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Introduction

The Faculties

Mendrisio Campus
Villa Argentina
Largo Bernasconi 2
6850 Mendrisio
Switzerland

Academy of Architecture
arc@usi.ch

Lugano Campus
Università della Svizzera italiana
Via Buffi 13
6900 Lugano
Switzerland

Faculty of Biomedical Sciences
Office 406, Main Building
decanato.med@usi.ch

Faculty of Communication Sciences
Office 235, Main Building
decanato.com@usi.ch

Faculty of Economics
Office 234, Main Building
decanato.eco@usi.ch

Faculty of Informatics
Office 120, Informatics Building
decanato.inf@usi.ch

Bachelor programmes

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

Lingua, letteratura e civiltà italiana
180 ECTS, 6 sem.
www.usi.ch/blici
(only in Italian)

Communication Sciences
180 ECTS, 6 sem.
www.usi.ch/en/bcom

Economics
180 ECTS, 6 sem.
www.usi.ch/en/beco

Informatics
180 ECTS, 6 sem.
www.usi.ch/en/binf

Medicine
180 ECTS, 6 sem.
www.usi.ch/en/bmed

Lugano Campus
Lingua, letteratura e civiltà italiana
180 ECTS, 6 sem.
www.usi.ch/blici

Communication Sciences
180 ECTS, 6 sem.
www.usi.ch/en/bcom

Economics
180 ECTS, 6 sem.
www.usi.ch/en/beco

Informatics
180 ECTS, 6 sem.
www.usi.ch/en/binf

Medicine
180 ECTS, 6 sem.
www.usi.ch/en/bmed

Master programmes

Mendrisio Campus
Architecture**
120 ECTS, 4 sem.
www.usi.ch/marc

Lingua, letteratura e civiltà italiana
120 ECTS, 4 sem.
www.usi.ch/mici

Philosophy
120 ECTS, 4 sem.
www.usi.ch/map

Finance
90 ECTS, 3 sem.
www.usi.ch/mfin

Financial Communication
120 ECTS, 4 sem.
www.usi.ch/mpfc

International Tourism
120 ECTS, 4 sem.
www.usi.ch/mt

Economia e Politiche Internazionali*
120 ECTS, 4 sem.
Jointly offered with
the Università Cattolica del Sacro Cuore (Milan)
www.usi.ch/mepin

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/mktg

Corporate Communication
120 ECTS, 4 sem.
www.usi.ch/mcc

Digital Fashion Communication*
120 ECTS, 4 sem.
Jointly offered with
the Université Paris 1
Panthéon-Sorbonne
www.usi.ch/mdfc

Communication, Management and Health
120 ECTS, 4 sem.
www.usi.ch/mcmh

Cognitive Psychology in Health Communication*
120 ECTS, 4 sem.
Jointly offered with
the Università Vita Salute San Raffaele (Milan)
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

* One (or more) semester is offered by the partner university.
** Teaching languages: Italian and English.

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

- 20 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 the German- or French-speaking cantons 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 Sciences;
- 15 annual scholarships (5 for each of the 3 years of study) to students enrolled in the Bachelor in Italian language, literature and culture;
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

Every year, the IBSA Foundation for Scientific Research offers scholarships to Bachelor students in medicine who are studying at USI partner universities (University of Basel, ETH Zurich, University of Zurich). 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

Ente Turistico del Luganese, the destination management organisation of Lugano, has decided to grant one scholarship to a student admitted to the first year of the USI Master in International Tourism starting in September 2019. For details on how to apply, please visit the web page:

www.usi.ch/en/mt-fees-and-grants

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

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

Further information:
- Faculties of Economics, Communication Sciences and Informatics: studygrants@usi.ch
- Faculty of Biomedical Sciences: decanato.med@usi.ch
- Academy of Architecture: scholarship.arc@usi.ch
### Academic Calendar 2019-2020

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<th>Spring Semester 2020</th>
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<td>Courses start</td>
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<td>Courses end</td>
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<td>Easter break</td>
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#### Exams

