Guide for Bachelor’s and Master’s students

2021/2022
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Introduction

The Faculties

**Mendrisio Campus**
- Villa Argentina
- Largo Bernasconi 2
- 6850 Mendrisio Svizzera
- Academy of Architecture
- info.arc@usi.ch

**Lugano West Campus**
- Università della Svizzera italiana
- Via Buffi 13
- 6900 Lugano Svizzera
- Faculty of Communication, Culture and Society
- decanato.com@usi.ch

**Lugano East Campus**
- Università della Svizzera italiana
- Via la Santa 1
- 6962 Lugano-Viganello Svizzera
- Faculty of Biomedical Sciences
- decanato.med@usi.ch

Bachelor programmes

**Mendrisio Campus**
- Architecture
  - 180 ECTS, 6 sem.
  - + 2 sem. of practice
  - www.usi.ch/barc

**Lugano West Campus**
- Lingua, letteratura e civiltà italiana
  - 180 ECTS, 6 sem.
  - www.usi.ch/mlci
- Communication, Culture and Society
  - 180 ECTS, 6 sem.
  - www.usi.ch/bcom
- Economics
  - 180 ECTS, 6 sem.
  - www.usi.ch/beco

**Lugano East Campus**
- Informatics*
  - 180 ECTS, 6 sem.
  - www.usi.ch/binf
- Medicine*
  - 180 ECTS, 6 sem.
  - www.usi.ch/bmed

Master programmes

**Mendrisio Campus**
- Architecture**
  - 120 ECTS, 4 sem.
  - www.usi.ch/marc
- History and Theory of Art and Architecture**
  - 120 ECTS, 4 sem.
  - www.usi.ch/mstaa

**Lugano West Campus**
- Lingua, letteratura e civiltà italiana
  - 120 ECTS, 4 sem.
  - www.usi.ch/mlci
- Philosophy
  - 120 ECTS, 4 sem.
  - www.usi.ch/map
- Finance
  - 90 ECTS, 3 semestri
  - www.usi.ch/mfin
- European Studies in Investor Relations and Financial Communication*
  - 120 ECTS, 4 sem.
  - In coll. with Università Cattolica del Sacro Cuore di Milano
  - www.usi.ch/mfc

**Lugano East Campus**
- Economics
  - 90 ECTS, 3 sem.
  - www.usi.ch/me
- Public Management and Policy**
  - 120 ECTS, 4 sem.
  - www.usi.ch/pmp
- Management
  - 120 ECTS, 4 sem.
  - www.usi.ch/mmg
- Marketing and Transformative Economy
  - 120 ECTS, 4 sem.
  - www.usi.ch/mmte
- Corporate Communication
  - 120 ECTS, 4 sem.
  - www.usi.ch/mc
- Digital Fashion Communication*
  - 120 ECTS, 4 sem.
  - In coll. with Université Paris1 Panthéon-Sorbonne
  - www.usi.ch/mdfc
- Communication, Management and Health
  - 120 ECTS, 4 semestri
  - www.usi.ch/mcmh
- Cognitive Psychology in Health Communication*
  - 120 ECTS, 4 sem.
  - In coll. with Università Vita Salute San Raffaele di Milano
  - www.usi.ch/mphc
- Media Management
  - 120 ECTS, 4 sem.
  - www.usi.ch/mmm
- Informatics
  - 120 ECTS, 4 sem.
  - www.usi.ch/msi
- Artificial Intelligence
  - 120 ECTS, 4 sem.
  - www.usi.ch/mai
- Software and Data Engineering
  - 120 ECTS, 4 sem.
  - www.usi.ch/msde
- Management and Informatics
  - 120 ECTS, 4 sem.
  - www.usi.ch/mmi
- Financial Technology and Computing
  - 120 ECTS, 4 sem.
  - www.usi.ch/mft
- Computational Science
  - 120 ECTS, 4 sem.
  - www.usi.ch/mcs
- Medicine
  - 180 ECTS, 6 semestri
  - www.usi.ch/mmed

* One (or more) semester is offered by the partner university.

** Students are matriculated at USI but attend classes at University of Basel. Teaching language: German. All other Bachelor programmes are held in Italian.

* Teaching language: English.

