
<td>2</td>
</tr>
<tr>
<td>INCOMING EXCHANGE STUDENT TIMELINE</td>
<td>3</td>
</tr>
<tr>
<td>PART 1 - BEFORE ARRIVAL</td>
<td></td>
</tr>
<tr>
<td>Enrolling for your exchange programme</td>
<td>4</td>
</tr>
<tr>
<td>Visa and residence permit information</td>
<td>4-5</td>
</tr>
<tr>
<td>Health insurance requirements</td>
<td>6-7</td>
</tr>
<tr>
<td>Housing information</td>
<td>8-11</td>
</tr>
<tr>
<td>PART 2 - AFTER ARRIVAL</td>
<td></td>
</tr>
<tr>
<td>Registering at the Resident's Office/Einwohneramt</td>
<td>12</td>
</tr>
<tr>
<td>Registering at the university</td>
<td>12</td>
</tr>
<tr>
<td>Certification of health insurance</td>
<td>13</td>
</tr>
<tr>
<td>Biometric data processing</td>
<td>13</td>
</tr>
<tr>
<td>PART 3 - ADDITIONAL INFORMATION</td>
<td></td>
</tr>
<tr>
<td>German language, orientation, courses, exams, term calendar, etc.</td>
<td>14</td>
</tr>
<tr>
<td>PART 4 - ATTACHMENTS</td>
<td></td>
</tr>
<tr>
<td>Forms</td>
<td>15-17</td>
</tr>
<tr>
<td>Overview of requirements according to exchange programme</td>
<td>18-19</td>
</tr>
</tbody>
</table>
Dear students,

We are very happy that you will be coming to the University of St.Gallen!

This Registration Guide contains information about your stay and the steps you need to follow before and after you arrive in St. Gallen.

Please take the time to read this guide carefully and complete the relevant instructions. You can find an overview of requirements according to your exchange programme at the end of the document.

If you have any questions, be sure to visit our website and of course feel free to contact us. We look forward to welcoming you to St. Gallen!

**STUDENT MOBILITY**

**EXTERNAL RELATIONS & DEVELOPMENT**

Dr. Jürgen Brücker  
Dean  
External Relations & Development  
CEMS Academic Director  
juergen.bruecker@unisg.ch

Esther Stäheli  
Programme Manager  
North & Latin America  
Freemover  
esther.staeheli@unisg.ch

Lamis El Farra  
Programme Manager  
Europe, Russia, Africa & Middle East  
Double degrees: DM2 & FGV Brazil  
lamis.elfarra@unisg.ch

Helen Obrist  
Programme Manager  
Swiss Mobility  
Erasmus & Swiss federal scholarships  
Transcripts  
helen.obrist@unisg.ch

Nicole Gsell  
Head, Student Mobility  
Programme Manager  
Asia, Australia & New Zealand  
nicole.gsell@unisg.ch

Diana Brunner  
CEMS Programme Manager  
cems@unisg.ch

Jacqueline Meier  
CEMS Programme Manager  
cems@unisg.ch

Sybille Carnier  
Events Manager  
sybille.carnier@unisg.ch

Dr. Hans-Joachim Knopf  
Programme Manager  
PhD & Faculty Exchange  
hans-joachim.knopf@unisg.ch

Antje Stoffel  
Housing Manager  
wohnungsdienst@unisg.ch

Beatrice Frei  
Housing Manager  
wohnungsdienst@unisg.ch
Incoming Exchange Student Timeline

**FALL TERM**

- **February-April:** students nominated electronically by home university and receive St.Gallen’s welcome e-mail with password and login instructions for online enrolment

- **February-May:**
  - all students complete online enrolment, housing application (if desired), and register for IBH German language summer school in Constance/Germany (optional) and/or St.Gallen intensive German language course (optional)

- **Late May:** IBH contacts registered students by e-mail about summer school programme

- **Late June:** St.Gallen sends students acceptance letter and immigration information by post to correspondence address. Relevant students then contact Swiss consulate as soon as possible to complete entry visa application procedures

- **Late July:** Housing Office contacts students who have applied for housing about room assignments

- **August:** IBH German language summer school takes place

- **Late August:** St.Gallen e-mails students information on course bidding process and available courses

- **Late August/early September:** online course bidding begins

- **Early September:**
  - intensive German language course in St.Gallen (optional)
  - all students attend two-day orientation on Thursday and Friday before university classes begin.