<table>
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<td>Winter session</td>
<td>07.01-01.02.2020</td>
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<td>Summer session</td>
<td>02.06-04.07.2020</td>
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<tr>
<td>Autumn session (retake)</td>
<td>24.08-11.09.2020</td>
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#### Public Holidays

<table>
<thead>
<tr>
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<th>Name</th>
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<tr>
<td>01.11.2019</td>
<td>All Saints</td>
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<tr>
<td>08.12.2019</td>
<td>Immaculate Conception</td>
</tr>
<tr>
<td>19.03.2020</td>
<td>Saint Joseph's day*</td>
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<td>10.04.2020</td>
<td>Good Friday*</td>
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<td>11.06.2020</td>
<td>Corpus Domini*</td>
</tr>
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* 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:

- **Lugano Campus:** [https://application.lu.usi.ch](https://application.lu.usi.ch)
- **Mendrisio Campus:** [http://applicationform.arc.usi.ch](http://applicationform.arc.usi.ch)

Applications can be submitted also in paper form, by post. Applications sent by e-mail or fax will not be accepted. The Academy of Architecture does not accept paper application.

### Fees

Tuition fees amount to CHF 4'000 per semester. Applicants whose official residence was in Switzerland or Liechtenstein 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 website [www.attestati.lu.usi.ch](http://www.attestati.lu.usi.ch) is the portal where students of the Faculties of Communication Sciences, 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 NetID 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](http://www.esami.lu.usi.ch)

Queries and special certificates

For queries and special certificates, please contact:
- Faculties of Communication Sciences 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

### USILuNet

**Lugano Campus**

USILuNet is the portal where the student can access a series of online services such as exams management, job offers, webmail, iCorsi platform, print summary, FAQ on how to configure your devices, etc. Each student has a personal USILuNet page.

[www.usilu.net](http://www.usilu.net)

### iCorsi3

**Lugano Campus**

iCorsi3 is USI's e-learning platform:

[www.icorsi.ch](http://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 NetID.
The information below is published in alphabetical order.

### 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
Switzerland

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 Graduate Yearbook;
- Organising events and reunions for graduates;
- Creating, developing, and managing Alumni chapters around the world;
- Visiting alumni programme and Career stories, career testimonials in the classroom and online;
- Placement survey: monitoring of the professional outlets of USI graduates;
- Private career advisory meetings and access to job offers database;
- Keeping graduates informed on the alumni community and USI activities through the Alumni Newsletter and Alumni News;
- Email forwarding service.

www.usi.ch/en/alumni
The Equal Opportunities Service undertakes activities aimed at ensuring and promoting an inclusive, transparent and non-discriminatory environment for study and work at USI. Notably, the Service is active to:
- support students with specific needs;
- provide support, also of financial nature, to students with needs to combine university and family life;
- encourage the choice of non-stereotypical study and career paths, also through the provision of scholarships;
- organise events and activities aimed at enhancing and spreading, within and outside the USI community, a culture of equity and diversity.

The Service is available to all students to provide information and to offer individual counseling on their areas of activity.

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

Food

Lugano Campus
The Lugano Campus cafeteria (commonly called “mensa” in Italian) is located in the main building and is open Monday to Friday from 7:45am to 5:30pm. It offers a choice of three daily menus (price for student):
- Daily special at CHF 1.00
- Pasta at CHF 7.50
- Vegetarian at CHF 10.00

The menu prices are subject to change.
To benefit from reduced prices, when asked you must show your student ID card.

The cafeteria is closed during the Christmas holiday break and during the summer break (first two weeks of August).

The weekly menu is available (only in Italian) at:
www.desk.usi.ch/it/mensa-e-menu-settimanale-campus-di-lugano

Mendrisio Campus
Students can benefit from reduced prices at the Osteria Vignetta (Via Turconi, next to Villa Argentina – www.vignetta.ch) and at the Obivella Restaurant of the “Beata Vergine” the Regional Hospital of Mendrisio (next to the Library). For the special rates, student needs to show, upon request, the USI student card.