** Teaching languages: Italian and English.
Scholarships for Bachelor and Master Programmes

The Department of Education, Culture and Sport (Dipartimento dell’Educazione, della cultura e dello sport - DECS) of the Canton of Ticino provides financial support to students who meet its residency requirements. The information brochure and the application forms can be downloaded from the web page:

www4.ti.ch/decs/sa/uast/sportello/formulari-e-opuscoli

For further details, please contact the “Ufficio degli aiuti allo studio”:

www4.ti.ch/decs/sa/uast/ufficio

Swiss students residing in other cantons can apply for educational funding from the competent cantonal office, which can be found through the following web site:

http://borsedistudio.educa.ch/it

The Foundation for the Lugano Faculties of the Università della Svizzera italiana awards:

- one-off scholarships of CHF 4,000 each to first-year Bachelor students who obtained their high school degree and who at the moment of graduation had legal residence in a German- or French-speaking canton of Switzerland;
- 5 three-year scholarships for students admitted to the first year of the Bachelor in Economics;
- 5 three-year scholarships for students admitted to the first year of the Bachelor in Communication;
- 5 three-year scholarships for students admitted to the first year of the Bachelor in Informatics;
The Zonta Club Lugano Foundation awards several scholarships to Swiss students or foreign students living in Ticino with a C residence permit who are attending a Bachelor’s or a Master’s Degree Programme.

http://lugano.zonta.ch/fondazione

The IBSA Foundation for Scientific Research offers scholarships to USI students in medicine every year. More information on how to apply for an IBSA scholarship can be found on the web page:

www.biomed.usi.ch/en/study/study-medicine/fees-and-scholarships

The descendants of Arnoldo Bettelini, a Swiss naturalist and philanthropist who promoted the foundation of a university in the Italian-speaking part of Switzerland, make available a three-year scholarship covering the tuition fees for a Bachelor of the Università della Svizzera italiana, up to a maximum 4’000 CHF for each academic year. The call and the regulations are available on the web page


For information on other private foundations present in Ticino, please refer to:

www4.ti.ch/decs/sa/uast/cosa-facciamo/fondazioni-private

Further information:
- Academy of Architecture: scholarship.arc@usi.ch
- Faculty of Economics, Faculty of Communication, Culture and Society and Faculty of Informatics: studygrants@usi.ch
- Faculty of Biomedical Sciences: decanato.med@usi.ch

The Equal Opportunities Service of USI offers one scholarship worth CHF 4’000 for a female student admitted to the first year of the Bachelor in Informatics:


whereas the link of the online application form is provided in the admission letter.

For scholarships granted by private foundations to students enrolled in the Academy of Architecture, please refer to:

www.arc.usi.ch/en/academy/borse-di-studio

Swiss and foreign students enrolled at USI can apply for a scholarship granted by the Leonardo Foundation. To access the application form, click

www.usi.ch/en/education/bachelor/fees-and-grants

The SODESKA Foundation offers 5 scholarships worth CHF 4’000 each to Swiss students to support them during their studies at USI:

www.usi.ch/en/education/bachelor/fees-and-grants

For 15 annual scholarships (5 for each of the 3 years of study) to students enrolled in the Bachelor in Italian language, literature and culture;

60 one-off scholarships of CHF 4’000 each to the students admitted to the first year of a USI Master’s programme;

5 two-year scholarships for students admitted to the first year of one of the Masters offered by the Faculty of Informatics;

5 two-year scholarships for students admitted to the first year of the Master in Italian language, literature and culture;

20 one-off scholarships worth CHF 4’000 to the best second year student of each Master’s programme based on the results at the end of the first year of study.

The regulations and application forms are available at:


www.usi.ch/en/education/bachelor/fees-and-grants
**Academic Calendar 2021-2022**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Autumn</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Courses end</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 2022</td>
<td>21.02.2022-15.04.2022</td>
<td>Courses start</td>
</tr>
<tr>
<td></td>
<td>03.06.2022</td>
<td>Easter break</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Courses end</td>
</tr>
<tr>
<td><strong>Exams</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sessions</td>
<td>10.01-14.02.2022</td>
<td>Winter session</td>
</tr>
<tr>
<td></td>
<td>07.06-11.07.2022</td>
<td>Summer session</td>
</tr>
<tr>
<td></td>
<td>23.08-16.09.2022</td>
<td>Autumn session (retake)</td>
</tr>
<tr>
<td><strong>Public Holidays</strong></td>
<td></td>
<td>All Saints</td>
</tr>
<tr>
<td></td>
<td>08.12.2021</td>
<td>Immaculate Conception*</td>
</tr>
<tr>
<td></td>
<td>19.03.2022</td>
<td>Saint Joseph’s day*</td>
</tr>
<tr>
<td></td>
<td>15.04.2022</td>
<td>Good Friday*</td>
</tr>
<tr>
<td></td>
<td>18.04.2022</td>
<td>Easter Monday</td>
</tr>
<tr>
<td></td>
<td>01.05.2022</td>
<td>Labour Day</td>
</tr>
<tr>
<td></td>
<td>26.05.2022</td>
<td>Ascension*</td>
</tr>
<tr>
<td></td>
<td>06.06.2022</td>
<td>Whitsunday*</td>
</tr>
</tbody>
</table>