- **Calendar week 38:** Fall semester classes begin

**SPRING TERM**

- **May-August:** students nominated by home university and receive St.Gallen’s welcome e-mail with password and login instructions for online enrolment

- **September-October:**
  - all students complete online enrolment, housing application (if desired) and register for St.Gallen intensive German language course (optional)

- **Late October:** St.Gallen sends students acceptance letter and visa information by post to correspondence address. Relevant students then contact Swiss consulate as soon as possible to complete entry visa application procedures.

- **Late November:** Housing Office contacts students who have applied for housing about room assignments

- **Mid-January:** St.Gallen e-mails students information on available courses and course bidding process

- **Late January/early February:** online course bidding begins

- **Early-February** - students attend intensive German language course in St.Gallen
  - all students attend two-day orientation on Thursday and Friday before university classes begin.

- **Calendar week 8:** Spring semester classes begin
PART 1 - BEFORE ARRIVAL

Enrolling for your exchange programme

After your home university has nominated you in our online nomination system, you will receive an automatic e-mail from our system with your Serviceportal login and password and information about the online enrolment. Keep your password and login since you will also need this later to bid for your courses.

To enrol for your term here, you must complete and mail the following by post to us by the relevant deadline:

- Printed and signed online enrolment confirmation
- Photocopy of valid passport/national identity card that you will use to enter Switzerland
- Printed and signed online housing application (if desired)

**Deadline**

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall term (Sept-Dec)</td>
<td>May 15</td>
</tr>
<tr>
<td>Spring term (Feb-May)</td>
<td>October 1</td>
</tr>
</tbody>
</table>

**Nationality:** in your online enrolment indicate only those nationalities for which you currently hold a valid passport or national identity card.

**Correspondence address:** notify us of any changes in your correspondence address since our acceptance letter and any immigration documents will be sent to this address by post.

**Students who are nationals of visa-compulsory countries:** your correspondence address will be used to determine the closest Swiss consulate to which you will apply in person for your visa.

⇒ **Document status:** check the status of your enrolment documents by logging in to Serviceportal and going to "New at HSG - Status Online Application".

Visa and residence permit information

After we receive the above items from you, we provide the St.Gallen cantonal Migration office/Migrationsamt with a list of all incoming guest students. They will then issue the required immigration document for your nationality (see below) based on the information you have entered in the online enrolment. By the end of June (Fall term) or the end of October (Spring term) we will send all students an acceptance letter and any immigration documents to their correspondence address by post.

**Visa authorization or guarantee for a residence permit:** NOT REQUIRED

Nationals of the following countries: Austria, Belgium, Bulgaria, 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

Neither a visa nor a guarantee for a residence permit is required for nationals of the above countries. You may enter Switzerland with your passport and must register at the city hall within 14 days of arrival in St. Gallen.
Guarantee for a residence permit/Zusicherung der Aufenthaltsbewilligung: REQUIRED
Nationals of the following countries: Japan, Malaysia, New Zealand and Singapore

You may enter Switzerland with your passport and must register at the city hall within 14 days of arrival in St. Gallen.
To register at the Resident’s Office, bring the guarantee for a residence permit/Zusicherung der Aufenthaltsbewilligung with you. This document is sent to you with the acceptance letter from the Student Mobility office of the University of St.Gallen.
You will be required to reimburse the University of St.Gallen (CHF 96.-) for this document after your arrival.

Visa authorization/Ermächtigung zur Visumserteilung: REQUIRED
Nationals of all other countries (except China)

The visa authorization form/Ermächtigung zur Visumserteilung will be sent to you with the acceptance letter from the Student Mobility office. Once you receive the visa authorization form from us, contact the consulate as soon as possible to find out about visa-processing time, requirements, etc. The Swiss consulate you need to contact is indicated in the top right corner of this document. The Swiss consulate should already have a copy of this document, thus expediting the processing time for your visa considerably.
You may enter Switzerland with the visa in your passport and must register at the city hall within 14 days of arrival in St. Gallen.
You will be required to reimburse the University of St.Gallen (CHF 96.-) for this document after your arrival.

