

## Leaflet for international students at Bern University of the Arts

We would like to thank you for applying for the aptitude test at Bern University of the Arts. Perhaps you will have the opportunity to study at a small but very innovative university where you will be taught by a number of outstanding professors. During your studies you will live in the capital of Switzerland - a very attractive country for people worldwide. And you will be able to study at our university for a reasonable tuition fee.

But to enjoy these advantages certain requirements must be fulfilled. The entry requirements for foreign students, particularly those from non-EU countries, are clearly defined. To facilitate your entry procedures, we have summarised the key points below:

### Swiss entry requirements

Citizens of EU or EFTA countries do not need a visa. Students from non-EU and non-EFTA countries must apply for a visa at the Swiss Embassy in their home country. As soon as you have received our confirmation that you have passed the aptitude test, you have to apply for a student visa. **Please take note that the visa procedure can take up to three months!**

For further information please check [www.eda.admin.ch/eda/en/home/reps.html](http://www.eda.admin.ch/eda/en/home/reps.html).

**Important: A tourist visa does not allow you to study in Switzerland. You can only apply for a visa from abroad if you have a residence permit for the country you are staying in. Otherwise, you must apply for the visa from your home country.**

After completing the entrance formalities you can travel to Switzerland. At the latest 14 days after entering Switzerland you have to submit an application for your residence permit at the Immigration Office (Fremdenpolizei) of the City of Bern or to the relevant authorities (Einwohnerkontrolle) of another city in Switzerland where you will take up residence.

You will receive your residence permit at

- If your residence address is in Bern:  
"Einwohnerdienste, Migration und Fremdenpolizei" Predigergasse 5, Postfach, CH-3000 Bern 7  
Tel. +41 (0)31 321 53 00, Fax +41 (0)31 321 53 81, [einwohnerdienste@bern.ch](mailto:einwohnerdienste@bern.ch) or [fremdenpolizei@bern.ch](mailto:fremdenpolizei@bern.ch); see also: <http://www.bern.ch/en/> → [new arrival](#)
- If your residence address is NOT in Bern:  
"Einwohnerkontrolle" or "Fremdenpolizei" of the city you are staying in.

### Flat hunting in Bern and surrounding area

When applying for a visa and to obtain a residence permit, a Swiss residential address is mandatory. Information about housing possibilities is enclosed. The Music Division has a small housing allotment available at the student lodge of the association [Bernener Studentenlogierhaus](#) (VBSL). Here, quick deciders can apply for a room for a monthly rent of CHF 560 (deposit CHF 500) by adding the note "Music Allotment" when applying.

## Finances

Your living costs in Switzerland are set at a minimum of CHF 1,500 (€ 1.300) per month for housing and food. International students are permitted to work for a maximum of 15 hours per week alongside their studies. However, part-time jobs are hard to find. Students who are non-EU citizens are only allowed to work after 6 months from the time of beginning their studies.

The immigration office (when applying for a visa, the embassy in your country) requires financial proof that you have at least CHF 18,000 available per year. If you are unable to provide that proof, your residence permit or visa will not be granted.

The following count as **financial proof**:

- An account in your name with a bank that is listed on the Swiss [FINMA List](#) (financial market supervision).
- Financing through a third party who resides in Switzerland. The proof is to be provided in the form of a [guarantee of support](#) and proof of income or capital (with a bank on the Swiss [FINMA List](#)) of a person residing in Switzerland. Foreign nationals must have a residence or settlement permit.
- The binding assurance of enough scholarship money or education loans (in a currency with a stable exchange rate, e.g. Swiss franc, euro, US dollar, yen) to cover all expenses for the period of your stay.

For students with sparse financial resources and no option of support through relatives or friends, we can give out a small number of financial guarantees. Please request the application form in due time from [sarah.grossmann@hkb.bfh.ch](mailto:sarah.grossmann@hkb.bfh.ch)

## Cost of living

Life in Switzerland is very expensive, especially the costs for accommodation and health insurance. Consumer goods are very expensive as well. The average prices are 10% to 30% above the standard of the surrounding European countries.

## Application for a Swiss Federation scholarship (prior to the start of studies)

You have the possibility to apply for a Swiss Federation scholarship via the Swiss Embassy in your home country. The Swiss representative office in your home country can give you the application forms. We would like to ask you to visit the following homepage:

[www.eda.admin.ch](http://www.eda.admin.ch) (go to "Vertretungen (Botschaften usw)", then "Adressen der Schweizer Vertretungen"). You will find the address of the Swiss Embassy in your home country, which you can contact regarding the scholarship.

## Application for a Bern University of the Arts scholarship (prior to the start of studies)

Every year we are able to grant a small number of scholarships or tuition reductions, which are financed by the Music Division's scholarship funds. Please contact the office at [musik@hkb.bfh.ch](mailto:musik@hkb.bfh.ch) for the application form. **Deadlines: 15 June and 15 December.**

## Insurance coverage / health insurance

Anyone residing in Switzerland either permanently, or temporarily for the purpose of studies, is required by law to have health insurance (Krankenversicherungsobligatorium), and has to contract basic health insurance policy with a Swiss health insurance company according to Swiss federal law on health insurances. See [www.priminfo.ch](http://www.priminfo.ch) to find out which companies offer this basic mandatory health insurance. For people residing in Switzerland exclusively to undertake a course of studies or advanced training, the option can be granted under certain circumstances to continue to be insured with the health insurance company in your home country or to take out health insurance with a so-called "student health insurance fund" ([www.advisor-swiss.ch](http://www.advisor-swiss.ch); <https://swisscare.com/>). This [Information Sheet](#) explains everything you need to know for this purpose.

For more information on health insurance requirements and exemption from them, contact:

Amt für Sozialversicherungen (ASV)  
Abteilung Prämienverbilligung und Obligatorium  
Forelstrasse 1, CH-3072 Ostermundigen  
Tel. +41 (0)31 636 45 00, Fax +41 (0)31 634 51 62  
[asv.pvo@jgk.be.ch](mailto:asv.pvo@jgk.be.ch)  
<http://www.be.ch/pvo>

## Language skills / Language test at Bern University of the Arts

Language requirements vary depending on the degree programme you plan to undertake. Please see the enclosed information sheet on [Language skills in the Music Division](#). Certificates of language proficiency should be included with your application documents. Depending on the degree programme and your non-certified language skills, you may be asked to take a language test before your aptitude tests and/or at the start of studies.

Please do not hesitate to contact Sarah Grossmann if you need further information:  
Consultant for foreign students, [sarah.grossmann@hkb.bfh.ch](mailto:sarah.grossmann@hkb.bfh.ch)

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April 2019