

Visa, Residence permit and health insurance information

Dear student,

We are pleased you chose SUPSI for your education!

We understand that arriving in a new country is not an easy task; we therefore gathered some useful information regarding the bureaucratic issues to be dealt with during your stay in Ticino.

Note:

Coronavirus: As of 1 April 2022 no measures are required in SUPSI premises.

The following recommendations remain valid:

- Hygiene measures
- Distancing measures

Info for EU/EFTA Students

Info for NON-EU/EFTA Students

Info for all Students

EU/EFTA students

EU/EFTA students do not need a Visa to enter Switzerland. When arriving to Switzerland they must:

- 1) apply for a Residence permit with the Ufficio della migrazione (Migration office)
- 2) register their arrival at the Ufficio controllo abitanti (Residents control office)
- 3) apply for Health insurance or Exemption

1) Application for Residence permit

It is mandatory for foreign students to apply for a permit to reside in Switzerland under “student” status. After your arrival in the country, you have 2 weeks’ time (14 days) to do so. Delays could result in sanctions.

If you are **staying less than 1 year**, please fill in [Richiesta di rilascio permesso di dimora temporanea L](#) (request for temporary residence permit L), available only in Italian, clicking *Avvio procedura*.

- [How to fill in](#)

If you are **staying more than 1 year**, please fill in the online form [Richiesta di rilascio permesso di dimora B](#) (request for residence permit B), available only in Italian, clicking *Avvio procedura*.

- [How to fill in](#)

To the above online form (**inclusive of the last page “Notifica di arrivo”**) printed single side and signed in original, you must attach the following documents:

- Enrolment certificate, in Italian - issued by SUPSI*
- Declaration for the migration office (document certifying the possession of sufficient financial means to cover the study program and the rent), in Italian - issued by SUPSI* ([English translation available](#))
- Copy of passport or identity card
- For **permit B** you must also add recent Criminal Records certificate or ECRIS (issued within the last 3 months) with dated and endorsed translation into Italian

** If you are following a Mobility program, download the documents from your Mobility Online profile. If you are an enrolled student, kindly ask your Departmental Secretariat to issue the documents.*

All documents must be sent to the following address, by post **A Plus**, only after your arrival in Switzerland:

Ufficio della migrazione
Via Lugano 4
6501 Bellinzona

NON-EU/EFTA students

Students coming from NON-EU/EFTA countries must:

- 0) apply for an entry Visa at the Swiss Embassy/Consulate in their home country
- 1) apply for a Residence permit with the Ufficio della Migrazione (Migration office)
- 2) register their arrival with the Ufficio controllo abitanti (Residents control office) – see yellow section
- 3) apply for Health insurance and Exemption

0) Visa application

It is mandatory for students coming from NON-EU/EFTA countries to apply for an entry Visa to Switzerland for study purposes. Please contact the Swiss Embassy/Consulate in your country to fix an appointment in due time (procedure can last up to 16 weeks) to submit Visa application form and all required documents as indicated hereunder for reference (could vary depending on the Embassy).

- Copy of signed Certificate of enrolment to SUPSI – in Italian (provided by SUPSI – “Attestato d’iscrizione”)
- CV (education + activities) indicating level of language competence - in Italian (example supplied by SUPSI)
- Letter of motivation including reasons for choosing degree course and SUPSI and duration of studies – in Italian (example supplied by SUPSI: “Letter of motivation EN-IT”)
- Letter with declaration of commitment to leave Switzerland at the end of studies and future intentions and aspirations after graduation – in Italian (example supplied by SUPSI: “Declaration of departure EN-IT”)
- Signed declaration for the Migration Office (self-certification of financial sustainability for the payment of insurance premiums, accommodation and courses) - in Italian (provided by SUPSI – “Declaration for Migration”)
- Letter accompanying all the documentation for the Embassy with contact details of the International Office SUPSI – in Italian (provided by SUPSI – “Cover Letter”)

You are kindly requested to check the present pandemic situation with your Embassy. We strongly advise to apply for a Visa with validity at least 15 days prior to the semester/preparatory courses start date, in order to allow sufficient time in case of quarantine obligation when entering Switzerland. This requirement must be explicitly stated in the Visa application with detailed reasons. For any advice during Visa application, kindly contact international@supsi.ch

1) Residence permit for foreign students entering Switzerland with a Visa

When you arrive to Switzerland, you have **2 weeks' time (14 days)** to apply for a Residence permit.

Delays will be sanctioned and could jeopardise the issue of your permit.

Your papers will be waiting for you at your Department so please contact the secretariat who will hand them to you and assist you in filling out Form 1059 "*Questionario per la regolamentazione delle condizioni di dimora*" (printed on the rear side of your Visa issue authorisation).