Housing

USI does not have on-campus accommodation for all students, who must therefore provide for themselves.
Further information on housing is available at www.desk.usi.ch, the portal with all practicalities for the USI community:
- Accommodation at USI;
- Rental listings database;
IT Help Desk

For assistance with any IT device or system, contact:
Help Desk Lugano Campus
Main building, office 164
sistema.lu@usi.ch
tel + 41 58 666 4610
Opening hours: Monday to Friday 8am-12pm and 1pm-5pm.

Mendrisio Campus
For any issues related to the IT infrastructure, the network, access to the systems, and everything related to the prints / printers, contact the Help Desk support: help.usi@ti-edu.ch.

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 of Architecture also has 2 laboratories (Palazzo Turconi and Palazzo Canavée) where students can learn to operate the various technical ways for creating models of their design projects. In order to use these machines, students are required to take a 2-hour introductory course.

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.

For further information:
Lugano Campus: alloggi@usi.ch
Mendrisio Campus: alloggi.me@usi.ch

For help with housing matters, USI has a Facebook page with posts from students looking for a roommate or who are leaving their flat/room.
Lugano Campus: www.facebook.com/usialloggi
Mendrisio Campus: www.facebook.com/usialloggimendrisio

Currently, USI has agreements not only with all Swiss universities but also with over 80 universities abroad. A period of study abroad is designed to foster cultural, scientific and linguistic perspectives, while helping to enrich and consolidate already acquired knowledge and skills.

Università della Svizzera italiana, through its International Relations and Study Abroad Service, offers its students and others coming from Switzerland and abroad the following possibilities:
- The Swiss mobility programme
- The Swiss-European mobility programme - SEMP (former Erasmus)
- The International exchange programme

The following Wi-Fi networks are available for Internet access:
- USI Wireless (all campus)
- USI (all campus)
- USI-5 (only certain areas of the Lugano campus)
- USIGuestHouse (Lugano Campus - Stabile Lambertenghi)
- Eduroam (all campus)

USI Wireless is a network accessible to all, with an online time limit of four hours per session. To log in, follow the instructions on the page you see when you first access it. For access to the other networks, you need USI credentials or credentials from other universities (eduroam).
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

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

Lugano Campus
For all lost items, contact the reception of the main building (ground floor at the entrance) 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

Lost and Found

Accommodation
(shared single room or one-bedroom apartment) CHF 450/800
Food and other household expenses CHF 500
Health Insurance (if required) CHF 110/280
Public Transportation CHF 60/100
Books and study materials CHF 50
Free time expenses CHF 200
Total / per month CHF 1'300/1'900

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.

Parking
Lugano Campus
An underground car park is available on the Lugano Campus. 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).
It is possible to rent a parking space, subject to availability, at the car park of the ‘Ospedale Italiano’.

www.desk.usi.ch/en/parking-lugano-campus

Mendrisio Campus
There are no available parking spaces for students on the Mendrisio campus. Car parks are available in town.

Photography

Laboratory
Mendrisio Campus
The laboratory offers students the opportunity to take photographs of models and projects carried out in the ateliers. It is located in the Canavée building (floor -1) and has a photographic studio and a workspace equipped with the related materials (panels, black cloth, continuous light headlights). The request for use of the Laboratory must be forwarded to:

www.aule.usi.ch/prenotazione

Printing
Lugano Campus
Students may use the following printers:

<table>
<thead>
<tr>
<th>USI_Students</th>
<th>Main Building</th>
<th>Room 156</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1° floor</td>
<td>Room 157</td>
</tr>
<tr>
<td></td>
<td>2° floor</td>
<td>Room 159</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>USI_Laser</th>
<th>Main Building</th>
<th>Room 128</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1° floor</td>
<td>Master’s students</td>
</tr>
<tr>
<td></td>
<td>Biblioteca</td>
<td>area</td>
</tr>
<tr>
<td></td>
<td>5° floor</td>
<td>1° and 2° floor</td>
</tr>
</tbody>
</table>

Students may print only in A4 format, in black and white. They are entitled to 1'000 free printouts per semester. You can consult an overview of your printouts on your system profile USILuNET (to access the page from outside the campus IT network, you need to log in with your CAMPUS account).

