



University of St.Gallen

APPLICATION GUIDE

FOR GUEST STUDENTS
COMING TO THE
UNIVERSITY OF ST.GALLEN

AUTUMN • SPRING

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Dear students,

Congratulations on being selected to attend the University of St.Gallen for a guest semester!
This Application Guide provides information about the steps to follow before and after you arrive in St. Gallen.

Please take the time to read this guide carefully and complete the relevant instructions.

If you have any questions, visit our website at exchange.unisg.ch, otherwise please contact us.

We look forward to welcoming you to St. Gallen!

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PART 1 - BEFORE ARRIVAL

Applying for your exchange programme

ONLINE APPLICATION DEADLINE

Autumn term	Spring term
15 May	30 September

After your home university has nominated you in our nomination portal in [Mobility-Online](#), you will receive an e-mail from us with instructions for completing your online application in the portal.

Once you log in to your [Mobility-Online](#) account, you will have a list of different tasks in a workflow which you will need to complete. As you progress through your workflow, various boxes will be checked off as they are completed. After you complete all required tasks, the Student Mobility Office will check your application before transmitting your acceptance letter.

⇒ ONLINE APPLICATION

To apply for your term you must complete the [online application](#) by the deadline and upload scans of the following:

- Application confirmation (signed)
- Photocopy of *valid* passport or national identity card (only Schengen area citizens) that you will use to enter Switzerland
- Housing application (if desired)

Photo for Student Identification Card (Student ID)

In the online application you will need to upload a current photo of yourself for your **student ID card**. Please upload a **passport-style portrait photo**. The photo is for identification purposes so please *do not upload social media photos*.

Nationality: in your online application indicate only those nationalities for which you **currently** hold a **valid** passport or national identity card (only Schengen area citizens). Your nationality will determine if a visa is required.

Correspondence/mailing address: Keep your correspondence/mailing address current in your online application.

Students who are nationals of visa-compulsory countries: the address you chose as “correspondence/mailing address” in your Mobility-Online application will determine the closest Swiss consulate to which you will apply *in person* for your visa.

Emergency contact address

It is important that we have the information of a person to contact on your behalf in case of an emergency. Please complete the contact information as completely and accurately as possible including a phone number.

Thank you for completing your [online application in Mobility-Online](#) and uploading your documents as soon as possible!

Visa and residence permit information

1. VISA – TO ENTER SWITZERLAND

Depending on your nationality you may be required to have an entry visa **before entering Switzerland**. Based on the nationality you entered in your Mobility-Online application, Student Mobility will apply on your behalf for the relevant immigration document at the St.Gallen Migration office/*Migrationsamt*.

By **end-June (Autumn term)** or **mid-November (Spring term)** we will send students **who are nationals of visa-compulsory countries** their **visa permit document electronically**. Once you receive the visa authorisation document from us, contact the Swiss Consulate indicated on the document **immediately** to have the visa issued. Students who are nationals of visa-compulsory countries: the address you chose in your Mobility-Online application as “correspondence/ mailing address” will determine the closest Swiss consulate to which you will apply *in person* for your visa.

2. RESIDENCE PERMIT – TO RESIDE IN SWITZERLAND

ALL students *living* in Switzerland for **more than 90 days** must have a **residence permit**. You must register at the Resident's Office at the city hall in St.Gallen 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. 8) and visit our website: exchange.unisg.ch.

PAYMENT FOR VISA AUTHORISATION/GRANT FOR RESIDENCE PERMIT DOCUMENT

The University of St.Gallen is invoiced by the St.Gallen Migration office for your visa authorisation/grant for residence permit document. After we send you the document by e-mail, you will be required to reimburse the University of St.Gallen for these costs (CHF 96.-) which must be paid online in advance of your arrival in St.Gallen. Payment is possible by **credit card only** and must be paid within two weeks after receipt of payment portal information. 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 are still required to reimburse the university for the fees.*

Visa authorisation or guarantee for a residence permit: NOT REQUIRED

Nationals of the following countries: *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, and United Kingdom*

Neither a visa nor a guarantee for a residence permit is required prior to arrival in Switzerland. You may enter Switzerland with your passport or ID and must register at the Resident's Office at the city hall **within 14 days** of arrival in St.Gallen.

