

## Information for the ERASMUS (Europe) or PARTNERSHIP (outside Europe) Program 2012/13

Dear Mobility Students

Thank you for your application to the above mentioned exchange program at the University of Lucerne. Please take note of the following details regarding your stay:

### General Information and Student Life in Lucerne

All important information regarding your exchange can be found on our website [http://www.unilu.ch/eng/incoming\\_students\\_4246.html](http://www.unilu.ch/eng/incoming_students_4246.html) and on the « Guide for International Students » [http://www.unilu.ch/files/guide\\_for\\_international\\_students\\_web.pdf](http://www.unilu.ch/files/guide_for_international_students_web.pdf) . Following links are for useful tips on entering Switzerland and on the organization of your stay [http://www.unilu.ch/eng/links\\_4294.html](http://www.unilu.ch/eng/links_4294.html) and find out more about Switzerland on <http://www.esn.ch/files/booklet/ESN-Booklet.pdf> .

### Visa – Entering – Registration

First, please check whether you require a visa for entering Switzerland. Students from EU- and EFTA-countries need only a valid passport or identity card. Students from countries with a visa requirement need to apply for a visa at the Swiss embassy or Swiss consulate general in their home country at least three months before entering Switzerland. **Please take note that students from the above mentioned countries cannot be matriculated at the University of Lucerne without having a valid visa.**

If you are unsure whether or not you need a visa, please consult your local Swiss representation office <http://www.eda.admin.ch/eda/en/home/reps.html> **For a visa you have to send following documents to the Swiss embassy or Swiss consulate general:**

- Curriculum vitae
- Letter of motivation
- Written proof of financial means (your parents or your Home University have to confirm in a hardcopy letter that you have the financial means to do your study abroad semester at the University of Lucerne)
- Confirmation from your Home University that you leave Switzerland after ending your mobility semester at the University of Lucerne
- Your Future plans?
- Fully completed application form for residence for the Office of Migration (Form 3, only available in German on <http://www.migration.lu.ch/index/formulare.htm> )

All documents will be sent directly to the Office for Migration, Lucerne.

**Please note that it usually takes 6 to 12 weeks to obtain a visa. The registration and all documents (foreigner's identity card, visa (if applicable) etc.) are chargeable: see costs and fees!**

### **From Zurich to Lucerne**

Once you clear customs at Zurich airport, head to the train station (SBB) at the airport terminals building (signs point to it) and take a train to Lucerne (avoid confusing it with Lausanne). Trains run every 30 minutes, and one per hour is direct, the other requires a change of trains at Zurich central station. Check <http://www.sbb.ch> for schedules. Cost is about CHF 28. In Lucerne, the train station is right in the center of town, use the exit at the right side of the station to get directly to our university (modern white building).

If you plan on travelling around in Switzerland by train, it might be a good idea to get a half fare card for the trains. This card also gives you a discount on busses, boats and cable cars. More information on this card can be found at: <http://www.sbb.ch/en/travelcards-and-tickets/railpasses/half-fare-travelcard/1-2-or-3-year-half-fare-travelcard.html>

### **Registration and deregistration at the Communal Registration Office**

After entering Switzerland and **AFTER registration at the University of Lucerne** you have to register at your commune of residence. For the registration you need documents, **please see "Registration at the University of Lucerne"**.

At the end of your exchange, please do not forget to deregister at the communal registration office.

### **Registration and deregistration at the Immigration Office**

After the registration at the communal registration office you also need to register at the immigration office [www.migration.lu.ch](http://www.migration.lu.ch). Some communal registration offices even carry out the registration at the immigration office by themselves (for further information, please ask your communal registration office). For the registration you need documents, **please see "Registration at the University of Lucerne"**.

The communal registration office will deregister you at the immigration office. There is no need for you to deregister personally at the immigration office.

### **Fees for the Communal Registration and Registration at the Immigration Office**

The registration (approx. EUR 30-50) and all officially issued documents (approx. EUR 50-250) are chargeable. The University of Lucerne assumes no cost.

### **Residence permit**

After the registration, the residence permit will be issued and delivered. Please send a copy of the permit to the Mobility Office of the University of Lucerne.

