

**SUPSI**

# **Information about permits and VISA**

### For EU students

In order to reside in Switzerland, all foreign students must apply for a student residence permit (Type B) and register with the town Population Office within 8 days of arrival in Switzerland.

Please note that the residence permit for study purposes does not grant students automatic entitlement to paid employment. Therefore, international students regularly registered in an academic degree programme at a university in Switzerland need to obtain a specific authorisation from the competent offices before they start working. The maximum permitted workload is 15 hours per week. No such authorisation, however, will be issued in the first 6 month of a student's stay.

### For non EU students

Students from non EU/EFTA countries must request a student visa from the Swiss embassy or consulate in their home country before entering Switzerland.

Please be aware that a tourist visa is only valid for 3 months and cannot be converted into a student permit after the arrival in Switzerland.

Please be aware that the Visa request is the student's responsibility and usually takes between one to four months time.

### VISA application

To start the visa request process, candidates must be in possession of a letter of admission from the university.

It is recommended that students from non EU/EFTA countries apply for admission as soon as possible. Students will receive their visa to enter Switzerland only at the end of the process

In order to start the process you should collect the visa application form at the Swiss embassies and consulate in your country.

- the application is evaluated by the Swiss embassy in the student's country and by the Swiss local foreign office in Ticino that decides about the release of the VISA. - to get the approval by the Ticino foreign office, you need to submit "VISA dossier" documents (see below the document list). The procedure is mediated by the Master program secretariat.
- VISA lasts only for the duration of the program from September to July, according to the dates published in the confirmation of enrollment.
- to get a VISA you need to show a proof of financial means of 30.000 CHF on your personal bank account.
- After the VISA release, students also must register with the regional Foreign Office and the city Population Office.
- After the completion of the master program, all foreign student must leave Switzerland.

### VISA Dossier - document list

The following documents (digital and printed copies) must be submitted by the applicant to the Maind program secretariat, who will collect and forward them to the local foreign office of Canton Ticino for completing the "VISA dossier".

The digital copies must be a scan of the document (or neat photos). Some of the documents of this list are available as downloadable templates.

1. Passport copy
2. For people with residence in a EU/AELS country a copy of the residence permit
3. Copy of the Visa application form, to be collected, duly completed and handed in at the nearest Swiss embassy or Consulate General at your usual place of residence.

4. Copy of the Confirmation of Registration at SUPSI<sup>1</sup>
5. Curriculum vitae in Italian including records of foreign language skills (template 5)
6. Copies of diplomas
7. Motivation letter in Italian (template 7)<sup>2</sup>
8. Declaration of insurance coverage (template 8)
9. Document in Italian testifying possession/evidence of sufficient financial means to cover the health insurance, the rental contract and the study programme (template 9)
10. Authorisation for the international office of SUPSI to access the information about your visa application (template 10)

### Health and accident Insurances

Every person resident in Switzerland is required to have a health insurance and accident insurance within three months of entry into Switzerland. Compulsory health insurance covers the costs of the medical care in case of illness or accident. Upon registration at the regional foreign office students will receive two official letters requesting to outtake a health insurance by a specific date. If the terms are not met, an insure will be assigned automatically at the discretion of the respective authorities. The compulsory health insurance benefits are the same for all insurers.

In some circumstances, one can be exempted from having a Swiss health insurance. This is particularly true for holders of the European Health Insurance Card and for non EU people insured by private companies recognized by the Swiss authorities.

In case of an accident or health problem, the student that has been exempted from the Swiss insurance, will be required to pay the expenses directly (cash or credit card).

Foreign students applying for a reduction on the compulsory health insurance policy fees,

according to the legislation concerning foreign people, must be aware that, by doing so, they automatically show that they lack the financial means sufficient to support themselves in Switzerland during their studies, and therefore their residence permit may be revoked or negated by the cantonal responsible authority.

With the aim to avoid such problem SUPSI has agreed a collective insurance policy for illness and accidents with Groupe Mutuel, a particularly convenient policy named “Academic Care”, valid only for extra EU students who are not 35 years old yet.

### Notes

- 1 Provided after the submission of the receipt of the advanced payment.
- 2 Maind secretariat will provide the translation. Student must sign the Italian version.