Guide for Bachelor’s and Master’s students

2018/2019
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Introduction

The Faculties

Lugano Campus

Università della Svizzera italiana
Via Buffi 13
6900 Lugano
Switzerland

Faculty of Economics
Office 233, Main Building
decanato.eco@usi.ch

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

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

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

Mendrisio Campus

Villa Argentina
Largo Bernasconi 2
6850 Mendrisio
Switzerland

Academy of Architecture
arc@usi.ch

Bachelor programmes

Lugano Campus

Economics 180 ECTS, 6 sem.
Communication Sciences 180 ECTS, 6 sem.
Lingua, letteratura e civiltà italiana 180 ECTS, 6 sem.
Informatics** 180 ECTS, 6 sem.

Mendrisio Campus

Architecture 180 ECTS, 6 sem.

* 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.

Master programmes

Lugano Campus

Lingua, letteratura e civiltà italiana* 120 ECTS, 4 sem.
Philosophy 120 ECTS, 4 sem.
Finance 90 ECTS, 3 sem.
Financial Communication 120 ECTS, 4 sem.
International Tourism 120 ECTS, 4 sem.
Economia e Politiche Internazionali** 120 ECTS, 4 sem.
Economics 90 ECTS, 3 sem.
Public Management and Policy*** 120 ECTS, 4 sem.
Management 120 ECTS, 4 sem.
Marketing and Transformative Economy 120 ECTS, 4 sem.
Corporate Communication 120 ECTS, 4 sem.
Digital Fashion Communication** 120 ECTS, 4 sem.
Communication, Management and Health 120 ECTS, 4 sem.
Cognitive Psychology in Health Communication** 120 ECTS, 4 sem.
Media Management 120 ECTS, 4 sem.
Informatics 120 ECTS, 4 sem.
Artificial Intelligence 120 ECTS, 4 sem.
Software and Data Engineering 120 ECTS, 4 sem.
Management and Informatics 120 ECTS, 4 sem.
Financial Technology and Computing 120 ECTS, 4 sem.
Computational Science 120 ECTS, 4 sem.

Mendrisio Campus

Architecture* 120 ECTS, 4 sem.

* Teaching language: Italian. All other Master programmes are held in English.
** One (or more) semester is offered by the partner university.
*** Teaching languages: Italian and English.
Contacts

USI Università della Svizzera italiana
Study Advisory Service
Office 303
Via Buffi 13
6900 Lugano
Svizzera
tel + 41 58 666 4795
fax + 41 58 666 4759
studyadvisor@usi.ch
www.usi.ch

USI Università della Svizzera italiana
Academy of Architecture
Villa Argentina
Largo Bernasconi 2
6850 Mendrisio
Svizzera
tel + 41 58 666 5000
fax + 41 58 666 5868
info.arc@usi.ch
www.arc.usi.ch

Study Advisory Service
Office 303
Via Buffi 13
6900 Lugano
Svizzera
tel + 41 58 666 4795
fax + 41 58 666 4759
studyadvisor@usi.ch
www.usi.ch

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

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 Reginaldus Foundation awards several scholarships to Swiss and foreign students of the Lugano university campus, who have excellent academic performance and who intend to stay at the Aristotle College.
For further information, please contact: info@aristotlecollege.ch.

www.aristotlecollege.ch

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

For the IBSA Foundation for scientific research, the frontiers of science are broad and faith in the future stems from building solid foundations that are based on education and scientific discovery. The Foundation (www.ibsafoundation.org) offers every year scholarships to Bachelor students in medicine studying at USI partner universities (University of Basel, ETH Zurich, University of Zurich).

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, Informatics and Biomedical Sciences: studygrants@usi.ch
• Academy of Architecture: scholarship.arc@usi.ch

Other specifics grants are available.
For further information, please refer to each study programme’s website.