### **Registration at the University of Lucerne**

**The Mobility Office will send you an appointment for your registration at the University of Lucerne in due time.**

**For your registration at the University of Lucerne you have to bring along the following documents in duplicate (please prepare two documents sets, we will make no copies). We will give you no student card if this are not complete.**

### For exchange students inside Europa

- A recent passport photo
- A copy of ID or Passport (take the original with you)
- A copy of confirmation "exchange program" from the University of Lucerne
- A copy of your Health Insurance Policy / International Health Card with coverage for Switzerland
- A copy of "*Foreign insurer's confirmation for the purpose of exemption from compulsory healthcare insurance in Switzerland*" (it is not necessary, if you will make a new insurance in Switzerland)
- A copy of your Private Liability Insurance, if you have rented a mobility room from the University of Lucerne
- If applicable: a copy of the rental agreement of your apartment in Switzerland (you will receive this agreement from your Swiss landlord)
- Fully completed application form for residence for the Office of Migration (Form 3, only available in German on <http://www.migration.lu.ch/index/formulare.htm> )

### For exchange students from overseas

- A recent passport photo
- A copy of ID or Passport (take the original with you)
- A copy of confirmation "exchange program" from the University of Lucerne
- A copy of your Health Insurance Policy, which was completed in Switzerland
- A copy of your Private Liability Insurance, if you have rented a mobility room from the University of Lucerne
- If applicable: a copy of the rental agreement of your apartment in Switzerland (you will receive this agreement from your Swiss landlord)
- A copy of the document "Ermächtigung zur Visumerteilung/Einreiseerlaubnis"  
Information on visa requirements please see above
- Fully completed application form for residence for the Office of Migration (Form 3, only available in German on [http://www.migration.lu.ch/index/formulare\\_ilink](http://www.migration.lu.ch/index/formulare_ilink) )

## Health and Accident Insurance

### For exchange students inside Europa

If your stay in Switzerland lasts longer than three months, you will need a health and accident insurance [http://www.unilu.ch/deu/einreise\\_in\\_die\\_schweiz\\_4254.aspx](http://www.unilu.ch/deu/einreise_in_die_schweiz_4254.aspx) The (international) health and accident insurance cover is compulsory in Switzerland and has to be confirmed by your personal insurance company at home. **Please send us a copy of your European Health Insurance Card (EHIC) or of your personal insurance policy.** If the health insurance cover proofs to be insufficient for Switzerland, exchange students will have to take out an insurance policy in Switzerland, after your arrival in Lucerne (costs approx. EURO 70.--/month). Please contact the Mobility Office for more information.

**Attention: Travel insurance taken out in your home country will not be accepted!**

### Foreign insurer's confirmation for the purpose of exemption from compulsory healthcare insurance in Switzerland (Article 2 Paragraph 4 of the Health Insurance Directive, KVV)

Requirement for an exemption : Persons staying in Switzerland for training or further education, namely students, schoolchildren, trainees and persons undergoing work experience, are eligible for exemption provided they have equivalent insurance cover. Exemption is granted for the length of their training and stay, subject to a maximum of 3 years. In order to receive the form "Foreign insurer's confirmation for the purpose of exemption from compulsory health care insurance in Switzerland", please contact the Mobility Office. The

application will be reviewed by the Social Security Insurance (AHV) after your registration at the Communal Registration Office

AHV = the AHV is the most important pillar of the Swiss pension scheme. As a national insurance the AHV is mandatory for all persons living in Switzerland).

**No forms necessary for Students** from EU countries, which are connected in their home country of a compulsory health insurance and they have a relevant European health insurance card.

**Form required for Students** from non-EU countries, who have a private health insurer. With stamped and signed by the foreign insurer will confirms that all benefits (Article 2 Paragraph 4 of the Health Insurance Directive, KVV) be fully recognized.