To the above form, dated and signed, you must add the following documents:

- Certificate of enrolment issued by SUPSI - in Italian
- Copy of your rental agreement or temporary residence letter (ask International Office for sample)
- Copy of your passport (pages with personal details and Visa stamp)
- 1 passport-sized photograph

All documents must be sent to the Regional migration office at the following address, by post **A Plus**:

Ufficio della migrazione
Via Lugano 4
6501 Bellinzona

To all students: please note!

Missing documents or form with no signature may lead to a delay in the period of issuance of the decision and the billing of additional costs (art. 15 RLaLPS).

For this reason, we suggest you to send the form to the *Ufficio della migrazione* ONLY AFTER the meeting with the Departmental coordinator/secretariat.

You are authorized to live in Switzerland while waiting for the authority decision ONLY after submission of the application.

We strongly recommend you to:

1. keep a copy of the permit application form and
2. ask for a Dichiarazione sostitutiva (temporary declaration) costing CHF30.-

You will receive the notification to collect your permit by post, so remember to indicate your full name on the letterbox of your new home.

NOTE: Any change of status and/or address, departure from Switzerland or whatsoever must be notified online to the *Ufficio della migrazione*, "*Richiesta rinnovo e/o modifica [permit L](#) or [permit B](#)*".

At the end of your stay, you will be invited to leave the country.

Before departure, it is compulsory for you to send your original permit back to the Ufficio della Migrazione at the address indicated above.

To all students

2) Registration of arrival with the Ufficio controllo abitanti (Residents Control Office)

Within 8 days of your entry into Switzerland, you must report your arrival to the Ufficio controllo abitanti of your host Municipality to finalize your permission to reside in Switzerland

Make sure to bring with you the following documents:

- valid ID or passport
- rental agreement
- photocopy of the filled form *Request for Exemption from Swiss Compulsory Medical Insurance from IAS* (see “B - Health insurance” below)
- residence permit application (print a copy of your request) or Dichiarazione sostitutiva

If you are staying in the Municipality of Lugano the Ufficio controllo abitanti is called *Puntocittà* - www.lugano.ch/puntocitta

More information on our website: www.supsi.ch/international_en/students/incoming-students/organisation/permits

EU/EFTA Students

3. Health Insurance

Generally speaking, EU/EFTA Bachelor or Master students living in Switzerland undergoing education or training in Switzerland are not required to take out Swiss health insurance, provided they are not working and thus remain insured under the social security system of their country of residence. They are entitled to receive medical treatment in Switzerland upon presentation of the [European Health Insurance Card](#) (EHIC).

It is compulsory for EU/EFTA students to fill in the IAS form *Request for Exemption from Swiss Compulsory Medical Insurance*:

- [TI 6.1 \(if you are a holder of the European insurance Card\)](#)
- [TI 6.2 \(if you have a private insurance\)](#)

The *signed and completed form* must be sent to the address hereunder, only after your arrival in Switzerland, with:

- copy of your *European Health Insurance Card* (issued by the insurance company in the country of origin)
- copy of your *Residence permit application or Dichiarazione sostitutiva*

Istituto delle Assicurazioni Sociali

Settore obbligo assicurativo

Via C. Ghiringhelli 15a, 6501 Bellinzona

Phone: +41 91 821 91 11

e-mail: malattia@ias.ti.ch

[Repubblica e Canton Ticino – IAS Assicurazione malattia](#)

IMPORTANT: Once you receive your residence permit, you must send a copy by e-mail to the health insurance office (IAS) in order to complete your file. Address: malattia@ias.ti.ch

Health costs in Switzerland and advance payment of fees in case of exemption

Insured EU/EFTA citizens who need to be treated during a temporary stay in Switzerland pay a flat-rate amount (deductible) and a percentage on the sum. The lump sum amounts to CHF 92 for adults and covers a period of 30 days. In case of hospitalization, the contribution amounts to CHF 15 per day.

If exemption/non-obligation is confirmed, the student must pay his medical costs directly (cash or credit card).

Refund

Refund - with the appropriate deductions - may be applied for by sending: 1) original invoice and 2) copy of the European Health Insurance Card to the following address:

Istituzione Comune LAMal (Gemeinsame Einrichtung KVG)

Industriestrasse 78

CH-4600 Olten

With full bank details:

IBAN (International Bank Account Number) and BIC (Bank Identifier Code)

Name and address of bank

Account holder and address

For further information, please refer to the website of the [Swiss liaison agency](#), the KVG Joint Institution in Solothurn "Temporary stay in Switzerland" and "Participation in the costs of treatment during your stay in Switzerland (people resident and insured in the EU/EFTA)".