Guarantee for a residence permit: REQUIRED

Nationals of *Japan, Malaysia, New Zealand and Singapore*

The guarantee for residence permit (*Zusicherung der Aufenthaltsbewilligung*) will be sent to you electronically by the Student Mobility Office in due time. You are required to reimburse the University of St.Gallen (CHF 96.-) for the guarantee document after you have received it.

You may enter Switzerland with your passport and must register at the Resident's Office at the city hall **within 14 days** of arrival in St.Gallen. When you register at the Resident's Office, **bring the guarantee for residence permit** with you.

Visa application: REQUIRED

Nationals of the following countries: *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, Tunisia and Vietnam.*

If you are a national of one of the above countries, 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. If the Migration Office in St.Gallen approves your visa application, they will issue a visa authorisation form (*Ermächtigung zur Visumerteilung*) and send it to the University of St.Gallen. You are required to reimburse the University of St.Gallen (CHF 96.-) for the guarantee document after you have received it.

You may enter Switzerland with the visa in your passport and must register at the Resident's Office at the city hall **within 14 days of arrival** in St.Gallen.

Grant for a visa: REQUIRED

Nationals of *all other countries*

The visa authorisation form (*Ermächtigung zur Visumerteilung*) will be sent to you electronically from the Student Mobility Office in due time (end-June for Autumn term or mid-November for Spring term). You are required to reimburse the University of St.Gallen (CHF 96.-) for the grant document after you have received it. After receiving the form, contact the Swiss consulate indicated in the top right corner of the authorisation form *as soon as possible* to begin the visa application process. The Swiss Consulate/Embassy will already have a copy of your visa grant on file.

Students who are nationals of visa-compulsory countries: the address you chose as

"correspondence/ mailing address" in your Mobility-Online application will determine the closest Swiss Consulate/Embassy to which you will apply *in person* for your visa.

You may enter Switzerland with the visa in your passport and must register at the Resident's Office at the city hall **within 14 days of arrival** in St.Gallen..

Health insurance requirements

Individuals living in Switzerland for 90 days or more are required by Swiss law to have sufficient health insurance coverage throughout their stay. Normally only Swiss health insurance policies are recognised but if you can provide adequate proof of sufficient health insurance, the St.Gallen Resident's Office at the city hall will accept this.

You will be required to demonstrate that you have sufficient health insurance coverage **after you arrive in St.Gallen**. The documentation required will depend on your nationality and type of health insurance. See the table on the following page to find the specific requirements for your nationality.

IF YOU ARE ONLY PRIVATELY INSURED, your insurance company **must** complete the **health insurance certification** form on p. 16.

IF YOUR INSURANCE COMPANY CANNOT COMPLETE THE HEALTH INSURANCE CERTIFICATION FORM, then you **must purchase health insurance in Switzerland**. Monthly rates for health insurance vary from approx. CHF 90 to CHF 280 depending on your age and personal needs.

For a list of some examples of Swiss health insurance companies, please visit our website: exchange.unisg.ch

Read the health insurance certification requirements (p. 17) of the Swiss health insurance law (KVG) to learn what your health insurance must cover.

Questions regarding proof of health insurance?



Contact **Insurance Department of the St.Gallen Resident's Office:**

E-mail: bevoelkerungsdienste.zd@stadt.sg.ch

Health insurance requirements according to nationality

Nationality	Legally required health insurance in	Required documents
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	<ul style="list-style-type: none"> • European Health Insurance Card <i>or</i> Health Insurance Certification, signed by your insurance provider at home (p. 16) <p>and</p> <ul style="list-style-type: none"> • Form C: <i>Application for release from Health Insurance Requirement</i> (p. 15) • Original confirmation of matriculation /<i>Immatrikulationsbescheinigung</i> from the University of St. Gallen

Nationality	Legally required health insurance in	Required documents
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	<ul style="list-style-type: none"> • European Health Insurance Card <i>or</i> Health Insurance Certification, signed by your insurance provider at home (p. 16) <p>and</p> <ul style="list-style-type: none"> • Form C: <i>Application for release from Health Insurance Requirement</i> (p. 15) • Original confirmation of matriculation /<i>Immatrikulationsbescheinigung</i> from the University of St. Gallen

Nationality	Privately insured in	Required documents
All other nationalities	Another country (non-EU/EFTA)	<ul style="list-style-type: none"> • Health Insurance Certification, completed and signed by your insurance provider at home (p. 16) <p>and</p> <ul style="list-style-type: none"> • Form C: <i>Application for release from Health Insurance Requirement</i> (p. 15) • Original confirmation of matriculation /<i>Immatrikulationsbescheinigung</i> from the University of St. Gallen

Housing

Applying for housing at the Housing Office - Foundation for Student Housing

The Housing Office provides off-campus accommodation for guest students.