### For exchange students from overseas

The Swiss Federal Act on Insurance Contracts (KVG) stipulates a strict and complete insurance coverage, which is being examined by the Swiss Social Insurance AHV. For your stay in Switzerland you will need a health and accident insurance. **This is mandatory and the exchange students have to take out an insurance policy in Switzerland (costs approx. EURO 70.--/month)**. The Mobility Office recommend you the Swiss Care [www.swisscare-intl.com](http://www.swisscare-intl.com) or will give you further information after your arrival in Lucerne.

**Attention: Insurance policy and Travel insurance taken out in your home country from overseas will not be accepted!**

AHV = the AHV is the most important pillar of the Swiss pension scheme. As a national insurance the AHV is mandatory for all persons living in Switzerland).

### Personal Liability Insurance

Personal liability insurance offers an insurance cover in case of third party liability claims. Please inform yourself at your own insurance company, whether your insurance cover is sufficient. Personal liability insurance is not compulsory in Switzerland; it is however strongly recommended (e.g. in case of renting an apartment or room). **A personal liability insurance is compulsory if you rent a mobility room from the University of Lucerne.** The insurance can be taken out once you have arrived in Lucerne (costs approx. EURO 70.--/year). Please contact the Mobility Office for more information.

### Banc Account

If you want to open a bank account in Lucerne, we recommend you the "Cantonal banc of Lucerne" (LUKB) <https://www.lukb.ch/english-window.html> For opening an account you must have a valid ID or passport and a copy of the confirmation of the mobility program of the University of Lucerne.

### CampusCard

Upon registration at the Mobility Office you will receive your own personal CampusCard, which identifies you as a student of the University of Lucerne (necessary for lectures, assessments etc.). Also you can make copy and pay in the cafeteria with the Campus Card.

### **StudMail- and StudNet-Account**

You will receive an official e-mail account from the University of Lucerne. In order to activate this account, the following steps are necessary: Your *StudMail*-details will be sent to the e-mail address you have indicated at your registration (please check also your spams). The details regarding your *StudNet-Account* will then be sent directly to your new *StudMail*-account. During your stay, all information will be sent exclusively to your *StudMail*. **Therefore, please check your *StudMail* regularly - at least once a week - and make sure that your inbox has enough storage space at all times.**

### **Payment of Scholarships (applicable only for the ERASMUS program)**

If you visit the University of Lucerne on the basis of the ERASMUS program, you are not entitled to a scholarship. For a scholarship of ERASMUS please ask your home university.

### **Study abroad reports**

In these reports, mobility students describe their impressions and experiences during their stay at your university or at the University of Lucerne. The reports provide important information to students who are planning a mobility semester in the future: [http://www.unilu.ch/eng/study\\_abroad\\_reports\\_654764.html](http://www.unilu.ch/eng/study_abroad_reports_654764.html)

### **Mentoring programme**

With the mentoring programme, mentors, which are regular Lucerne students, accompany the exchange students during their stay at the University of Lucerne. In order to make things easier, the mentors can help with all sorts of questions and problems, that are not related to the exchange students' studies or administrative issues: For instance, opening a Swiss bank account or getting a Swiss cell phone plan.

With the direct contact to Swiss students, exchange students feel much more integrated and can enjoy their experience to the fullest. The allocation of mentors is performed by the Mobility Office.

### **Facebook**

The International Relations Office of the University of Lucerne has its own Facebook-page. You can interact with fellow exchange and regular UniLU-students on [www.facebook.com/uniluMobility](http://www.facebook.com/uniluMobility). **Please take note that all administrative and study-related information will not be posted on Facebook, but will be sent to you individually via E-Mail or postal mail, as until now !**

### **Extension of your Stay**

If you wish to extend your stay at the University of Lucerne for one semester, please inform the mobility office of your home university in due time. The application for extension has to be passed in through the official channels of your home university.

