GENERAL INFORMATION

Name of University
University of Applied Sciences and Arts Northwestern Switzerland – FHNW
School of Business

Erasmus Code
CH Brugg02

Homepage
https://www.fhnw.ch/en/degree-programmes/business

INTERNATIONAL OFFICES

Address of FHNW School of Business International Offices

<table>
<thead>
<tr>
<th>Campus Olten</th>
<th>International Office, Von Roll-Strasse 10, 4600 Olten, Switzerland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Basel</td>
<td>International Office, Peter Merian-Strasse 86, 4002 Basel, Switzerland</td>
</tr>
<tr>
<td>Campus Brugg</td>
<td>International Office, Bahnhofstrasse 6, 5210 Windisch, Switzerland</td>
</tr>
</tbody>
</table>

International website
https://www.fhnw.ch/en/degree-programmes/business/international-experience/exchange-students

E-Mail
io.business@fhnw.ch

Head of International Relations
Prof. Robert Buttery
robert.buttery@fhnw.ch

Head of International Office
Prof. Sabine Künzi
sabine.kuenzi@fhnw.ch

Executive Assistant Intern. Relations
Jeannette Merguin
jeannette.merguin@fhnw.ch

Academic Coordinators

| Campus Olten | Prof. Dr. Susan Göldi
susan.goeldi@fhnw.ch |
|--------------|----------------------|
| Campus Basel | Dr. Craig Thorrold
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| Campus Brugg | Paloma Baumann
paloma.baumann@fhnw.ch |

International Office Coordinator

| Campus Olten | Irene Diez (IN&OUT)
irene.diez@fhnw.ch |
|--------------|-------------------|

International Office Administrators

| Campus Olten | Pavel Somogyi (OUT)
pavel.somogyi@fhnw.ch |
|--------------|----------------------|
| Campus Olten | Theo Whitwill (IN)
theo.whitwill@fhnw.ch |
| Campus Basel | Mirjam Beer (IN&OUT)
mirjam.beer@fhnw.ch |
| Campus Brugg | Mira Jeggli (IN&OUT)
mira.jeggli@fhnw.ch |

NOMINATION AND APPLICATION PROCEDURE

Applicants must be officially nominated by their home university for their exchange semester. Once nominated, students will receive an e-mail inviting them to apply. A full application dossier should be submitted online via the link sent to student after nomination.

Application Documents

- Official Transcript of Records
- Proof of sufficient English skills (or German skills for courses taught in German)
- Learning Agreement
- Insurance:
  - For non-EU/EFTA citizens: proof of health insurance valid in Switzerland
  - For EU citizens: European Health Insurance Card (credit card format)
- Passport sized photo
- Scan of first page of valid passport or identification card (only for EU nationals)

Find more information on:
https://www.fhnw.ch/en/degree-programmes/business/international-experience/exchange-students

Application Deadline

<table>
<thead>
<tr>
<th>Autumn semester</th>
<th>May 30</th>
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<tbody>
<tr>
<td>Spring semester</td>
<td>November 30</td>
</tr>
</tbody>
</table>

VISA

Non-EU/EFTA citizens will need to apply for a student visa shortly after receiving their acceptance package which will be sent to their home coordinator. Students applying for a visa are required by the immigration authorities to submit a proof of sufficient financial means for their study period.

For further information, please check our website: https://www.fhnw.ch/en/degree-programmes/international/incomings/info-switzerland
A residence permit is needed for EU and for non-EU/EFA citizens. Costs associated with attaining a visa and residence permit for Switzerland depend on the country of origin.

**ACADEMIC INFORMATION**

<table>
<thead>
<tr>
<th>Level of study</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Information</td>
<td>Information on courses (subject to change): <a href="http://web.fhnw.ch/plattformen/iobusiness/exchange/courses">http://web.fhnw.ch/plattformen/iobusiness/exchange/courses</a></td>
</tr>
</tbody>
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**LANGUAGE REQUIREMENTS**

To apply as an exchange student, students must fulfill our language requirements:

- **English**: Cambridge First A-B, Cambridge Advanced, TOEFL iBT 79, TOEFL (paper based) 540, TOEFL (computer based) 213, TOEIC 780, IELTS 6, ELP B2, Bec Vantage) for all courses taught in English or a personally signed letter from a lecturer or International Coordinator confirming the student has achieved a B2 level in English.

- **German**: Only for students planning to take courses taught in German. Either a certificate from an acknowledged examiner (e.g. Goethe-Zertifikat B2, telc B2) or a personally signed letter from a lecturer or International Coordinator from the home university confirming the applicant has achieved a B2 level in German.

**COST OF LIVING**

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Approximate Expenses</th>
<th>(all prices in SFr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>400-900 /month</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>300-400 /month</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>200 /semester (depending on amount of courses)</td>
<td></td>
</tr>
<tr>
<td>Excursions, etc.</td>
<td>1,000 /semester</td>
<td></td>
</tr>
<tr>
<td>Health insurance and other insurances</td>
<td>Depending on insurance company</td>
<td></td>
</tr>
<tr>
<td>Other expenses</td>
<td>200-400 /month</td>
<td></td>
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**GRANTS AND ALLOWANCES**

**Organisation**

- EU partners: exchange students from an European partner university studying and living in Switzerland may be eligible to receive a SEMP grant from the Swiss Government.
- Non-EU partners: exchange students from a non-European (non-Erasmus+) partner university may be eligible to receive an allowance of max. CHF 2200.- which is directly used to support incoming students exchange.

**Contact Person**

International coordinator and/or responsible person at Home Institution

**ACCOMMODATION**

**Accommodation**

- Campus Olten & Brugg: provided to all exchange students upon request (via application form)
- Campus Basel: provided via the accommodation service of the University of Basel


Detailed information per campus online at: [https://www.fhnw.ch/en/degree-programmes/international/incomings/info-switzerland](https://www.fhnw.ch/en/degree-programmes/international/incomings/info-switzerland)

**Contact Person**

Campus Olten & Brugg: Alexandra Yankam, alexandra.yankam@fhnw.ch
Campus Basel: Mirjam Beer, mirjam.beer@fhnw.ch

**EXTRACURRICULAR ACTIVITIES – STUDENTS COUNCIL, ESN OL TEN & BUDDY SYSTEM**

In the FHNW there is a strong presence of students organisations. The FHNW has separate committees in each faculty such as students’ councils and the Erasmus Student Network (ESN) Olten. Local students run these organisations on a voluntary basis and organise activities, trips, the buddy system and social events for and with exchange students throughout their stay at our university.

A buddy can be assigned to each exchange student who wishes it by ESN Olten. The incoming student will be contacted by a local student who will act as a buddy during the semester.