Visa application: REQUIRED
Chinese nationals

You must apply for a visa directly at your nearest Swiss consulate or embassy. Contact the Swiss consulate or embassy for information on the documents required for your visa application. Present the acceptance letter sent to you by the Student Mobility office of the University of St. Gallen to the Swiss consulate as soon as possible in order to apply for a visa.
You may enter Switzerland with the visa in your passport and must register at city hall within 14 days of arrival in St. Gallen. (See "Registering at the Resident’s Office", p. 9)
You will be required to reimburse the University of St.Gallen (CHF 96.-) for this document after your arrival.

RESIDENCE PERMIT
All students residing in Switzerland for more than 90 days must register at the Resident’s Office 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. 12) and visit our website www.exchange.unisg.ch→Incoming details guest stay→Arrival procedures. The registration process will also be explained during our orientation programme.
Health insurance requirements

Individuals residing in Switzerland for 90 days and longer are required by Swiss law to have sufficient health insurance coverage throughout their stay. Normally only Swiss health insurance policies are recognized; however, if you can provide adequate proof of acceptable health insurance, the St.Gallen Resident’s Office will accept this.

To demonstrate that you have sufficient health insurance coverage, you must bring certain documentation with you to St.Gallen, depending on your nationality and the type of health insurance you have. Consult the table on the following page to find the specific requirements for your nationality and see also p. 13.

Privately insured individuals and other nationalities
If you are only privately insured, your insurance company **must** complete the insurance certification form (see separate pdf "Certification Health Insurance").

If your nationality is not listed on the following table, your insurance company **must** complete this certification form.

If your insurance company cannot complete the insurance certification form, then you must purchase health insurance in Switzerland. Monthly rates for health insurance vary from approx. CHF 80.- to CHF 280.- depending on your age and personal needs.

For a list of some possible Swiss health insurance companies, please visit our website: [www.exchange.unisg.ch→Incoming details guest stay→Arrival procedures](http://www.exchange.unisg.ch→Incoming details guest stay→Arrival procedures)

Read the certification form (separate pdf "Certification Health Insurance") of the Swiss health insurance law (KVG) to learn what your health insurance must cover.

Questions?
If you have specific questions about your health insurance, please contact Mr. Riet Bott, Insurance Department of the St.Gallen Resident’s Office (e-mail: riet.bott@stadt.sg.ch).
<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, completed and signed by your insurance company at home (see separate pdf "Certification Health Insurance")  
and  
• **Form C**: Application for release from Health Insurance Requirement (p. 17)  
• Original confirmation of matriculation /Immatrikulationsbescheinigung from the University of St. Gallen |
| Non-EU/EFTA or non-Swiss citizen (national of another country, e.g., Chinese national insured in France) | 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, completed and signed by your insurance company at home (see separate pdf "Certification Health Insurance")  
and  
• **Form C**: Application for release from Health Insurance Requirement (p. 17)  
• 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 company at home (see separate pdf "Certification Health Insurance")  
and  
• **Form C**: Application for release from Health Insurance Requirement (p. 17)  
• Original confirmation of matriculation /Immatrikulationsbescheinigung from the University of St. Gallen |
Housing information

The university’s Housing Office provides off-campus accommodation for guest students. Based on the information you complete in the online housing application and for a non-refundable application processing fee of CHF 250, the Housing Office offers students furnished rooms or one-room apartments (very limited availability). Rooms are located in buildings accommodating primarily exchange and/or university students or in apartments sub-let from university students in other residences in the area.

Further details about housing and related costs can be found on our website at www.exchange.unisg.ch→Incoming details guest stay →Housing. Contact our housing managers, Antje Stoffel and Beatrice Frei, for any assistance before your arrival or during your stay in St. Gallen.

Applying for housing
To apply for housing, login to Serviceportal with your password after you have completed your online enrolment. Go to: "New at HSG → Housing application". Enter your housing request. Save your application, print it out, sign it and send it to the Housing Office by post, fax or e-mail*.