For details regarding costs, terms and conditions please see the housing information on our website: exchange.unisg.ch

To apply for housing complete the housing application and submit all required documents in your [Mobility-Online](#) account. Proof of payment must be received by the application deadline.

Contact the housing managers for any assistance before your arrival or during your stay in St. Gallen.

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. The negotiation of rental contract is your own responsibility.

Housing through Student Union

The Student Union has a list of many helpful online housing links which can be found here: <https://shsg.ch/en/site/services/new-student/housing>

Housing through City of St.Gallen

Advertisements for available housing can also be found on the city of St. Gallen's official website at: ["Immobilienbank"](#) (in German)

! For students arranging housing on their own:

- We advise you to not pay any rent in advance until you have personally visited the rental property.

PART 2 - AFTER ARRIVAL

After you arrive in St.Gallen, there are a few administrative steps to complete. 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.
- **ISP programme students:** Steps 1, 2, 3 and 4 are not relevant for you, as your programme duration is less than 90 days.

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 (*Bevölkerungsdienste*) at the city hall (Rathaus) and will be issued a **residence permit**. You must register **within 14 days after arrival** in St. Gallen. The city hall is the tall glass building next to the main train station.

To register in St. Gallen, take all of the documents listed below and enough **funds** to pay for your **residence permit/Ausländerausweis Typ L**. (payable by cash, credit or EC card).

The Resident's Office/*Bevölkerungsdienste* 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 residence permit can be issued.

valid passport or national identity card

Form R: Registration at the Resident's Office/*Bevölkerungsdienste* (p. 14)

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

2. Certification of valid health insurance

When registering at the Resident's Office at the city hall you must also go to their Health Insurance Department with the following documents to show that you have **sufficient health insurance coverage**:

The following documents will be required:

- Acceptable proof of sufficient health insurance coverage (pp. 5 - 6, 16)
- Form C**: Application for release from health insurance requirement (p.15)
- Matriculation confirmation/*Immatrikulationsbescheinigung**

* You can print out the matriculation confirmation from your mailbox in Compass as of the beginning of September/February.

3. Registering at the University → Student ID Card

To register at the university and receive your Student ID card:

- Upload the signed Form R in your [Mobility-Online](#) account.
- The Student ID Card (HSG Card) will be handed out to students in the mandatory IT introduction session during the Orientation Programme.

4. Biometric data processing

Students who are citizens of non-EU/EFTA countries (third-country nationals) will be contacted by the St.Gallen Migration Office (Address: *Migrationsamt, Oberer Graben 32, 90001 St.Gallen*). They will send students an appointment letter by postal mail. The letter will include the time and location for taking the biometric data. Biometric data will be saved for a period of five years.

- CHF 20.- for the processing fee

Once your biometric data has been processed, your **residence permit** should be issued in about 10 days and sent by registered letter to your local St.Gallen address.

PART 3 - ADDITIONAL INFORMATION

INTENSIVE GERMAN LANGUAGE (OPTIONAL)

For exchange students 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 application. *If you plan to take German language classes at the university during the semester, you must take this pre-semester course.*

ORIENTATION PROGRAMME (MANDATORY)

An **orientation programme** takes place on Thursday and Friday before the semester begins. It is **required for all guest students**. The orientation programme includes university information, IT introduction and cultural sessions, campus tour and social events. A welcome package will be distributed to each student. 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. **Please note: Students who do not attend the mandatory orientation, will not be able to start the exchange programme.**

TERM CALENDAR

A term calendar is included in our fact sheet on our website: exchange.unisg.ch

COURSE ALLOCATION (BIDDING) INFORMATION

All students bid 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 **three weeks before the bidding begins** (second week of August/January). After your application is formally checked and approved by Student Mobility, you will receive an e-mail with your **user name and a login for accessing [Compass](#), the university's student portal**. **You will need this in order 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. We highly recommend to clear the credit transfer with your home university for **at least 7 to 9 courses before bidding starts**, as course places are limited. exchange.unisg.ch

EXAMINATIONS

For information about exams please see our website: exchange.unisg.ch

INTERNATIONAL DAY

Each Autumn semester we organise an International Day Fair for the University of St.Gallen students considering going abroad. We invite you to represent your home university to St.Gallen students. 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 exchange.unisg.ch

Questions? If you have any questions, please contact your Programme Manager (see p. 1).