NOTE: If you have EU/EFTA citizenship but you are not holding an EHIC (European Health Insurance Card) because residing outside the EU/EFTA region, it is still possible to verify with the authorities if you are eligible for Swisscare. Contact the International Office for further information!

NON-EU/EFTA students

3. Health Insurance

It is compulsory for everyone living in Switzerland, including non-EU/EFTA students, to have a health and accident insurance. Foreigners have three months' time to take out an insurance after entering the country.

Note: start date of insurance MUST coincide with the date of entry in Switzerland.

Students may:

a) Verify if the insurance they have in their home country is accepted by the Swiss authorities

Students and trainees from NON-EU/EFTA countries undergoing education or training in Switzerland can apply for exemption from Swiss compulsory health insurance with the competent authority IAS, provided they have a private insurance offering covering equivalent to that of a Swiss health insurance (i.e.: unlimited).

If you think this is your case, fill in form TI 6.3 "Request for Exemption from Swiss Compulsory Medical Insurance" ([downloadable from the list of documents](#)) and send it to the following address duly filled in by all involved parties and with all requested attachments.

Istituto delle Assicurazioni Sociali

Settore obbligo assicurativo

Via C. Ghiringhelli 15a, 6501 Bellinzona

Phone: +41 91 821 91 11

e-mail: malattia@ias.ti.ch

URL: <https://www4.ti.ch/dss/ias/prestazioni-e-contributi/scheda/p/s/dettaglio/assicurazione-malattia-obbligatoria-lamal/>

b) Apply for a conventional Swiss health Insurance (standard prices)

More information on <https://www.ch.ch/en/>

c) Opt for health insurance through SUPSI (student prices) applying for exemption from the Swiss compulsory standard health insurance

In order to provide you with appropriate coverage at a more affordable price, SUPSI has drawn an agreement with Swisscare insurance. It offers an extremely convenient collective policy to students from non-EU/EFTA countries who are taking Bachelor and Master courses or carrying out a doctoral activity in SUPSI and have received a residence permit for study purposes. It provides basic illness, accident and maternity health care benefits complying with the Swiss Federal Law on Compulsory Health Care (KVG-LAMal), but at a much lower cost. The premium for students amounts in fact to CHF 89.10 per month (FYI, the annual deductible per insured party amounts to CHF 300 plus a percentage rate of 10% up to CHF 700 per calendar year).

You are kindly requested to read our website page dedicated to [medical insurances](#), including the documents to be downloaded, listed on the right. We will be glad to give you further advice if needed.

The above page also contains the link to the [Swisscare registration form](#) and to the Swisscare online form tutorial (documents on the right) in case you are not sure how to fill in the blanks.

Note: remember insurance start date must coincide with your arrival date in Switzerland!

Once you have completed your application, you will receive an e-mail from Swisscare to activate your personal customer account.

You will then receive a second mail from Swisscare, guiding you through the **exemption process**, which **MUST** be finalized within 3 months of your arrival in Switzerland - **we suggest you to proceed as soon as you enter the country as process can take time.**

The documents to be prepared are:

- Form TI 6.3A to be filled in and signed
- Copy of valid enrollment certificate
- Copy of residence permit (if not received yet you can send copy of permit application or dichiarazione sostitutiva) *
- copy of your Swisscare policy

All the above must be mailed to SUPSI by Post A at the following address:

SUPSI
International Office
Via Pobietto 11
6928 Manno

*** VERY IMPORTANT**

As soon as you receive your **residence permit** you **MUST e-mail it to IAS** at malattia@ias.ti.ch (in cc to international@supsi.ch) otherwise exemption will be rejected and you will have to pay Swiss standard health insurance which is extremely expensive (about CHF 400/month)!

To all students: please note!

All students/trainees are legally responsible for notifying Ufficio della Migrazione, Swisscare, IAS and SUPSI about the following. Failure in doing so can result in fines:

- changes of address
- changes of residence / marital status
- the end of studies
- **definitive departure from Ticino or Switzerland**
- other changes whatsoever

SERAFE (TV-radio-internet reception) fee

All Swiss households are basically obliged to pay a fee. The collection agency receives household data from your council registry of residents. This fee amounts to CHF 335/year and can be paid in quarterly instalments of CHF 85.75. For more information please see: <https://www.serafe.ch/en/>

Wishing you a pleasant and successful stay!

SUPSI, International Office
Le Gerre, Building A, 2nd floor
CH-6928 Manno
P +41 (0)58 666 6705

E-mail: international@supsi.ch
www.supsi.ch/international



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