Deadline online housing application

<table>
<thead>
<tr>
<th>Fall term (September-December)</th>
<th>May 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring term (February-May)</td>
<td>October 1</td>
</tr>
</tbody>
</table>

Housing application fee
To process your housing application, a non-refundable fee of CHF 250 (incl. VAT) is required. We can accept payment by bank transfer only. The fee must be wired by the housing application deadline above. Include enough funds to cover ALL bank processing fees of all banks involved in the transaction.

Bank wire transfer instructions
Use the following coordinates to make your wire transfer:

Bank: acrevis Bank AG, Marktplatz 1, CH-9004 St. Gallen, Switzerland
IBAN Number: CH93 0690 0016 0201 6990 0
Account Number: 01602016990
Swift Number: CASGCH 22
Beneficiary: Wohnungsdienst der Universität St. Gallen, 9000 St. Gallen

Mailing instructions
SEND by post, fax or e-mail (at the latest by the housing application deadline)
- online housing application - printed out and signed
- a copy of bank transfer confirmation
TO: University of St. Gallen • Housing Office • Dufourstrasse 50 • CH-9000 • St. Gallen • Switzerland
Fax: +41 71 224 24 45 • e-mail: wohnungsdienst@unisg.ch
⇒ Housing application, bank wire transfer receipt and enrolment confirmation may be sent together to the Student Mobility postal address.
## Conditions and regulations of the University of St.Gallen Housing Office

### Room assignment

To have a room assigned, students must complete the online housing application. The housing managers locate housing based on application responses. Special preferences such as single-sex accommodation, studio or one-bedroom apartment (*very limited availability*), etc. must be indicated in the housing application. It may not be possible to meet all requirements. Students who have applied on time for housing will be contacted by the Housing Office in late July (Fall term) and in late November (Spring term) about room assignments.

### Type of rooms

All rooms are for single occupancy only. Students are guaranteed a room for their exclusive use. All other facilities (e.g., kitchen, bathroom, etc.) are shared, unless renting a studio or one-bedroom apartment (*very limited availability*). Most students are assigned rooms in apartments shared with other university students or rooms sub-let from local students who have gone on exchange. All rooms including common areas are non-smoking.

### Location

Most rooms are located not more than 30 minutes away from the university. In exceptional cases you will be notified by mail in advance.

### Furnishings

Furnishings are basic and include a bed, bedding (duvet, pillow, mattress, set of linens), desk, desk lamp and a cupboard. Kitchens are equipped with standard appliances (oven, stove, microwave, refrigerator) and basic household items and utensils (pots, pans, plates, cutlery, etc.)

### Internet

All residences and rooms have internet connection.

### Fixed rental period

Housing contracts can only be arranged for the fixed rental periods indicated below. It is not possible to give early notice and you must pay for the full rental period, even if your stay in St.Gallen is of shorter duration.

#### Regular exchange students

- Fall semester: 1 September - 31 December
- Spring semester: 1 February - 31 May

#### ISP students

- Fall term: 1 September - 30 November
- Spring term: 1 January - 31 March

### Cancellation policy

Cancellations received on or after July 1 (Fall term) / November 1 (Spring term) are liable for one month’s rent. Cancellations received on or after August 1 (Fall term) / December 1 (Spring term) are liable for the full rental period.

### Rental contract

Original rental contract forms will not be sent out by mail. You must sign the contract in person upon arrival.
Rental rates
The monthly rates for rooms rented through the housing office are between CHF 550.- and 750.- per month.
CHF 550.- — 650.- Average standard
CHF 650.- — 750 .- Good standard
CHF 750.- and above Good to high standard

Rental prices may vary according to proximity to university, location in town, condition of residence and furnishings, room/apartment size, number of persons sharing the same residence.

Housing application fee
The non-refundable application processing fee of CHF 250.- must be wired by bank transfer to our office no later than the housing application deadlines indicated. Most banks charge administrative fees for this service so be sure that your payment is adequate to cover these as well.