The Equal Opportunities Service of USI offers (through open competition) one scholarship worth CHF 4'000 for a female student admitted to the first year of the Bachelor in Informatics:

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. The application form can be downloaded from the web page
www4.ti.ch/decs/sa/uast/cosa-facciamo/fondazioni-private

The SODESKA Foundation offers 5 scholarships worth CHF 4'000 each to Swiss students to support them during their studies at USI:
**Academic Calendar 2018-2019**

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester 2018</strong></td>
<td>17.09.2018</td>
<td>18.02.2019</td>
</tr>
<tr>
<td><strong>Courses start</strong></td>
<td></td>
<td>Courses start</td>
</tr>
<tr>
<td></td>
<td>31.05.2019</td>
<td>31.05.2019</td>
</tr>
<tr>
<td><strong>Courses end</strong></td>
<td></td>
<td>Easter break</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Courses end</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Exams</strong></th>
<th>Fall session</th>
<th>Winter session</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sessions</strong></td>
<td>07.01-03.02.2019</td>
<td>03.06-06.07.2019</td>
</tr>
<tr>
<td></td>
<td>26.08-13.09.2019</td>
<td></td>
</tr>
<tr>
<td><strong>Summer session</strong></td>
<td></td>
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</tr>
</tbody>
</table>

**Events 2018**

- 04-21.09.2018 Welcome Meeting
- 17.09.2018 Welcome Day
- 18.10.2018 International Relations and Study Abroad Info Session
- 08-09.11.2018 Ministage**
- 12-23.11.2018 Master Meeting*
- 15.11.2018 International Exchange Programmes Fair
- 16.11.2018 Master Info Day**
- 22.11.2018 Long Night of Careers
- 26-27.11.2018 Ministage*
- 07.12.2018 Bachelor Info Day**
- 13.12.2018 Bachelor Info Day*

**Events 2019**

- 21.01-01.02.2019 Webinar
- 25-26.02.2019 Ministage*
- 08.03.2019 Master Info Day**
- 15.03.2019 Master Info Day*
- 28-29 marzo 2019 Ministage V**
- 03.05.2019 Bachelor Info Day**
- 10.05.2019 Bachelor Info Day*
- 31-05-2.06.2019 Swiss University Championships

<table>
<thead>
<tr>
<th><strong>Public Holidays</strong></th>
<th><strong>Public Holidays</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>01.11.2018 All Saints</td>
<td>08.12.2018 Immaculate Conception</td>
</tr>
<tr>
<td>19.03.2019 Saint Joseph’s day</td>
<td>19.04.2019 Good Friday</td>
</tr>
<tr>
<td>22.04.2019 Easter Monday</td>
<td>01.05.2019 Labour Day</td>
</tr>
<tr>
<td>30.05.2019 Ascension</td>
<td>09.06.2019 Whitsunday</td>
</tr>
<tr>
<td>20.06.2019 Corpus Domini</td>
<td></td>
</tr>
</tbody>
</table>

**Registration**

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

- **Lugano Campus**: https://application.lu.usi.ch
- **Mendrisio Campus**: 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.

**Tuition Fees**

Tuition fees amount to CHF 4’000 per semester. Applicants whose **official residence** was in Switzerland (including Liechtenstein and Campione d’Italia, under certain conditions) 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**

Lugano Campus

The website 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

**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

**Mendrisio Campus**

The forms (request of ex-matriculation, request of military and Civil Defense postponements), duly filled out, are to be handed in at the campus front office.

Study certificates should be requested by email to

segretariato.arc@usi.ch

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* Lugano Campus
** Mendrisio 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

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 NetID.

Living on the USI campus

The information below is published in alphabetical order.

Accessibility to the Campuses

The Lugano Campus, the Palazzo Canavée and the Mendrisio Library have been adapted for mobility-impaired individuals, with appropriate access ramps and facilities (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

USI Alumni was set up to assure continuity of contacts between Università della Svizzera italiana and its alumni. The Service aims at:

• establishing and consolidating a network through which USI alumni can always keep in touch with each other as well as with academic staff and current students;
• initiating and promoting contacts between alumni, companies, and institutions;
• supporting the professional development and networking of the alumni community;
• making a contribution to the growth of Università della Svizzera italiana.

www.usi.ch/en/alumni
The Equal Opportunities Service promotes gender equality and a culture of non-discrimination and better appreciation of diversity at Università della Svizzera italiana (USI). The Service mainly has focused on:

- Support and encourage women who intend to undertake a career in academic teaching and research;
- Motivate and support female students who choose to engage in technical-scientific study curricula;
- Support the work-life balance between university work and study;
- Foster a culture of fairness, transparency and equality;
- Provide and ensure the adequate and balanced conditions for studying, teaching and working.

