

## ERASMUS FOR THE GUEST STUDENT

### 1. The Erasmus Program

The Erasmus program seeks to enhance the quality and reinforce the European dimension of higher education by encouraging trans-national cooperation between universities, boosting the mobility of students and teaching staff and improving the transparency and full academic recognition of studies and qualifications throughout the European Union (and also in Switzerland).

### 2. Erasmus Students

SUPSI accepts students from other European Universities. The following conditions must be met for the mobility exchange to be considered as valid:

- students must have **completed at least their first year of university study**
- the exchange must take place in accordance with the ***Bilateral Agreement*** stipulated by SUPSI with other universities
- the duration of the study period must lie between **3 months and 9 months**
- interested students must draw up a ***Study Program*** with the SUPSI Director of Studies, to delineate the program to be followed during the exchange period
- SUPSI does not charge fees to ERASMUS students, who remain matriculated at their home universities.

### 3. Erasmus grants

European Union university students may be granted Erasmus bursaries for a period of study in Switzerland.

The full amount of the contribution minus CHF 100.- is paid on arrival at SUPSI, and the remaining CHF 100.- is paid at the end of the period, after a final report has been consigned.

### 4. Erasmus Student Charter

The rights and obligations of Erasmus students are specified on the “**Erasmus Student Charter**”.

### 5. Application deadlines

Applications must be made by (approximate deadlines):

- end of April for the following winter semester
- end of October for the following summer semester

## 6. Permits

Foreign students must go to the Swiss Embassy of their country and ask for the VISA for a study period.

Once the VISA is obtained foreign students arriving in Switzerland must go in person to the Regional Aliens' Office of the chosen place of residence\*, with the following documents:

- “Permit without activity” duly compiled (Form 105) (available from the Languages and Mobility Service)
- Admission certificate issued by SUPSI (available from the secretary of the department to which the student has been assigned)
- Certification by the student, relating to his/her financial resources (i.e.: that he/she has sufficient funds to finance his/her studies in Switzerland, also citing the Erasmus bursary that has been granted). Specify that the time spent in Switzerland is purely for study purposes and that suitable accommodation has been found
- Copy of the rental contract (the Languages and Mobility Service may help students look for accommodation)
- 2 photographs
- Passport

\*Ufficio regionale degli stranieri di Lugano (Lugano Regional Aliens' Office)

Via Balestra 31/33, 6900 LUGANO

Tel +41 091 815 54 81, Fax +41 091 815 54 99

Foreign students must also report to the Inhabitant Control Office (Ufficio Controllo Abitanti), which is in the Lugano Town Hall:

Lugano Ufficio Controllo Abitanti

Municipio di Lugano, Palazzo Civico, Piazza Riforma (3<sup>rd</sup> floor)

Tel: +41 (0)91 8007111

## 7. Health insurance

Foreigners with residence permit in Switzerland must have accident and health insurance. Students residing in Switzerland under the terms of a mobility program, for a maximum period of 12 months, may nevertheless be exonerated from the obligation to insure themselves with a Swiss Health Insurance Fund.

EU citizens can do this by means of form E 128 valid until the end of the study, or on production of the European Health Insurance Card (EHIC), if available in their country (The EHIC has no expiry date, and it is going to replace the E 128 form definitively). For these documents, students should apply to the public organization or the private insurance company guaranteeing their healthcare expenses in their homeland and then ask for the exoneration form to:

Ufficio dell'assicurazione malattia, Via Ghiringhelli 15, 6500 Bellinzona

Tel. +41 091 821 93 15

**What to do:  
steps 1 to 9, how to become an Erasmus student at SUPSI**

**First steps**

1. find out about SUPSI, and particularly about the courses in which you are interested:
  - when they are held, duration
  - exams / number of study credits assigned
  - documents required
  - any language exams
2. with the assistance of the SUPSI Director of Studies, compile the **Study Program** form, which must specify the courses you plan to attend and the value of these courses in study credits
3. compile the **Student Application Form**, with your general data. This form must be approved and signed by both universities
4. send the **Study Program** and the **Student Application Form** to the SUPSI Languages and Mobility Service

**Before departure**

5. find out about, VISA residence permits and health insurance in Switzerland (see page 2)
6. find out about accommodation. Although SUPSI does not have a Student Residence, the Languages and Mobility Service has a 4-student flat. Should this flat already be fully occupied, the Languages and Mobility Service may help students look for alternative accommodation.

**On arrival**

7. contact the Languages and Mobility Service in order to sign the Contract for the Erasmus bursary and to notify your personal data and the number of the account onto which you would like the bursary to be credited

**Before leaving SUPSI**

8. collect from the Department the document certifying the courses attended, the marks obtained and the relative credits
9. compile the final report available from the Languages and Mobility Service in order to receive the last CHF 100 of the bursary