* At the Academy of Architecture classes are not suspended during public holidays.

**Registration**

Applications for a Bachelor or Master programme at Università della Svizzera italiana should be submitted online:

https://application.usi.ch

Applications submitted in paper form, by e-mail or fax will not be accepted.

**Fees**

Tuition fees amount to CHF 4’000 per semester.

Applicants whose official residence was in Switzerland (including Liechtenstein and Campione d’Italia) at the time of the final high school exam (Maturità) pay a reduced semester fee of CHF 2’000.

Tuition fees are payable at the beginning of each term, by the deadline indicated on the invoice; fee payment is an essential condition for matriculating or renewing one’s enrolment.

**Certificates**

The portal where students of the Faculties of Communication, Culture and Society, Economics, and Informatics can generate and download a series of certificates:

- certificate of attendance (the document that certifies enrolment at USI);
- statement for the Cantonal migration office;
- request form for military service deferment;
- certificates for requesting gainful employment during studies.

The portal is accessible with the student Edu-ID credentials.

**Grade transcript of exams (Communication, Economics)**

The official grade transcript of exams, which includes the related ECTS study points, can be obtained at:

www.esami.lu.usi.ch

For queries and special certificates, please contact:

- Faculties of Communication, Culture and Society and Economics attestati.lu@usi.ch
- Faculty of Informatics decanato.inf@usi.ch
- Faculty of Biomedical Sciences decanato.med@usi.ch
- Academy of Architecture: segretariato.arc@usi.ch

**iCorsi3**

iCorsi3 is USI’s e-learning platform:

www.icorsi.ch

The platform enables students to download or consult teaching materials and take examinations online using the Safe Exam Browser programme.

Access to the platform is via the personal Edu-ID.
Accessibility to the Campuses

Lugano Campus, Palazzo Canavée and the Mendrisio Library are fully accessible for people with disability through ramps. Facilities for people with disability are also available on site (WC, etc.). For further information and assistance, please contact directly:

Pro Infirmis Luganese e Mendrisiotto
Via dei Sindacatori 1
6908 Massagno

tel + 41 91 960 2870
fax + 41 91 960 2888
ticino@proinfirmis.ch

Alumni

The Alumni Service promotes contacts between alumni, the academic staff, students, companies, and institutions. It supports the professional development and networking of the Alumni community, and through them it contributes to the promotion of USI image.

The main activities of the service are:
- Managing and updating the Alumni Database;
- Organising events and reunions for graduates;
- Creating, developing, and managing Alumni chapters around the world;
- Visiting alumni programme and Alumni Digital Talks: career testimonials in the classroom and online;
- Collection and post of Career Stories (also video);
- Placement survey: monitoring of the professional outlets of USI graduates;
- Private career advisory meetings and access to job offers database;
- Alumni Newsletter and Alumni News;
- Email forwarding service.

www.usi.ch/en/alumni
ATM

Lugano East Campus
An ATM is available in the main building (back entrance under the cafeteria).

Mendrisio Campus
There is no ATM on the Mendrisio Campus. The closest ATM is located at the Regional Hospital OBV (next to the palazzo Turconi).

Career

The University’s Career Service aims at fostering exchange and contacts with the business world, and to acquaint students with the working environment, thus ensuring a smoother and successful transition from the academic world to the workplace.

