

## 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

<b>Address of FHNW School of Business International Offices</b>	Campus Olten	International Office, Von Roll-Strasse 10, 4600 Olten, Switzerland
	Campus Basel	International Office, Peter Merian-Strasse 86, 4002 Basel, Switzerland
	Campus Brugg	International Office, Bahnhofstrasse 6, 5210 Windisch, Switzerland

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

**E-Mail** io.business@fhnw.ch

<b>Head of International Relations</b>	Prof. Robert Buttery	robert.buttery@fhnw.ch
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<b>Deputy Head of International Office</b>	Prof. Sabine Künzi	sabine.kuenzi@fhnw.ch
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<b>Executive Assistant Intern. Relations</b>	Jeannette Merguin	jeannette.merguin@fhnw.ch
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<b>Academic Coordinators</b>	Campus Olten	Prof. Dr. Susan Göldi	susan.goeldi@fhnw.ch
	Campus Basel	Dr. Craig Thorrold	craig.thorrold@fhnw.ch
	Campus Brugg	Paloma Baumann	paloma.baumann@fhnw.ch

<b>International Office Coordinator</b>	Campus Olten	Irene Diez (IN&OUT)	irene.diez@fhnw.ch
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<b>International Office Administrators</b>	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 +

<b>Application Deadline</b>	Autumn semester	May 30
	Spring semester	November 30

## 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/EFTA citizens. Costs associated with attaining a visa and residence permit for Switzerland depend on the country of origin.

## ACADEMIC INFORMATION

<b>Level of study</b>	Undergraduate
<b>Course Information</b>	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>

## LANGUAGE REQUIREMENTS

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

<b>English</b>	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.
<b>German</b>	<b>Only</b> 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

<b>Approximate Expenses</b>  (all prices in SFr)	Accommodation	400-900 /month
	Food	300-400 /month
	Books	200 /semester (depending on amount of courses)
	Excursions, etc.	1,000 /semester
	Health insurance and other insurances	Depending on insurance company
	Other expenses	200-400 /month
	Total per semester	
<b>Approximate costs per month</b>		1,000-1,900 Swiss Francs

## GRANTS AND ALLOWANCES

<b>Organisation</b>	<u>EU partners</u> : exchange students from an European partner university studying and living in Switzerland may be eligible to receive a SEMP grant from the Swiss Government <u>Non-EU partners</u> : 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.
<b>Contact Person</b>	International coordinator and/or responsible person at Home Institution

## ACCOMMODATION

<b>Accommodation</b>	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 <a href="http://en.wove.ch/wp/">http://en.wove.ch/wp/</a>
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Detailed information per campus online at:  
<https://www.fhnw.ch/en/degree-programmes/international/incomings/info-switzerland>

<b>Contact Person</b>	Campus Olten & Brugg	Alexandra Yankam	<a href="mailto:alexandra.yankam@fhnw.ch">alexandra.yankam@fhnw.ch</a>
	Campus Basel	Mirjam Beer	<a href="mailto:mirjam.beer@fhnw.ch">mirjam.beer@fhnw.ch</a>

## EXTRACURRICULAR ACTIVITIES – STUDENTS COUNCIL, ESN OLTEN & 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.