PART 4 - CHECK LIST AND TIMELINE

SEMESTER EXCHANGE STUDENTS

✓	WHERE	TO DO	AUTUMN TERM 2019	SPRING TERM 2020
BEFORE ARRIVAL				
<input type="checkbox"/>	Mobility- Online	Complete online application in Mobility-Online (MO)	1.2.-15.5.	15.8.-30.9.
<input type="checkbox"/>	Mobility- Online	Register for St. Gallen intensive German language course (optional)	1.2.-15.5.	15.8.-30.9.
<input type="checkbox"/>	Mobility- Online	Register for IBH German language summer school in Constance, Germany (optional), application link in Mobility-Online	1.2.-15.5.	--
<input type="checkbox"/>	Mobility-Online	Apply for SEMP (for incomings from EU partner universities)	1.2.-15.5.	15.8.-30.9.
<input type="checkbox"/>	Mobility- Online	Complete housing application in Mobility-Online (optional) or find housing on your own	1.2.-15.5.	15.8.-30.9.
<input type="checkbox"/>	Swiss consulate	Complete visa procedure once you have received the residence permit or visa authorization document (depending on your nationality)	Late June	Mid Nov
		Housing Office contacts students who have applied for housing about room assignments by e-mail	August	January
<input type="checkbox"/>	Health insurance provider	Clear with your health insurance provider in your home country if you are covered for Switzerland. If yes, have the form 'Health Insurance Confirmation' (p. 16) signed and stamped by insurance. Otherwise you will be required to purchase health insurance in Switzerland (see p. 5 and 6). Examples of Swiss Health insurance providers	Before you arrive	
<input type="checkbox"/>	Personal liability insurance provider	Personal liability insurance is voluntary but we highly recommend that exchange students are insured for claims of damages of third parties. Please check conditions with your insurance provider in home country.	Before you arrive	
		IBH German language summer school takes place	August	--
		All exchange students receive an e-mail with information on course availability, course allocation process and orientation.	Mid August	Mid January
<input type="checkbox"/>	Compass	CEMS students only: start bidding process for courses	22.08.	23.01.
<input type="checkbox"/>	Compass	All exchange students (non-CEMS): start bidding process for courses	29.08.	30.01.
AFTER ARRIVAL				
<input type="checkbox"/>	St.Gallen Resident's Office	<ul style="list-style-type: none"> ▪ Register at Resident's Office & stamp Form R ▪ Hand in acceptable proof of sufficient health insurance coverage ▪ Form C: Application for release from health insurance requirement (p. 14) ▪ Matriculation Confirmation 	Within 14 days of arrival	
<input type="checkbox"/>	Mobility-Online	Upload form R	Within 14 days of arrival	
<input type="checkbox"/>	St. Gallen Migration Office	Biometric data processing (for non-EU/EFTA countries only)	By invitation letter from Migration Office (after registration at St.Gallen Resident's Office)	
		CEMS Block seminar (one week, starting SUNDAY)- only for CEMS students	1.-6.9.	--