## Mobility Student Advisors

For study-related issues such as learning agreements, credits, assessments (examination dates are different in each faculty), etc., please contact your respective student advisor (see list below) in due time:

Department	Advisor	Phone	E-Mail
Law School / Mobility Student Advisor	Ms. lic. iur. Madeleine Stämpfli Ms. lic. iur. Sabine Kistler Ms. Charlotte Wolfisberg	+41 41 229 5308 +41 41 229 5307 +41 41 229 5309	<a href="mailto:studienberatung-rf@unilu.ch">studienberatung-rf@unilu.ch</a>
Law School / Transnational Legal Studies Program	Prof. Alexander H.E. Morawa Ass.-Prof. Lauren Redman Ms. Uta Dietrich (secretary)	+41 41 229 5394 +41 41 229 5446 +41 41 229 5390	<a href="mailto:alexander.morawa@unilu.ch">alexander.morawa@unilu.ch</a> <a href="mailto:lauren.redman@unilu.ch">lauren.redman@unilu.ch</a> <a href="mailto:uta.dietrich@unilu.ch">uta.dietrich@unilu.ch</a>
Theology	Mr. lic. theol. Markus Wehrli	+41 41 229 5204	<a href="mailto:markus.wehrli@unilu.ch">markus.wehrli@unilu.ch</a>
History	Ms. Tina Maurer	+41 41 229 5542	<a href="mailto:tina.maurer@unilu.ch">tina.maurer@unilu.ch</a>
Jewish Studies	Mrs. Prof. Verena Lenzen	+41 41 229 5216	<a href="mailto:verena.lenzen@unilu.ch">verena.lenzen@unilu.ch</a>
Integrated Degree Course Cultural Studies	Mr. Dr. Dominic Kaegi	+41 41 229 5605	<a href="mailto:dominic.kaegi@unilu.ch">dominic.kaegi@unilu.ch</a>
Social and Cultural Anthropology / Ethnology	Mr. Prof. Dr. Werner Egli	+41 41 229 5573	<a href="mailto:werner.egli@unilu.ch">werner.egli@unilu.ch</a>
Philosophy	Mr. Dr. Jonas Pfister	+41 41 229 5533	<a href="mailto:jonas.pfister@unilu.ch">jonas.pfister@unilu.ch</a>
Political Science and Integrated Degree Course World Society and World Politics	Ms. Dr. Flavia Jurje	+41 41 229 5594	<a href="mailto:flavia.jurje@unilu.ch">flavia.jurje@unilu.ch</a>
Integrated Degree Course Political Economy	Mr. Dr. Simon Lüchinger Mr. Christoph Gorgas	+41 41 229 5641 +41 41 229 5655	<a href="mailto:simon.luechinger@unilu.ch">simon.luechinger@unilu.ch</a> <a href="mailto:christoph.gorgas@unilu.ch">christoph.gorgas@unilu.ch</a>
Religious Studies	Ms. Dr. Nadja Miczek	+41 41 229 5715	<a href="mailto:nadja.miczek@unilu.ch">nadja.miczek@unilu.ch</a>
Sociology and Integrated Degree Course Social and Communication Sciences	Ms. Alexandra Kratzer	+41 41 229 5554	<a href="mailto:alexandra.kratzer@unilu.ch">alexandra.kratzer@unilu.ch</a>
Joint Degree Master in Religion – Economy – Politics	Mr. Bernhard Lange	+41 41 229 5728	<a href="mailto:bernhard.lange@unilu.ch">bernhard.lange@unilu.ch</a>
Health Sciences	Mr. Thomas Brinkel	+41 41 229 57 33	<a href="mailto:Thomas.brinkel@unilu.ch">Thomas.brinkel@unilu.ch</a>

## Handbook of Courses

The handbook of courses with all course details can be found by mid-June for the autumn semester and by mid-December for the spring semester on the following website [http://www.unilu.ch/deu/vorlesungsverzeichnis\\_4070.aspx](http://www.unilu.ch/deu/vorlesungsverzeichnis_4070.aspx).

## Lectures

The student advisor in charge will forward you information on course offerings, course registration, schedules, assessment dates etc. in due time. All information will be sent to you via e-mail.

## Language of Instruction

Students should be able to take courses in English or German. We do not request an official language proficiency score.

## German preparatory language course

During the semester breaks, just before the semester begins, the University of Lucerne offers its exchange students and other eligible audience a free pre-semester intensive course 'German for Beginners'. More information will be sent directly to nominated exchange students by the leading institution.