The key activities of the Service focus on the following:
- Maintain a database with internships and job opportunities;
- Weekly Career Newsletters;
- Personal advice on career guidance;
- CV Checks;
- Stage coordination;
- Coordination of scholarships for internships abroad;
- Professional Mentoring;
- Company presentations;
- “Career Management Workshops” Meeting Cycle;
- Career Live Streams;
- Long Night of Careers;
- Field Projects Coordination;
- USI Career Stories;
- Meetings with Alumni (Alumni Digital Talks Project)

Equal Opportunities Service

The Equal Opportunities Service undertakes activities aimed at ensuring and promoting an inclusive, transparent and non-discriminatory environment for study and work at USI. Students are welcome to contact the Equal Opportunities Service to:

- Receive individual counseling concerning specific needs linked to disabilities or learning disorders, in agreement with the Pro-rector’s office for education and students' experience;
- Inquiry about measures available to reconcile university life and personal/family needs;
- Obtain support to pursue non-stereotypical study and career paths, through our Mentoring programme and the provision of a scholarship for female students in the technical-scientific sector;
- Participate in events and activities aimed at enhancing and disseminating a culture of equity and diversity, within and outside the USI community;
- Report and address potential cases of inappropriate behaviour.

For more information, visit

www.usi.ch/en/equal-opportunities-usi

Food

Lugano Campus
USI has two cafeterias, one on the West Campus and one on the East Campus.

Opening hours:
- West Campus (cafeteria and canteen service):
  service from 8am to 4pm.
- East Campus
  Canteen service from 11.30am to 1.30pm
  Bar service from Mon - Wed. 8am – 6pm; Thu - Fri. 8am – 8pm

The canteens offer several daily menus (price for student).
- Pasta CHF 7.50
- Vegetarian CHF 10.00
- Meat or fish CHF 11.00

You will also find cold dishes, toast, piadina, sandwiches and various take-away products.

The menu prices are subject to change.
To benefit from reduced prices, when asked you must show your student ID card.
The weekly menu is available (only in Italian) at:

www.desk.usi.ch/it/mensa-e-menu-settimanale-campus-di-lugano

Mendrisio Campus

Students of the Academy of Architecture can take advantage of special prices at:
- the Osteria Vignetta
  in Via Turconi, next to Villa Argentina
- “Beata Vergine” (temporarily suspended).

www.vignetta.ch

Copy Center

The Copy Center which is located on the Lugano West Campus manages the printers on the Lugano Campus;
- is the focal point for the production, distribution and sale of course materials on the Lugano Campus;
- provides a thesis printing and binding service (for a charge).

Contact:
tel + 41 58 666 4586
copycenter@usi.ch

To access the student printers, please refer to section “Printing” on page 18.
The USI IT Service provides its users with services ranging from the management of IT infrastructures such as the regional academic network or computing clusters for researchers, to support for individual IT, as well as the development of management applications and the care of the University’s data.

Through the serviceportal.usi.ch platform it is possible to explore the full range of services available and to engage in dialogue with the IT support desk.

Support desk Lugano Campus:
serviceportal.usi.ch
41 58 666 4610

Support desk Mendrisio Campus:
serviceportal.usi.ch
41 58 666 5883

Support desk Bellinzona Area:
serviceportal.usi.ch
41 58 666 5370

USI offers Italian, French, German and English languages courses before the beginning of the academic year and during the semesters. Language courses are free for USI students.

Italian courses: www.italiancourse.usi.ch
French, German and English courses: www.corsilingua.usi.ch

The Academy has a modelling laboratory (in palazzo Canavée) equipped with machines for cutting (including laser cutting) and for processing the materials needed to build architectural models. There is also a laboratory for the production of concrete/chalk models and one for three-dimensional printing.

Students are required to attend an introductory course on the use of this equipment, which is compulsory for access to the various workshops.

Bachelor and Master’s students may obtain a leave of absence, for one or more semesters, in the event of maternity, military or civil service, severe illness or other difficulties deemed as significant obstacles to the regular course of studies. The leave of absence has a suspensive effect on the binding terms for exams and graduation.

Students on leave of absence remain matriculated, and will continue to benefit from the status of student by paying a reduced tuition fee of CHF 100 per semester, according to the USI Regulations for admissions and enrollment. During the leave of...
absence students are not allowed to attend courses, take exams, or defend a Master thesis; they can however take exams of courses attended prior to the leave of absence.

To apply for a leave of absence, students should contact the Dean’s Office / Faculty secretariat who will provide information of the relevant procedure and documentation.

www.desk.usi.ch/en/congedi-studenti-bachelor-e-master

**Libraries**

The libraries hold a wide collection of books and periodicals in USI’s areas of study, providing individual study spaces and photocopying services.