Security deposit
A CHF 350.- security deposit for possible damage caused by tenants must be paid upon arrival in St.Gallen. It will be returned in cash at the end of the rental period less any charges for damages, cleaning and/or any outstanding fees that are the tenant's responsibility. Should there be unsettled invoices or damages in the apartment for which you are responsible, your security deposit and exchange semester grade transcript may be held until all invoices or damages are settled.

Personal liability insurance
Tenants are required to have a Swiss Rental Property Damage Liability Insurance. The cost for this insurance is about CHF 30.- per semester. The necessary forms are available for signing at the time you pick up your keys.

Household goods insurance
This type of insurance is not included with your housing. Students are responsible for confirming with their own insurance provider at home if their personal belongings are covered while abroad in cases of loss, theft, etc. Student Mobility, the Housing Office, and the University of St.Gallen are not responsible for lost or stolen items.

Arrival and moving in
Students arranging their housing through the housing office must plan their arrival only on weekdays between 8:30 and 17:00. Weekend arrivals are not possible. The housing manager will arrange a meeting time and place with you (usually at the university) in order to give out apartment keys and information on directions to the room/apartment.

Moving out procedures
Before moving out, tenants must thoroughly clean their rooms and apartments. The housing office will inspect the room and residence at the time of departure. The return of the security deposit is based on this inspection. Should the standard of cleanliness not meet the housing managers' requirements, or should there be unsettled invoices or damages in the apartment for which you are responsible, your security deposit and grade transcript will be held until all invoices or damages are settled.

Residence guidelines and regulations
Most residences have regulations which are an integral part of the housing contract. They include general rules necessary for successfully sharing a common residence (e.g., waste disposal, laundry schedule, quiet hours, musical practice hours, etc.). More information will be given after your arrival.
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.

Housing through Student Union
The Student Union has an online housing market (in German) which university students and landlords frequently use. http://myunisg.ch/wohnungsmarkt/
You can search their database and/or place your own housing request online. Please note that the Student Union will not find accommodation for you. The negotiation of a rental contract is your own responsibility.

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

Other resources
You can search for a room in a shared flat at: www.homegate.ch (in German) or at www.wg-gesucht.de (in German and English).
PART 2 - AFTER ARRIVAL

The following steps must be completed after you arrive in St.Gallen. 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.

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/ *Einwohneramt* and will be issued a residence permit. Within **14 days** of arrival in St. Gallen you must go to the Resident's Office/ *Einwohneramt* at the city hall/ *Rathaus* (glass building next to the main train station) and register there.

   To register in St. Gallen, take all of the documents listed below and enough **cash** to pay for your **residence permit/Ausländerausweis Typ L**.

   - valid passport or national identity card
   - **Form R**: Registration at the Resident's Office/ *Einwohneramt* (see "Attachments", p. 16)
   - 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

   The Resident’s Office/ *Einwohneramt* 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 permit can be issued.

2. **Registering at the University → Student ID card**

   To register at the university and to pick up your university student ID card and confirmation of matriculation, bring the following to the Office of Student Affairs/ *Studienadministration* in Building 05 during their opening hours only (Monday - Friday, 10:00 to 11:30 and 14:00 to 16:00):

   - **Form R**: Registration at the Resident’s Office (stamped by the Resident’s Office/ *Einwohneramt*)
   - CHF 96.- as reimbursement for the Guarantee for a residence permit/Zusicherung der Aufenthaltsbewilligung or a visa authorization form/Ermächtigung zur Visumerteilung sent with your acceptance letter

   They will give you your university student ID card and a confirmation of matriculation/ *Immatrikulationsbescheinigung* which is required for the next step.
3. Certification of valid health insurance

After registering at city hall and at the university, you must go to the health insurance section at the Resident's Office at the city hall with the following documents to show that you have sufficient health insurance coverage:

- Acceptable proof of sufficient health insurance coverage (see pp. 6-7)
- Form C: Application for release from health insurance requirement (see p.17)
- Original confirmation of matriculation/Immatrikulationsbescheinigung

4. Biometric data processing

Students who are citizens of non-EU/EFTA countries (third-country nationals) will be contacted by the St.Gallen cantonal Migration office/Migrationsamt, who will send students an appointment letter to have their biometric data processed. The letter will included the time and location for completing this step. Biometric data will be saved for a period of five years.