For visits of language courses **outside the University of Lucerne**, please see

[http://www.unilu.ch/eng/language\\_courses\\_620316.html](http://www.unilu.ch/eng/language_courses_620316.html) .

## Accommodation at the University of Lucerne

The Mobility Office will reviewed your application for a mobility room at the University of Lucerne and we will contact you by mail after having assigned the rooms. The competent administration office will send you further information (about the rent, the rental period, the rental agreement, etc.) in due time. **Please note, a private liability insurance is mandatory for renting a mobility room from the University of Lucerne.**

## Other accommodation in Lucerne

The availability of apartments and rooms is rather limited in Lucerne. Therefore, please start looking for a suitable accommodation in due time. We recommend the following options:

StuWo the association for students' accommodation Lucerne	Private offers <a href="http://stuwo.datcom.ch">http://stuwo.datcom.ch</a>
Student Housing and Student Accommodation	<a href="http://www.homerental.ch/">http://www.homerental.ch/</a> <a href="http://www.studentenwohnheim.ch/luzern/">http://www.studentenwohnheim.ch/luzern/</a>
Student Housing in Lucerne	<a href="http://www.student-inn.ch">http://www.student-inn.ch</a>
Local newspaper "Anzeiger" (only German)	<a href="http://www.anzeiger-luzern.ch/nav/top/immo/miete/default.htm">http://www.anzeiger-luzern.ch/nav/top/immo/miete/default.htm</a>
Local hospital Lucerne (only German)	<a href="http://www.ksl.ch/standorte/luzern/patienten-besucher/dienstleistungen-a-z/zimmervermietung.html">http://www.ksl.ch/standorte/luzern/patienten-besucher/dienstleistungen-a-z/zimmervermietung.html</a>
Hotel Alpha (cheap hotel in Lucerne, only German)	<a href="http://www.hotelalpha.ch/index.cfm?CFID=671318&amp;CFTOKEN=60986076&amp;page=116736&amp;setLanguage=4">http://www.hotelalpha.ch/index.cfm?CFID=671318&amp;CFTOKEN=60986076&amp;page=116736&amp;setLanguage=4</a>
Seminar St. Beat (only German)	<a href="http://www.stbeat.ch/index.cfm?slD=13&amp;sprache=1">http://www.stbeat.ch/index.cfm?slD=13&amp;sprache=1</a>
Romero House (only German)	<a href="http://www.romerohaus.ch/">http://www.romerohaus.ch/</a> online booking on <a href="http://www.romerohaus.ch/hotel-seminarraeume/hotelzimmer/buchung.html">http://www.romerohaus.ch/hotel-seminarraeume/hotelzimmer/buchung.html</a> )
Student hostel Kiwanis, Luzern	<a href="http://www.kiwanisclub-luzern.ch/63.html">http://www.kiwanisclub-luzern.ch/63.html</a>
Service Portal for students (only German)	<a href="http://www.students.ch/wohnen">http://www.students.ch/wohnen</a>
Lodgings agency (only German)	<a href="http://www.wq24.ch">http://www.wq24.ch</a>
Easy WG	<a href="http://www.easywg.ch">http://www.easywg.ch</a>

**Let us know your address in Lucerne as soon as possible. Please take note that in Switzerland one usually needs personal liability insurance when renting a room or apartment.**

### **Cost of living in Switzerland**

The cost of living are individual. Estimated Budget per month (the data are guidelines; exchange rate CHF 1.20 for EUR and CHF 1.13 for USD):

Housing (incl. Additional costs)	EUR 500	USD 600
Utilities (telephone, Internet, TV, radio)	EUR 150	USD 150
Health insurance, insurance	EUR 250	USD 250
Food, household	EUR 300	USD 300
Miscellaneous (clothes, laundry, transport)	EUR 200	USD 200
<b>Total</b>	<b>EUR 1400</b>	<b>USD 1500</b>

### **University Sports**

For information about University Sports (HSCL- Hochschulsport Campus Luzern) please consult [www.hscl.ch](http://www.hscl.ch).

We wish you a save journey and a successful study exchange.

Best regards,

**UNIVERSITÄT LUZERN**



Alice Imboden

Institutional Coordinator Mobility