**University Library Lugano**

Opening hours:
- Monday-Friday 9am-10pm
- Saturday 9am-12:15pm

During the exam sessions, the library has extended opening hours on:
- Saturday and Sunday 9am-6pm.

The opening hours are reduced during the summer time.

https://it.bul.sbu.usi.ch

**BiblioAgorà (East Campus)**

- Opening hours: Monday-Sunday 8am - 10pm (with badge)
- Desk: Monday-Friday 10am-12pm / 2pm -4pm
- Reduced opening hours during holidays.

https://it.bul.sbu.usi.ch

**Academy of Architecture Library**

Opening hours:
- Monday-Friday 9am-8pm
- Saturday 10am-5pm

Special schedule during the exam preparation period. Reduced opening hours during the summer holidays.

http://biblio.arc.usi.ch

**Lost and Found**

Lugano Campus
For all lost items, contact the USI reception according to the opening hours 10am-12pm and 2pm-4pm.

Mendrisio Campus
For all lost items, contact the reception of Villa Argentina according to the opening hours 10am-12pm and 1.30pm-3.30pm.

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**Monthly average budget**

<table>
<thead>
<tr>
<th>Item</th>
<th>CHF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation (shared single room or one-bedroom apartment)</td>
<td>450</td>
</tr>
<tr>
<td>Food and other household expenses</td>
<td>450</td>
</tr>
<tr>
<td>Health Insurance (if required)</td>
<td>110/280</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>50/100</td>
</tr>
<tr>
<td>Books and study materials</td>
<td>50</td>
</tr>
<tr>
<td>Free time expenses</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total / per month</strong></td>
<td>1'300/1'900</td>
</tr>
</tbody>
</table>

This budget is referred to an average of the monthly budget for a USI student, excluding however the one-off expenses such as residence permit, regional foreign office, security deposit, etc.

**Nursery**

**Lugano Campus**

From January 2021, USI provide its own nursery at the East Lugano Campus.

USI SUPSInodo welcome a maximum of 23 children, and the children of USI and SUPSI staff and students are admitted as priority. For information about fees and the enrolment procedure, please contact the Equal Opportunities Service.

**Mendrisio Campus**

USI does not have a nursery service in the Mendrisio Campus. For the members of its community, 3 places are reserved in the public nurseries of Mendrisio. The Equal Opportunities Service is available to provide more information concerning the placement of children of members of the USI communities in nurseries, and/or concerning further opportunities for improving the work/life balance.

**Parking**

**Lugano Campus**

Two underground car parks (CHF 2 per hour) are available on the Lugano East and West Campuses. It is possible to pay only with Swiss francs (CHF). Credit cards are not accepted.

Around USI there are a few blue zones available (maximum 1 hour) and white zones (CHF 2 per hour).

**Mendrisio Campus**

There are no available parking spaces for students on the Mendrisio campus. Car parks are available in town.
The general objective of the “SostA... towards a sustainable university” project is to achieve environmental, economic and social responsibility at USI. The specific objectives are:

- to improve energy efficiency;
- to introduce and strengthen sustainability criteria in daily management and purchasing;
- to raise the awareness of the USI community;
- to guide USI towards a sustainability model.

As part of the project, useful information is available concerning sustainability (rubbish collection, water and energy consumption), mobility arrangements (bike sharing in Lugano and Mendrisio) and other aspects.

An interesting, recently published, USI Sustainability and Environmental Impact Report is available.

www.sosta.usi.ch

The Sport Service USI organises several sport activities addressed to the university community (students, PhD, academic and non-academic staff). The goal is to create adequate opportunities to complement the intellectual or office-based routines with an attractive offer enhanced by social and cultural components. The programme includes courses and special events offered throughout the academic year, as well as between terms, with a selection of weekly activities, training courses, camps and events.

To take advantage of the activities and offers of the Sport Service it is necessary to subscribe to the website.

www.sport.usi.ch

From September 2021, a Sports hall (“palestra”) will be available on the Lugano East Campus, provided with services, changing rooms, a Fitness Room (with latest-generation machines) and a Courses Room for group lessons such as pilates, yoga, aikido, dancing and much more. Qualified instructors, personalised training and high-quality audio and video equipment will optimise the sports offer. A rich programme schedule and tailor-made subscriptions will be available to the USI community.

