

Important Information Regarding Your Stay in Switzerland

Reporting obligation:

All students (including EU nationals) must register in person at the Residents' Registration Office (Einwohnerkontrolle) of their municipality of residence within 14 days, as all stays for study purposes or internship activities are subject to registration if they last longer than three months or 90 working days. To obtain a residence permit from the cantonal authorities, the following documents must be presented:

- Valid passport / identity card
- Rental agreement
- Contract of employment / confirmation of attendance by a school
- Confirmation of sufficient financial means (CHF 1'750.- per month), for instance a statement of your bank account
- Money to pay the service fee CHF 40.- to 150.-, depending on your country of origin)

In addition, citizens of third countries need to bring along:

- Authorization of the grant regarding your visa
- Confirmation of your insurance

Further information about the application procedure in Zurich:

<https://www.stadt-zuerich.ch/prd/de/index/bevoelkerungsamt/umziehenmelden/zuzug.html>

Health insurance and liability insurance:

According to law, every person staying in Switzerland for more than 3 months must be insured against illness and accidents. If you plan to remain in Switzerland longer than 3 months for your studies, you need to obtain basic insurance. Swiss insurance companies are obliged to register everyone for a basic insurance without condition or waiting period. If you prefer to keep your health insurance of your home country, all you must do is to give a confirmation of your insurance concerning illness and accidents. **In this case, please check on very carefully your general insurance protection before departure and clarify with your insurance company, whether you're insured adequately during your stay in Switzerland.** All students are responsible for their own insurance, especially illness, accident and liability insurance. If you need a visa for your stay in Switzerland, be prepared to provide your insurance confirmation at the request for your visa permit.

Liability insurance covers the loss of assets that an insured person suffers if he or she must satisfy justified claims by third parties. A liability insurance can also reject unjustified claims of third parties.

Liability insurance is mandatory in Swiss road traffic. As the owner of a car or motorcycle, you are insured against damage caused by your vehicle. In the worst case, such incidents can cost millions of Swiss francs. Private liability insurance can protect you from financial ruin.

For further questions about insurance, please contact School Administration.

Absence:

Students' absences:

If you know you'll be absent, please inform the teacher and school administration via e-mail (info@examprep.ch) or the school's "Signal" group as soon as you know you will be absent.

In case of short-term absences due to illness or other unexpected events, please inform the teacher of your next lesson or a classmate.

You are expected to report every absence.

Teacher's absences:

In case of planned absences, the teacher informs his or her students as soon as possible in class and by email or, "Signal" group and coordinates when the lesson(s) will be scheduled for make-up / completion. In case of unexpected absences, the teacher will supply the students with exercises to be solved in self-study or group tasks.

Military service (for CH citizens):

In most cases, the time between the vocational baccalaureate or Matura and the start of studies is not sufficient to complete recruit school without overlap. What to do? What options are there? You can find more information here: <https://www.vtg.admin.ch/de/mein-militaerdienst/stellungspflichtige/studium-und-armee.html>

It's important to plan ahead and get in contact with the coordination office concerning studies and military ("Koordinationsstelle Studium/Militär") at ETH Zurich.

1. **Have a gap year:** During which you have time to both complete basic military training and either get a job to make money, organize an internship, make a language holiday, or just a normal holiday.
2. **Continue your military education:** After basic military training, you can complete training to become corporal, senior corporal or officer without interruption. For instance, the time to complete a training from recruit to lieutenant is one year. This way, military training provides an attractive alternative for an intensive gap year.
3. **Become a single-term conscript:** This is one more alternative: You complete the whole obligatory military service in one piece, freeing yourself of having to complete a repetition military course during your studies. This option completely separates your military obligation from your studies.
4. **Fractioning:** In reasonable cases (for instance your studies), a recruit can interrupt his basic military training and complete it in two parts. Consult with the proper military authorities to pursue this option.