Mendrisio Campus
Students can use all printers and plotters located in common areas. There are two types of printer available: laser, for small sizes (A4-A3), inkjet plotter for large formats (>A3). All prints / photocopies are deducted from an initial printing credit assigned to each student at the beginning of the academic year. The remaining credit is automatically displayed on the screen each time you log in on the faculty PCs.
The Psychological Counselling Service offers a counselling service in cooperation with the ATP, the association of psychologists in Ticino, to help students reach professionals in the field of psychology.

Emotional distress may come in different forms and degrees, from a short term to a more complicated and long-lasting discomfort. When a disorder or a problem interferes with one's daily routine affecting relationships, family, the workplace or school, seeking assistance from a qualified psychologist is certainly an option.

Counselling is not a free of charge service; supplemental health insurance will cover the fees for Cantonal appointed qualified psychotherapists. USI will cover the fees for the first session.

www.desk.usi.ch/counselling

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.

www.sosta.usi.ch

A Service for Sport and Leisure has been created to promote joint sporting activities between Università della Svizzera Italiana and the University of Applied Sciences of Southern Switzerland (SUPSI) and to coordinate local members’ participation in national and international university sports events.

The Sport Service USI/SUPSI 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.

www.desk.usi.ch/card

To take advantage of the activities and offers of the Sport Service it is necessary to subscribe to the website where it is possible to purchase the sport card. It guarantees a multitude of advantages and reduced prices in the activities of the sport’s programme.

www.sport.usi.ch

The Start-up Promotion Center assists people or teams intending to turn an innovative idea or project into an entrepreneurial activity, helping them:
- to define the idea, estimate its risks and opportunities and turn it into a project;
- to develop a sound and effective feasibility study;
- to extend and analyse the range of possible solutions;
- by following their activity right through the set-up and the development and consolidation phases of the project.

www.cpstartup.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 Faculties of Communication Science, Economics and Informatics 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.

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.
Lugano Campus

<table>
<thead>
<tr>
<th>Study Areas</th>
<th>Main Building 1° level</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM and ECO Master students Area</td>
<td>Library 5° level</td>
</tr>
<tr>
<td>INF students Area</td>
<td>Informatics Building Open Space</td>
</tr>
</tbody>
</table>

All the study areas mentioned above are accessible 24/7 using the student card and are covered by the campus Wi-Fi network. Access to PCs is via the CAMPUS account. For further information on study and relaxation areas on the Lugano Campus:

www.desk.usi.ch/study-areas

Mendrisio Campus

<table>
<thead>
<tr>
<th>Design atelier</th>
<th>Palazzo Canavée</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer area</td>
<td>Palazzo Canavée</td>
</tr>
<tr>
<td>Study Area</td>
<td>Library of the Academy of Architecture</td>
</tr>
</tbody>
</table>
Skate park, Lugano

Spazio 1929 Officina Creativa, Lugano

Piazza Riforma, Lugano
## International students

### 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>Visa</td>
<td>⊗ Not mandatory</td>
<td>● The procedure takes 1-4 months</td>
</tr>
<tr>
<td>Residence Permit</td>
<td>● Within 14 days of your arrival in Switzerland</td>
<td>● Within 14 days of your arrival in Switzerland</td>
</tr>
<tr>
<td>Resident’s registration office</td>
<td>● Within 8 days of arrival in Switzerland</td>
<td>● Within 8 days of arrival in Switzerland</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>● Can be exempted</td>
<td>● Mandatory*</td>
</tr>
<tr>
<td>Third-party liability Insurance (RC)</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., 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

---

**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 the Università 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 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.

---

**Application procedure for EU/EFTA students**

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

Click on “Richiesta nuovo permesso”.

Once the online procedure has been completed, the student must print the form and send it together with the requested documents listed on the following link:

www.usi.ch/en/organising-bachelor-master-studies

The student will be summoned to the Lugano Migration Office (New Arrivals Service, Via Balestra 33) to check his/her documents before being issued with a residence permit for educational purposes.