For more information on the programme and subscription prices:

www.sport.usi.ch

www.desk.usi.ch/counselling
USI Startup Centre offers valuable and targeted support to incubated startups to help them attain their business objectives, in whichever development stage they find themselves in. Below are the main categories of services provided:

- Advisory
- Tools
- Workspaces
- Training

In addition, USI Startup Centre organises and/or promotes a variety of training courses to help prepare startppers for the challenging entrepreneurial world.

For more information:

www.startup.usi.ch

Your student card provides proof of your enrolment at USI and bears your matriculation number. It is assigned to you when you first complete the enrolment process.

Lugano Campus

The card enables students of the Faculty of Communication, Culture and Society, Economics, Informatics and Biomedical Sciences to:
- renew their enrolment automatically;
- access the common areas of the campus 24/7;
- use printers, make photocopies and scan documents;
- obtain up-to-date certificates;
- register for sporting activities;
- register for the bike sharing service;
- benefit from various promotions.

www.desk.usi.ch/card

Mendrisio Campus

The student card allows students of the Academy of the Architecture to access the buildings on campus 24/7, to benefit from the Library loan and a few student reductions (OBV Restaurant, Osteria Vignetta). The card is also necessary to be able to make photocopies and scans on the multifunction printers.

All the study areas are accessible 24/7 using the student card and are covered by the campuses’ Wi-Fi networks. Access to PCs is via the CAMPUS account. For further information on study and relaxation areas on the Lugano Campuses:

www.desk.usi.ch/study-areas
Skate park, Lugano

Spazio 1929
Officina Creativa, Lugano

Piazza Riforma, Lugano
### Bureaucracy at a glance

<table>
<thead>
<tr>
<th></th>
<th>EU/EFTA Students</th>
<th>Non-EU/EFTA Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Visa</strong></td>
<td>⚫ Not mandatory</td>
<td>⚫ The procedure takes 1-4 months</td>
</tr>
<tr>
<td><strong>Residence Permit</strong></td>
<td>⚫ Within 14 days of your arrival in Switzerland</td>
<td>⚫ Within 14 days of your arrival in Switzerland</td>
</tr>
<tr>
<td><strong>Resident’s registration office</strong></td>
<td>⚫ Within 8 days of arrival in Switzerland</td>
<td>⚫ Within 8 days of arrival in Switzerland</td>
</tr>
<tr>
<td><strong>Health Insurance</strong></td>
<td>⚫ Can be exempted</td>
<td>⚫ Mandatory*</td>
</tr>
<tr>
<td><strong>Third-party liability Insurance (RC)</strong></td>
<td>⚫ If requested by the homeowners</td>
<td>⚫ If requested by the homeowners</td>
</tr>
</tbody>
</table>

**Legend**

- ⚫ Not mandatory
- ⚫ Can be exempted
- ⚫ Mandatory
- ★ The student can be exempted if he/she can prove that such insurance complies with Swiss standards, i.e. that it is unlimited.
The information below is published by order of relevance. For further information please refer to [www.usi.ch/en/organising-bachelor-master-studies](http://www.usi.ch/en/organising-bachelor-master-studies).

### Visa

Students from EU/EFTA do not need a visa to enter Switzerland.

Students from non-EU/EFTA must request a student visa to the Swiss Embassy or Consulate in their home country before entering Switzerland.

All the necessary forms are available at the Swiss Embassies and Consulates.

To start the procedure, candidates must provide the admission letter from theUniversità della Svizzera italiana.

It is recommended that non-EU/EFTA apply for admission as early as possible. Students will receive the visa to enter Switzerland only at the end of the procedure.

The renewal of the visa must be carried out annually.

**Note:**

the visa process might take between 1 and 4 months. Entry into Switzerland is only possible after the application is approved. A tourist visa for Switzerland cannot be converted into a student visa. Regardless of the visa, the student must apply for a residence permit.


### Residence Permit

Foreign students wishing to stay in Switzerland during their study period must apply for a residence permit for educational purposes. The application must be submitted within 14 days of the arrival in Switzerland following the online procedure.

The renewal of the residence permit must be carried out annually.