		Intensive German language course in St.Gallen takes place (optional)	4.-13.9.	5.-14.2.
<input type="checkbox"/>		Mandatory two day Orientation takes place Important: Students who do not attend the mandatory orientation, will not be permitted to take part in the exchange programme	12.-13.9.	13.-14.2.
		Semester and classes begin	16.9.	17.2.
<input type="checkbox"/>		Mandatory CEMS kick-off session/day – only for CEMS students	16.9.	17.2.
<input type="checkbox"/>	Mobility-Online	Upload SEMP Learning Agreement(for students from EU partner universities)	After bidding completed	
		Semester break (Block courses and CEMS requirements may take place)	28.10.-9.11.	30.3.-11.4.
<input type="checkbox"/>	Compass	Exam registration (only for central exams taking place in Jan./Feb. or June/July)	4.-15.11. (provisional)	6.-17.4. (provisional)
		Semester and classes end (includes special guest student exams for guest students staying for one semester)	21.12.	23.5.
BEFORE YOU LEAVE ST. GALEN				
<input type="checkbox"/>	St.Gallen Resident's Office	De-register at Resident's Office & stamp Form D	Before you leave	
<input type="checkbox"/>	Mobility-Online	Upload Form D	Within 14 days after departure	
<input type="checkbox"/>	Mobility-Online	Upload SEMP Final Report (for students from EU partner universities)	Within 14 days after departure	

ISP STUDENTS ONLY (PROGRAMME FOR MBA STUDENTS)

✓	WHERE	TO DO	AUTUMN TERM 2019	SPRING TERM 2020
BEFORE ARRIVAL				
<input type="checkbox"/>	Mobility- Online	Complete online application in Mobility-Online (MO)	1.2.-15.5.	15.8.-30.9.
<input type="checkbox"/>	Mobility- Online	Complete housing application in Mobility-Online (optional) or find housing on your own	1.2.-15.5.	15.8.-30.9.
<input type="checkbox"/>	Swiss consulate	ISP students may enter and reside for up to 90 days in Switzerland. After receipt of acceptance letter, contact nearest Swiss consulate immediately about the entry and/or short-stay study visa requirements for your nationality.	Late June	Mid Nov
		Housing Office contacts students who have applied for housing about room assignments by e-mail	August	December
<input type="checkbox"/>	insurance provider	We highly recommend to check with your health insurance and liability insurance provider the coverage for Switzerland and possible other countries should you plan to travel	Before you arrive	
<input type="checkbox"/>	E-Mail	Inform ISP Executive Director about your course selection	1.8.	1.12.
AFTER ARRIVAL				
		ISP classes begin	3.9.	7.1.
		Break - Travel week	tba	tba
		ISP classes end (includes exams)	14.11.	12.3.

PART 5 - ATTACHMENTS

Form R: Registration at Resident's Office at city hall	p. 14
Form C: Application for release from health insurance requirement	p. 15
Form: Health Insurance Certification	p. 16 & 17
Form D: De-Registration	p. 18

Form **R**: Registration at the Resident's Office

Anmeldung bei Bevölkerungsdienste

Register yourself within **14** days of your arrival in St.Gallen at the Resident's Office/ *Bevölkerungsdienste* at the city hall.

Location:

City hall/*Rathaus* - 1st floor

Poststrasse 28

9000 St. Gallen

(next to the main train station in St.Gallen)

Opening hours:

Monday, Tuesday and Wednesday 8:30 – 17:00

Thursday 8:30 – 18:00

Friday 8:30 – 16:30

To register, you will need:

- valid passport or national identity card
- Form R**: Registration at the Resident's Office/*Bevölkerungsdienste*

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)

RESIDENT'S OFFICE/*BEVÖLKERUNGSDIENSTE* STAMP

⇒ After registering at the Resident's Office at the city hall upload this **stamped** form in your [Mobility-Online](#) account.

Form

C

 : Application for release from health insurance requirement

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

Application for release from Swiss Health Insurance Requirement for Students and Interns

Surname _____ First name _____

Address in St.Gallen _____

Date of birth (DD/MM/YYYY) _____

Mobile _____ / _____

e-mail address _____

Dear Sir and 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 _____

Form: Health Insurance Certification



<p>Certification given by the domestic health insurance company concerning full insurance cover during the stay in Switzerland</p> <p style="background-color: #e0e0e0; padding: 5px;">(Please send/bring to: Kontrollstelle für Krankenversicherung der Stadt St.Gallen, Rathaus, 9001 St.Gallen)</p>	
<p>The person named below</p> <p>Last Name: _____</p> <p>First Name: _____ Date of birth: _____</p> <p>Marital status: _____ Address/Post code/Town: _____</p> <p>_____</p> <p>Phone number for further queries: _____</p> <p>and members of the family: (unemployed husband/wife and/or unemployed children).</p> <p>Name: _____</p> <p>First Name: _____ Date of birth: _____</p> <p>First Name: _____ Date of birth: _____</p> <p>First Name: _____ Date of birth: _____</p> <p>is/are insured during a stay in another member state of the European Community as well as in Switzerland in the event of illness and accidents (during working hours and leisure time), as far as these risks are not covered by any insurance company. The insurance covers the costs of benefits in kind, according to KVG-benefits overleaf. The insurance cover is valid until the _____ (date).</p>	
<p>Name and address of the foreign health insurance company:</p> <p>Town and date: _____ Stamp/Signature of health insurance company</p>	