---

**Application procedure for non-EU/EFTA students**

Within 14 days of entry into Switzerland, non-EU/EFTA students must send the following documents to the Migration Office in Bellinzona:

- signed Entry Authorization
- copy of passport
- copy of visa
- copy of lease of accommodation
- photograph (3.5x4.5 cm)

All documents must be written and/or translated into Italian.

Students will receive a first summons to the Lugano Migration Office (New Entrants Service, Via Balestra 33) to verify documents and a second summons to the Bellinzona Migration Office to register their biometric data.

Pending the issue of a residence permit for educational purposes, students wishing to leave Switzerland must ensure that the entry visa on their passport is still valid (if not, they must request a new one from the Bellinzona Migration Office).

**Contacts:**

www4.ti.ch/di/home-sp/contatti/ufficio-della-migrazione

(only in Italian)
### Procedure for renewing a residence permit for educational purposes

The permit must be renewed each year, at least **14 days before it expires**, following the procedure online:

[www4.ti.ch/di/home-sp/servizi-online/permessi-per-stranieri/dimora-b](http://www4.ti.ch/di/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
  - Switzerland
  - **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
  - Switzerland
  - **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 regional 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](http://www.desk.usi.ch/en/health-insurance-students)

### Third-Party 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.

[www.ch.ch](http://www.ch.ch)

For further information on all procedures please refer to:

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
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. One of the bike stations is located at USI's main entrance: 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.

On the Mendrisio Campus, students can 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: www.carvelo2go.ch/it (in Italian, French and German).

Buses
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).
Detailed information on Lugano's public transportation (TPL) is available on: www.tplsa.ch (only in Italian).

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.

For the transportation maps refer to the section “How to reach us” on pages 34 and 35.

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. To open an account at the Post Office, students are required to provide an identity document (passport or ID), a residence permit and a certificate of enrolment issued by USI. For more information: www.postfinance.ch

Postal office Lugano Centre (main office)
Via della Posta
6900 Lugano
Switzerland
Opening hours: Mondays-Fridays 7.30am-7pm and Saturdays 8am-4pm

Postal office Mendrisio Station (main office)
Via Franscini
6850 Mendrisio
Switzerland
Opening hours: Mondays-Fridays 8.00am-6.30pm and Saturdays 8.30am-12pm

tel + 41 (0)848 888 888
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 6pm). Smaller shops stay open until 6.30pm (also on Thursdays) and close on Saturdays 5pm.

Telephone
To call Ticino from abroad, you must dial 0041 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.

Train
Students can purchase a “Swiss Half-Price Card” from a Swiss Railway ticket office (www.sbb.ch/en/half-fare) 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/seven25).
USI Student Discounts

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

Useful Links

Lugano
- Canton Library of Lugano: www.sbt.ti.ch/bclu
- City of Lugano: www.lugano.ch
- Lugano Tourism: www.luganoregion.com/en
- Medical Centre (Train Station): www.centromedico.ch
- Dental Medical Service: www.croceverde.ch
- Hospitals (Civico and Italiano): www.eoc.ch
- Lugano Migration Office (New Arrivals Service): Via Serafino Balestra 33 6900 Lugano

Mendrisio
- Cantonal Library of Mendrisio: www.sbt.ti.ch/bcme
- City of Mendrisio: www.mendrisio.ch
- Mendrisiotto Tourism: www.mendrisiottoitursismo.ch
- Hospital “Beata Vergine”: www.eoc.ch

Ticino
- Canton Ticino: www.ti.ch
- Ticino Tourism: www.ticino.ch/en
- Migration Office: Via Lugano 4 6501 Bellinzona

USI
- USI Security number Lugano Campus: +41 58 666 4730
- USI Security number Mendrisio Campus: +41 58 666 5820

Other Useful Numbers
- Helpline (Volunteer Emotional Support): 143
- Traffic conditions: 163
- Swisscom Info Service (fee liable): 1811

Emergency Swiss Numbers
- General Emergency Number: 112
- Police: 117
- Fire Department: 118
- Ambulance: 144
- REGA: 1414
- Roadside Assistance: 140
- Toxicological Institute (in case of poisoning): 145