Foreign students residing in the frontier zone who return home daily do not need to apply for permission.
The permit must be renewed each year, at least 14 days before it expires, following the procedure online:

www4.ti.ch/dli/home-sp/servizi-online/permessi-per-stranieri/dimora-b

Residents’ Registration Office

All foreign students and Swiss students domiciled in municipalities other than those where they are staying for study purposes must register with the Resident’s registration office of the municipality in which they reside within 8 days of their arrival.

For Lugano
Puntocittà
Via della Posta 8
6900 Lugano
tel + 41 58 866 6000
puntocitta@lugano.ch

Opening hours:
Monday, Wednesday and Friday: 7.30am-12pm and 1.30pm-5pm
Tuesday and Thursday: 7.30am-6pm

For Mendrisio
Resident’s registration office City of Mendrisio
Via Municipio 13
6850 Mendrisio
tel + 41 91 640 3120
controlloabitanti@mendrisio.ch
https://mendrisio.ch/servizio/arrivare-a-mendrisio

Opening hours:
Monday to Friday: 10am-12pm and 2pm-4pm
Thursday: 10am-12pm and 4pm-6pm

Health Insurance

Every person residing in Switzerland is required to have a health and accident insurance or to obtain the relevant exemption (see below) within three months of entry into Switzerland.

Compulsory health insurance covers the costs of the medical care in case of illness or accident.

Upon registration at the Migration Office, students will receive two official letters requesting to apply for health insurance by a specific date. If the terms are not met, or exemption is not obtained, an insurance will be assigned at the discretion of the respective authorities.

Under certain conditions, students may be exempted from contracting compulsory health insurance in Switzerland.

This applies in particular to:
- students coming from EU/EFTA countries who have a European Health Insurance Card;
- students with private insurance in Germany who can prove that it complies with Swiss standards, i.e. that it is unlimited;
- students from non-EU/EFTA countries who can prove that such insurance complies with Swiss standards, i.e. that it is unlimited.

www.desk.usi.ch/en/health-insurance-students

Personal liability insurance

The liability insurance is optional but highly recommended. This insurance protects people against unwilling damage caused to third parties, for example damages caused during sports activities, whilst renting an apartment or as a pet owner.

https://www.ch.ch/en/personal-liability-insurance/

For further information on all procedures please refer to:

www.usi.ch/en/organising-bachelor-master-studies
**Free time and life outside of the campus**

**Bank Account**
To open a personal bank account in Switzerland, students are required to present a valid passport or identity card and a certificate of enrolment issued by USI. Certain banks may ask for additional documents. It is recommended to open a student account, which generally offers a series of benefits.

**Bicycle**
Lugano
With the student card, it is possible to activate a free annual subscription to the PubliBike bike sharing service available within the city of Lugano. Bike stations are located at USI’s main entrance of the West and East Campuses. During the 2021 summer, the service will also be implemented in the city of Mendrisio.
The first 30 minutes, i.e. the time required to move from one station to another, are free of charge; after this period, the user will be charged a fee per minute.
For more information:

www.desk.usi.ch/en/bike-sharing-lugano

Mendrisio
On the Mendrisio Campus, students can also use the "Carvelo2go" service. This is a new network for sharing electric cargo bikes. 4 stations, 2 of which are at the Academy of Architecture, are located in the City of Mendrisio. For more information and prices: (in Italian, French and German)

www.carvelo2go.ch/en

**Buses**
Lugano
The buses guarantee efficient mobility in the city of Lugano and the surrounding areas. In addition to the city buses, surrounding towns can be reached with the yellow coaches (Autopostale) or by the Lugano public transportation network (Autolinee Regionali Luganesi).

Mendrisio
In Mendrisio, city bus nr.1, as well as a yellow ‘Autopostale’ coach, provide regular connections between the Academy and the cities of Chiasso and Como. Information on bus passes is available on the website

www.arcobaleno.ch

**Car**
In Switzerland, you must be at least 18 years old to obtain a driving license and driving is on the right.
For further information on the foreign driving licence (validity, change, etc) refer to the “Sezione della Circolazione”:

www.ti.ch/circolazione (only in Italian)

**Post Office**
Post offices now provide a variety of products and facilities: stamps, stationery, money transfers from abroad (international money orders are handled only by the main post offices) and other products. In addition, the Post Office offers the “PostFinance account” as an alternative to a bank account.