- CHF 20.- processing fee in cash

Once your biometric data has been processed, your residence permit should be issued in about 10 days.
PART 3 - ADDITIONAL INFORMATION

GERMAN LANGUAGE PROGRAMME (OPTIONAL)
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 enrolment confirmation in Serviceportal. If you plan to take German language classes at the university during the semester, you must take this pre-semester course.

ORIENTATION PROGRAMME (MANDATORY)
A general orientation programme takes place on Thursday and Friday before the semester begins. It is required for all guest students. During orientation there will be a welcome session, welcome packages for each student, campus tours, and cultural and university administrative sessions as well as social events. 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.

TERM CALENDAR
A term calendar is included in our fact sheet on our website: www.exchange.unisg.ch → Incoming details guest stay → Term calendar

COURSE INFORMATION
All students bid online 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 about a month before bidding begins. Keep your Serviceportal password and login—you will need these 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. www.exchange.unisg.ch → Incoming details guest stay → Courses and academics

EXAMINATIONS
Students enrolled for ONE exchange semester: exchange students can take "decentral" exams by the end of the lecture period (December or May).

Students enrolled for TWO exchange semesters: you are required in the case of first semester courses, to take the exam as stated in the course description. This may include "central" exams. Central exams of fall semester courses take place mid-January to mid-February and spring semester courses from mid-June to mid-July. Please consult the course descriptions for information on examination type.

STUDY ABROAD FAIR
Each semester we organise a Study Abroad Fair for our own students who plan to go abroad. We invite you to represent your home university to St. Gallen students considering an exchange. So 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 www.exchange.unisg.ch → Incoming details guest stay and read also the Student Guide which you can download from our website. A printed copy of the guide will also be in your Welcome Package when you arrive in St.Gallen.

Questions? If you have any questions, please contact your Programme or Housing Manager.
## Part 4 - Attachments

<table>
<thead>
<tr>
<th>Form R: Registration at Resident's Office at city hall</th>
<th>p. 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form C: Application for release from health insurance requirement</td>
<td>p. 17</td>
</tr>
<tr>
<td>Overview table of requirements according to exchange programme</td>
<td>pp. 18-19</td>
</tr>
</tbody>
</table>
Form R: Registration at the Resident's Office/Einwohneramt

Register yourself using this form within 14 days of your arrival in St. Gallen at the Resident's Office/ Einwohneramt at city hall/Rathaus.

Location: City Hall/Rathaus, 9000 St. Gallen, 1st floor  
(tall glass building next to the main train station in St.Gallen)

Opening hours:  
Monday, Tuesday and Wednesday  8:30 a.m. - 5:00 p.m.  
Thursday  8:30 a.m. - 6:00 p.m.  
Friday  8:30 a.m. - 4:30 p.m.

Take the following with you to the Resident's Office/ Einwohneramt:

- valid passport or national identity card
- Form R: Registration at the Resident's Office/ Einwohneramt (see "Attachments", p. 14)

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)

STAMP OF RESIDENT’S OFFICE/EINWOHNERAMT

Take this stamped form to the university’s Office of Student Affairs to pick up your student ID.
C

To: Kontrollstelle für Krankenversicherung, Rathaus, 9001 St.Gallen

Application for release from Swiss Health Insurance Requirement for Students

Surname ______________________________ First name ________________________________

Address in St.Gallen _____________________________________________________________

Date of birth (DD/MM/YYYY) ______________________________

Mobile nr. _________/____________________

Dear Sir or Madam,

I herein 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____________________________

-----------------------------------This part will be verified for health insurance purposes-----------------------------------

The following documents have been verified:

☐ Original Confirmation of Matriculation from the University of St. Gallen

☐ Official European Health Insurance Card
  Date of expiry: ______________________________

or

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

Fehler! Unbekannter Name für Dokument-Eigenschaft.
<table>
<thead>
<tr>
<th>Master • CEMS • Bachelor • Freemovers</th>
<th>Fall (September-December)</th>
<th>Spring (February-May)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Form/Document</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online enrolment confirmation incl. pre-semester German course</td>
<td>Deadline - Fall</td>
<td>Deadline - Spring</td>
</tr>
<tr>
<td>Application IBH Intensive German language course (1-29 August 2012) - optional</td>
<td>May 15</td>
<td>October 1</td>
</tr>
<tr>
<td>Course fees covered by student (see IBH pdf)</td>
<td>April 30</td>
<td>Programme not offered in spring</td>
</tr>
<tr>
<td>Online housing application</td>
<td>May 15 (rental period: September 1 to December 31)</td>
<td>October 1 (rental period: February 1 to May 31)</td>
</tr>
<tr>
<td>Housing application fee</td>
<td>CHF 250.-</td>
<td>May 15 via bank transfer</td>
</tr>
<tr>
<td>Housing deposit</td>
<td>CHF 350.-</td>
<td>After arrival in St. Gallen - refunded at end of term less any damages, cleaning or outstanding fees</td>
</tr>
<tr>
<td>Housing rent (amount varies)</td>
<td>After arrival - paid each month</td>
<td>After arrival - paid each month</td>
</tr>
<tr>
<td>Health insurance</td>
<td>See pp. 6-7 for information about health insurance requirements and forms</td>
<td></td>
</tr>
<tr>
<td>1a) insurance certification form (separate pdf) or 1b) European Health Insurance Card</td>
<td>1a) Before arrival in St. Gallen</td>
<td>1a) Before arrival in St.Gallen</td>
</tr>
<tr>
<td>2) Form C: Application for release from health insurance requirement</td>
<td>1b) After arrival in St.Gallen</td>
<td>2) After arrival in St. Gallen</td>
</tr>
<tr>
<td>Form R: Registration at city hall</td>
<td>See pp. 6-7 for information about health insurance requirements and forms</td>
<td>See pp. 6-7 for information about health insurance requirements and forms</td>
</tr>
<tr>
<td>Visa authorization or Guarantee for a residence permit</td>
<td>After arrival in St. Gallen</td>
<td>After arrival in St. Gallen</td>
</tr>
<tr>
<td>Fees: Visa authorization or Guarantee for a residence permit</td>
<td>CHF 96.-</td>
<td>After arrival - paid at the University of St. Gallen</td>
</tr>
<tr>
<td>Fees: Residence permit/ AusländerausweisTyp L</td>
<td>CHF 66.- - EU Nationals</td>
<td>After arrival - to be paid at the Resident's Office/Einwohneramt</td>
</tr>
<tr>
<td>Fees: Biometric data processing</td>
<td>CHF 20.- - all other nationalities</td>
<td>After arrival - to be paid at Migration Office/Migrationsamt</td>
</tr>
<tr>
<td>University student ID/Legimitationskarte</td>
<td>After arrival</td>
<td>After arrival</td>
</tr>
</tbody>
</table>

**ISP (International Study Programme for MBAs)**

<table>
<thead>
<tr>
<th>Form/Document</th>
<th>Fall (September-November)</th>
<th>Spring (January - March)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online enrolment confirmation</td>
<td>Deadline - Fall</td>
<td>Deadline - Spring</td>
</tr>
<tr>
<td>May 15</td>
<td>October 1</td>
<td></td>
</tr>
<tr>
<td>Online housing application</td>
<td>May 15 (rental period: Sept. 1 to November 30)</td>
<td>October 1 (rental period: January 1 to March 30)</td>
</tr>
<tr>
<td>Housing application fee</td>
<td>CHF 250.-</td>
<td>May 15 via bank transfer</td>
</tr>
<tr>
<td>Housing deposit</td>
<td>CHF 350.-</td>
<td>After arrival in St. Gallen - refunded at end of term less any damages, cleaning costs or outstanding fees</td>
</tr>
<tr>
<td>Housing rent (amount varies)</td>
<td>After arrival - rental fees are paid each month</td>
<td>After arrival - rental fees are paid each month</td>
</tr>
<tr>
<td>University student ID/Legimitationskarte</td>
<td>After arrival</td>
<td>After arrival</td>
</tr>
</tbody>
</table>