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 11.00
- 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 structure to accommodate 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
- USI Home
- Casa dell’Accademia
International Relations and Study Abroad

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.

The 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
- Freemover programme

www.usi.ch/en/relint

Internet Connection / Wi-Fi

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 - Palazzo 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).

Languages Courses

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

Laboratory for Models

Mendrisio Campus

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.

Leave of Absence

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

IT Help Desk

Lugano Campus

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 IT infrastructures, the network, access to systems, payments of prints and supply of papers or inks for printers please contact help@ti-edu.ch
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
   (the opening hours are reduced during the summer time)
• During the exam sessions, the library has extended opening hours on:
   Saturday and Sunday 9am-6pm.

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

Academy of Architecture Library
Opening hours:
• Monday-Friday 9am-8pm
• Saturday 10am-5pm

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

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<thead>
<tr>
<th>Lost and Found</th>
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<tbody>
<tr>
<td>Lugano Campus</td>
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<tr>
<td>Mendrisio Campus</td>
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<table>
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<tr>
<th>Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation (shared single room or one-bedroom apartment)</td>
</tr>
<tr>
<td>Food and other household expenses</td>
</tr>
<tr>
<td>Health Insurance (if required)</td>
</tr>
<tr>
<td>Public Transportation</td>
</tr>
<tr>
<td>Books and study materials</td>
</tr>
<tr>
<td>Free time expenses</td>
</tr>
<tr>
<td><strong>Total / per month</strong></td>
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</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.

<table>
<thead>
<tr>
<th>Parking</th>
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<tbody>
<tr>
<td>Lugano Campus</td>
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<tr>
<td>Mendrisio Campus</td>
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</table>

**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

<table>
<thead>
<tr>
<th>Printing</th>
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<tbody>
<tr>
<td>Lugano Campus</td>
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<tr>
<td>Mendrisio Campus</td>
</tr>
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</table>

Students may use the following printers:

**USI_Students**
Main Building
1° floor
Room 156
Room 157
Room 159

**USI_Laser**
Main Building
1° floor
Biblioteca
5° floor
Informatics Building
1° e 2° floor

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 benefit from network printers in formats ranging from A4 to the plotter for tables and drawings, which are located at Palazzo Canavée and Palazzo Turconi.
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.

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.

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 organizes 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.

Sport Service USI/SUPSI provides equipment for many sport activities and relevant facilities, e.g. for water sports, and also has agreements and facilitations with several partners.

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 analyze the range of possible solutions;
- by following their activity right through the set-up and the development and consolidation phases of the project.

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;
- 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).
All the study areas mentioned above are accessible 24/7 using your student card and are covered by the campus Wi-Fi network. Access to PCs is granted with the CAMPUS account. In addition to the areas mentioned above, there are 200 workstations in the campus library and a number of them are equipped with PCs (refer to “Library” section).
Bureaucracy at a glance

<table>
<thead>
<tr>
<th>Service</th>
<th>UE/EFTA Students</th>
<th>NON-UE/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 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 UE/EFTA do not need a visa to enter Switzerland.

Students from non-UE/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-UE/EFTA apply for admission as early as possible. Students will receive the visa to enter Switzerland only at the end of the procedure.

**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.

Foreign students residing in the frontier zone who return home daily do not need to apply for permission.

All foreign students and Swiss students domiciled in Municipalities other than those where they are staying for study purposes, must register with the Residents’ Registration Office of the municipality in which they reside.