Ufficio postale Lugano Centro (main office)
Via della Posta, 6900 Lugano

Ufficio postale Mendrisio Stazione (main office)
Via Franscini, 6850 Mendrisio
tel + 41 (0)848 888 888

www.postfinance.ch
www.posta.ch

**Shops**
The main supermarkets are open Mondays to Fridays from 8.30am to 7pm, Thursdays from 8.30am to 9pm, and Saturdays from 8.30am to 5pm (in the summer until 6.30pm). Smaller shops stay open until 8.30pm (also on Thursdays) and close on Saturdays 5pm.
To call Ticino from abroad, you must dial 00 41 91 (land lines) and then the phone number. In Switzerland, there are several mobile phone operators. Information on rates, subscriptions and prepaid cards may be obtained from the specialist shops throughout Ticino and at post offices. Generally, prepaid cards and contracts can be used with all standard GSM mobile phones on 900/1800 MHz.

Students can purchase a “Swiss Half-Price Card” from a Swiss Railway ticket office that entitles them to a 50% reduction on all train fares in Switzerland. Swiss Rail also offers season tickets at special rates for commuters, i.e. people who live just across the border in Italy and travel to Switzerland every day. Another train pass is available that entitle the holder to travel for free after 7pm until 5am, only for persons under 25 years-old.

www.sbb.ch/en/half-fare
www.sbb.ch/en/seven25

USI’s students can benefit from the discounts and special rates showing the USI student card. The list is available at:

www.desk.usi.ch/discounts
How to reach us

By plane
Zürich-Kloten International Airport (CH - about 220km):
www.zurich-airport.com

Milano-Malpensa International Airport (I - about 80km):
www.milanomalpensa-airport.com

By car
For Lugano Campus
Exit to Lugano Nord, follow "City centre" and then "USI" signage.

For Mendrisio Campus
Exit to Mendrisio and then "Accademia" signage.

By train
For Lugano Campus
From the train station take the bus number 6 (dir. Cornaredo, stop "Università").

For Mendrisio Campus
The Academy of Architecture is located a few steps away from the train station.

By bus
For Lugano Campus
• Bus number 6 (dir. Cornaredo) stop "Università".
• Bus number 5 (dir. Viganello) stop "Sacro Cuore" or stop "Università".
For further information, please refer to the map on page 36.

For Mendrisio Campus
• Bus number 1 and 2 (dir. Chiasso) stop "Ospedale B. Vergine".
For further information, please refer to the map on page 37.
Maps of Public Transportation
Lugano Area

Maps of Public Transportation
Mendrisio Area
### Glossary
#### English - Italian

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<td>sessione esami</td>
<td>Exams session</td>
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<tr>
<td>sospensione corsi</td>
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<tr>
<td>SP (semestre primaverile)</td>
<td>Spring semester</td>
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<tr>
<td>spese</td>
<td>extra (service) charges</td>
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</tr>
<tr>
<td>stabile principale</td>
<td>main building</td>
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<tr>
<td>stampare</td>
<td>to print</td>
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</tr>
<tr>
<td>stanza / locale</td>
<td>room</td>
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<table>
<thead>
<tr>
<th>意大利语</th>
<th>英语</th>
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<tr>
<td>subaffittare</td>
<td>to sub-let</td>
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<tr>
<td>subentrante</td>
<td>lodger</td>
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<tr>
<td>superare un esame</td>
<td>to pass</td>
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<tr>
<td>tariffa</td>
<td>fare / rate</td>
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<tr>
<td>tassa d’iscrizione</td>
<td>fee (tuition fee)</td>
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<tr>
<td>tempo libero</td>
<td>free time</td>
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<td>telefono</td>
<td>phone</td>
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<td>termine d’iscrizione</td>
<td>deadline / closing date</td>
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<tr>
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<td>card</td>
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<td>trasporti pubblici</td>
<td>public transportation</td>
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<td>treno</td>
<td>train</td>
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<tr>
<td>ufficio della migrazione</td>
<td>migration office</td>
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<td>vidimare</td>
<td>authenticate</td>
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<td>visto</td>
<td>visa</td>
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<tr>
<td>vitto</td>
<td>board / meals</td>
</tr>
<tr>
<td>voto</td>
<td>mark or grade</td>
</tr>
</tbody>
</table>
In Switzerland tap water is drinkable

230 V – 50 Hz

Standard CET or UTC/GMT +1 hour

German, French, Italian and Romansh

+41 (International call prefix 00)

Swiss Francs (CHF)