ISP students staying fewer than 90 days do not register at the Resident's Office/Einwohneramt or show proof of health insurance
### Swiss Federal Scholarships (ESKAS) / Bundesstipendiaten

<table>
<thead>
<tr>
<th>Form/Document</th>
<th>Fall &amp; Spring (September - May)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online enrolment confirmation incl. pre-semester German course</strong></td>
<td><strong>May 15</strong></td>
</tr>
<tr>
<td><strong>Online housing application</strong></td>
<td><strong>May 15</strong> (rental period: September 1 to May 31)</td>
</tr>
<tr>
<td><strong>Housing application fee (CHF250.-)</strong></td>
<td><strong>Application fee waived</strong></td>
</tr>
<tr>
<td><strong>Housing deposit: CHF 350.-</strong></td>
<td><strong>After arrival in St. Gallen - refunded at end of term less any damages, cleaning costs or outstanding fees</strong></td>
</tr>
<tr>
<td><strong>Housing rent (amount varies)</strong></td>
<td><strong>After arrival - rental fees are paid each month</strong></td>
</tr>
</tbody>
</table>

**Health insurance**

| EU/EFTA nationals | | |
|-------------------|-------------------|
| 1a) insurance certification form (separate pdf) | 1a) Before arrival in St. Gallen |
| or | 1b) After arrival in St. Gallen |
| 1b) European Health Insurance Card | 2) After arrival in St. Gallen |
| 2) Form C: Application for release from health insurance requirement | |

**Non-EU/EFTA nationals**

- Health insurance coverage coordinated by ESKAS
- Form R: Registration at city hall
- Visa authorization or Grant for a residence permit (coordinated by ESKAS)
- Fees: Visa authorization or Guarantee for a residence permit: fees waived (CHF 96.=-) Coordinated by ESKAS
- Fees: Residence permit Aufenthaltsbewilligung: fees waived (CHF 142.-)
- Fees: Biometric data processing: CHF 20.-
- University student ID/Legimitationskarte: After arrival

### Swiss Mobility

<table>
<thead>
<tr>
<th>Form/Document</th>
<th>Fall (September - December)</th>
<th>Spring (February - May)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online enrolment confirmation</strong></td>
<td><strong>Deadline</strong> - Fall</td>
<td><strong>Deadline</strong> - Spring</td>
</tr>
<tr>
<td><strong>Application IBH Intensive German language course (1-29 August 2012) -optional-</strong></td>
<td><strong>April 30</strong></td>
<td>Program not available in Spring</td>
</tr>
<tr>
<td><strong>Online housing application</strong></td>
<td><strong>May 15</strong> (rental period: September 1 to December 31)</td>
<td><strong>December 15</strong> (rental period: February 1 to May 31)</td>
</tr>
<tr>
<td><strong>Housing application fee: CHF 250.-</strong></td>
<td><strong>May 15 via bank transfer</strong></td>
<td><strong>December 15 via bank transfer</strong></td>
</tr>
<tr>
<td><strong>Housing deposit: CHF 350.-</strong></td>
<td><strong>After arrival in St. Gallen - refunded at end of term less any damages, cleaning costs or outstanding fees</strong></td>
<td><strong>After arrival in St. Gallen - refunded at end of term less any damages, cleaning costs or outstanding fees</strong></td>
</tr>
<tr>
<td><strong>Housing rent (amount varies)</strong></td>
<td><strong>After arrival - rental fees are paid each month</strong></td>
<td><strong>After arrival - rental fees are paid each month</strong></td>
</tr>
<tr>
<td><strong>Form R: Registration at city hall</strong></td>
<td>Swiss nationals and non-Swiss nationals are required to register themselves at the St. Gallen Resident’s Office after their arrival.</td>
<td>Swiss nationals and non-Swiss nationals are required to register themselves at the St. Gallen Resident’s Office after their arrival.</td>
</tr>
</tbody>
</table>

**Health insurance**

- Swiss nationals and non-Swiss nationals must provide proof of health insurance when registering at the St. Gallen Resident’s Office after their arrival.
- University student ID/Legimitationskarte: After arrival