Federal Health Insurance Act (KVG)

Art. 25 General benefits in the case of sickness

1 Compulsory health care insurance covers the costs of diagnosing and treating sickness and its effects.

2 These benefits cover:

- a. examinations, treatment and care of an in- and out-patient, at the residence of the patient, in a hospital or in a medical-social establishment by:
 1. doctors,
 2. chiropractors,
 3. persons providing services prescribed or ordered by a doctor;
 - b. analyses, medicaments and diagnostic and therapeutic services and equipment prescribed by a doctor or - within the limits determined by the Federal Council - by a chiropractor;
 - c. a contribution to the costs of spa treatment prescribed by a doctor;
 - d. medical rehabilitation measures carried out or prescribed by a doctor;
- please turn over
- e. a stay in the general ward of a hospital;
 - f. ... (repealed)
 - fbis. the accouchement in a birth-centre
 - g. a contribution to medically necessary transport costs and rescue costs;
 - h. services of pharmacists in dispensing the medicaments prescribed in accordance with b above.

Art. 26 Prophylactic medicine

Compulsory health care insurance covers the costs of certain examinations intended to detect diseases in time as well

as prophylactic measures for insured persons particularly at risk. Such examinations and prophylactic measures must be carried out or prescribed by a doctor.

Art. 27 Congenital defects

In the case of congenital defects not covered by the disability insurance scheme, compulsory health care insurance covers the costs of the same benefits as in the case of sickness.

Art. 28 Accidents

In the case of accidents pursuant to Art. 1a, para. 2, letter b*), compulsory health care insurance covers the costs of the same benefits as in the case of sickness.

Art. 29 Maternity

1 In addition to the same costs as in the case of sickness, compulsory health care insurance covers special costs in the case of maternity.

2 These benefits cover:

- a. periodic check-ups carried out by a doctor or a mid-wife or prescribed by a doctor during and after pregnancy;
- b. delivery at home, in a hospital or in a semi-hospital establishment by a doctor or a mid-wife;
- c. necessary advice on breast-feeding;
- d. care and stay of a healthy newborn child staying with its mother in the hospital.

Art. 30 Legal abortion

In case of non-punishable termination of pregnancy pursuant to Article 119 of the Criminal Code compulsory sickness insurance covers the costs of the same benefits as in the case of sickness.

Art. 31 Dental treatment

1 Compulsory health care insurance covers the costs of dental treatment:

- a. if it is caused by a serious and unavoidable disease of the masticatory system; or
- b. if it is caused by any other serious illness or its after-effects; or
- c. if it is necessary for the treatment of a serious illness or its after-effects.

2 It also covers the costs of treatment of injuries to the masticatory system caused by an accident pursuant to Art. 1a, para. 2, letter b (i.e. accident which is not covered by any other insurance).

Form **D** : De-Registration at the Resident's Office

Abmeldung bei Bevölkerungsdienste

At the END of your exchange term before you leave St. Gallen, you must de-register at the Residents Office/*Bevölkerungsdienste at the city hall.*

Location:

City hall/*Rathaus* - 1st floor

Poststrasse 28

9000 St. Gallen

(next to the main train station in St.Gallen)

Opening hours:

Monday, Tuesday and Wednesday 8:30 – 17:00

Thursday 8:30 – 18:00

Friday 8:30 – 16:30

To de-register, you will need:

- Residence Permit / *Ausländerausweis Typ L*
- Form D:** De-Registration at the Resident's Office

FAMILY NAME

FIRST NAME(S)

DEPARTURE DATE FROM ST.GALLEN

STAMP OF RESIDENT'S OFFICE / *BEVÖLKERUNGSDIENSTE*

⇒ After de-registering upload this **stamped** form to your [Mobility-Online](#) account