How to reach us

By plane
The Agno Airport is located about 6km from Lugano centre and 23km from Mendrisio. It offers flights mainly to Zürich. www.lugano-airport.ch

Take the FLP train to Agno towards Lugano station. www.flpsa.ch/en

For further information on arrivals by plane, please refer also on:
- Zürich-Kloten International Airport (CH - about 220km): www.zurich-airport.com
- Milano-Malpensa International Airport (I - about 80km): www.milanomalpensa-airport.com/en

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 Mendrisio Campus
- Bus number 1 and 2 (dir. Chiasso) stop “Ospedale B. Vergine”.

For further information, please refer to the map on page 34.

For Mendrisio Campus
- Bus number 1 and 2 (dir. Chiasso) stop “Ospedale B. Vergine”.

For further information, please refer to the map on page 35.
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<th>Italian</th>
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<td>allegato</td>
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<td>SA (semestre autunnale)</td>
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<td>book</td>
<td>libro</td>
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<td>borrow (to)</td>
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<td>canteen</td>
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<td>certificate / transcript</td>
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<td>city hall</td>
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<tr>
<td>class</td>
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<td>classroom</td>
<td>aula</td>
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<tr>
<td>closing date</td>
<td>termine d'iscrizione</td>
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<td>compulsory</td>
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<tr>
<td>course catalogue</td>
<td>libretto corsi</td>
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<tr>
<td>course schedule</td>
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<td>termine d'iscrizione</td>
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<td>franchigia</td>
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<td>corso a scelta</td>
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<td>enclosure</td>
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<tr>
<td>enrolment certificate</td>
<td>attestato di frequenza</td>
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<td>entry requirements</td>
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<td>excess</td>
<td>franchigia</td>
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<td>exchange</td>
<td>scambio</td>
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<tr>
<td>exempt</td>
<td>esentare</td>
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<tr>
<td>extra (service) charges</td>
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<td>Faculty Council</td>
<td>Consiglio di Facoltà</td>
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<tr>
<td>fee</td>
<td>tassa d'iscrizione</td>
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<td>flat, apartment</td>
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<td>floor</td>
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<td>matricola</td>
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<td>arredato, ammobiliato</td>
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<td>grade</td>
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<td>health insurance</td>
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<td>housing</td>
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<td>included / not included</td>
<td>incluso / escluso</td>
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<tr>
<td>kiosk</td>
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<td>lab / laboratory</td>
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<td>landlord</td>
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<td>lend (to)</td>
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<td>lesson</td>
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<tr>
<td>lodger</td>
<td>subentrante</td>
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<tr>
<td>main building</td>
<td>stabile principale</td>
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<td>major / minor (area)</td>
<td>(area) maggiore / minore</td>
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<td>mark</td>
<td>voto</td>
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<td>immatricolazione</td>
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<td>meals</td>
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<td>migration office</td>
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<td>no classes on</td>
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<td>Italian</td>
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<tr>
<td>abbonamento</td>
<td>subscription (newspapers, etc.)</td>
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<td>allegato</td>
<td>enclosure / attachment</td>
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<td>alloggio</td>
<td>accommodation / housing</td>
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<td>appunti</td>
<td>notes</td>
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<td>area maggiore/minore</td>
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<td>arredato, ammobiliato</td>
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<tr>
<td>attestato</td>
<td>certificate / transcript (of exam results)</td>
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<tr>
<td>attestato di frequenza</td>
<td>certificate of attendance / enrolment certificate</td>
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<td>aula</td>
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<td>bacheca</td>
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<td>conto corrente postale/ bancario</td>
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<td>controllo abitanti (PuntoCittà)</td>
<td>residents’ registration office</td>
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<td>Class / course / lesson</td>
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<td>criteri d’ammissione</td>
<td>entry requirements</td>
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<tr>
<td>dare in affitto</td>
<td>to let</td>
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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)
The information included in the Student Guide 2019/2020 have been updated on July 2019.