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

Click on “Richiesta nuovo permesso cittadini UE/AELS”, avvio.

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.

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)
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

Residents’ Registration Office

All foreign students must register to the Residents’ Registration Office within 8 days of arrival in Switzerland.

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

Residents’ registration office in Mendrisio

For Mendrisio
Municipio
Via Municipio 13
6850 Mendrisio
tel + 41 91 640 3120

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

For further information on all procedures please refer to:

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

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

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
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.

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.

At the Mendrisio campus, bike sharing is available to students only within the university campus.

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 "Where we are" on pages 34 and 35.

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 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
CH-6900 Lugano
Opening hours:
Mondays-Fridays 7.30am-7pm and Saturdays 8am-4pm

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

tel + 41 (0)848 888 888
www.posta.ch

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.

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.

Students can purchase a "Swiss Half-Price Card" from a Swiss Railway ticket office (www.sbb.ch/en) 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. Other train passes are available that entitle the holder to travel for
USI Student Discounts

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


Useful Links

<table>
<thead>
<tr>
<th>Location</th>
<th>Link</th>
<th>Description</th>
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<tbody>
<tr>
<td>Lugano</td>
<td>Cantonal Library of Lugano</td>
<td><a href="http://www.sbt.ti.ch/bclu">www.sbt.ti.ch/bclu</a></td>
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<td></td>
<td>City of Lugano</td>
<td><a href="http://www.lugano.ch">www.lugano.ch</a></td>
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<td>Lugano Tourism</td>
<td><a href="http://www.luganoregion.com/en">www.luganoregion.com/en</a></td>
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<td></td>
<td>Medical Centre (Train Station)</td>
<td><a href="http://www.centromedico.ch">www.centromedico.ch</a></td>
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<td></td>
<td>Hospitals (Civico and Italiano)</td>
<td><a href="http://www.eoc.ch">www.eoc.ch</a></td>
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<tr>
<td></td>
<td>Lugano Migration Office (New Arrivals Service)</td>
<td>Via Serafino Balestra 33, 6900 Lugano</td>
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<td>Mendrisio</td>
<td>Cantonal Library of Mendrisio</td>
<td><a href="http://www.sbt.ti.ch/bcme">www.sbt.ti.ch/bcme</a></td>
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<td>Via Lugano 4, 6501 Bellinzona</td>
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<td>USI</td>
<td>USI Security number Lugano Campus</td>
<td>+41 58 666 4730</td>
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<td>USI Security number Mendrisio Campus</td>
<td>+41 58 666 5820</td>
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<td>Swisscom Info Service (fee liable)</td>
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<td>Toxicological Institute (in case of poisoning)</td>
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</tbody>
</table>

Where We Are

**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).

**By car**

- To Lugano:
  Exit to Lugano Nord, follow “City centre” and then “USI” sign
- To Mendrisio:
  Exit to Mendrisio and then “Accademia” sign

**By train**

- Lugano:
  From the train station, the Lugano Campus can be reached with bus n° 6 (Cornaredo direction, stop “Università”).
- Mendrisio:
  The Academy of Architecture is located a few steps away from the train station. Please refer to the City map on page 35.
Maps of Public Transportation
Lugano Area

Maps of Public Transportation
Mendrisio Area
### Campuses Maps

#### Lugano
1. Main Building
2. Red Building
3. Informatics Building
4. Auditorium
5. Aula magna
6. Library
7. Lab
8. Blue Building
9. Lambertenghi Building
10. Madero Building
11. Balestra Building
12. Villa Saroli
13. USI/SUPSI Campus

#### Mendrisio
1. Villa Argentina
2. Canavée Building
3. Turconi Building
4. Library
5. Teatro dell'architettura
6. Lab.Ti Laboratorio Ticino
7. ISA Institute for the History and Theory of Art and Architecture
8. Osteria Vignetta
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In Switzerland tap water is drinkable

230 V – 50 Hz

Standard CET or UTC/GMT +1 ora

German, French, Italian and Romansh

+41 (International call prefix 00)

Swiss Francs (CHF)