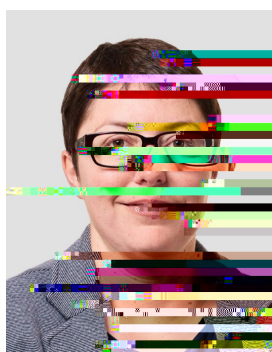


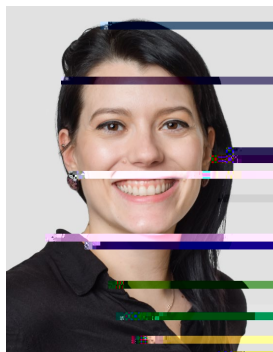
Contact Details

Bern University of Applied Sciences
 Business School
 International Office /
 International Student Services
 Brückenstrasse 73
 CH-3005 Bern

📄 [www.bfh.ch/business/en/
 international.business@bfh.ch](http://www.bfh.ch/business/en/international.business@bfh.ch)



Claudia Vogel
 Head of International Office
 Head of Degree Programme BSc
 International Business Administration

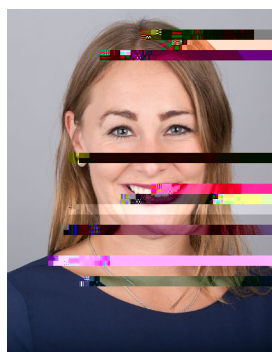


Claudia Bärtschi
 Assistant of International Office
 Head of International Partner
 Management



Leah Boyle
 Student Assistant of International
 Office

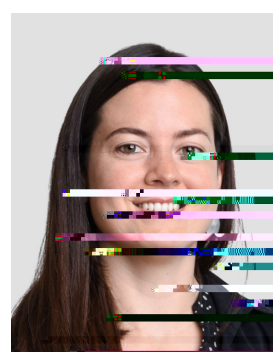
Student Services



Anja Vogt
 Incoming Mobility Coordinator
 Incoming Events Coordinator



Caroline Fuhrer
 Outgoing Mobility Coordinator
 Outgoing Double Degree Coordinator



Martina Hügli
 Incoming Double Degree Coordinator
 Assistant of Degree Programme BSc
 International Business Administration

Nomination & Application

Process

There must be a valid exchange partner agreement with the Bern University of Applied Sciences Business School. Then the following process applies:

1. Students get nominated by the Mobility Coordinator of their home university. The coordinators should send the nominations to international.business@bfh.ch

The following details should be listed: Student name(s), email address, the field of study at home university, preferred study programme at BFH, level of study (current semester and accumulated credits), date of birth.

2. We will contact nominated students and send them a link to the application form.

3. Once applications have been assessed, we will send a Letter of Acceptance and further information about the exchange semester

Double Degree Students

Double Degree agreements have been established with selected partner universities, enabling Bachelor students to complete their final year at the BFH Business School and graduate with two Bachelor's degrees.

The home university is responsible for the application process and the selection of students. Students must apply

Fees & Funding

General

Exchange students are responsible for all personal and living expenses, accommodation, travel and related costs, as well as books and school supplies. There are additional costs for course materials (photocopies, books) in total of approx. CHF 800. Exchange students need to bring their own laptop to use during the semester and to have a broadband internet connection at home.

For incoming exchange and Double Degree students coming from partner schools, study fees and contributions at the BFH are waived.

For students from non-partner universities (freemovers) regular registration and semester fees apply:

<https://www.bfh.ch/en/studies/study-at-bfh/#fees-funding>

Swiss-European Mobility Programme (SEMP)

Within Europe, student exchange occurs under the umbrella of the EU Erasmus+ programme for education, training, youth and sports. Since the academic year 2014/2015, the funding required on the Swiss side has been provided through the 'Swiss-European Mobility Programme', SEMP (formerly Erasmus). The requirements for exchange semesters remain the same:

- 9 There must be a partnership agreement with the BFH.
- 9 Students must have completed the second semester before beginning their time abroad.
- 9 Students must be proficient in the study language(s) of Bern University of Applied Sciences.

Matriculation and grants

During the SEMP placement, students remain matriculated at their home institution. Students do not have to pay tuition fees at the Bern University of Applied Sciences. During their time in Switzerland students will continue to pay any possible tuition fees at their home university.

Grants may be issued under the SEMP mobility programme. The paid

Entry & Stay in Switzerland

Visa

To enter the country, foreign nationals need a valid travel document, recognised by Switzerland. In many cases a visa is also required as well as proof of sufficient financial means. In addition, all international students must submit a residence application. For further information, check the Global Engagement Office website:

<https://www.bfh.ch/en/studies/international-study/foreign-students/#Living-in-Switzerland>

Financial Proof

For non-Erasmus students:

To obtain a residence permit, students must prove to have sufficient financial means for their stay (minimum CHF 1500 per month). This proof can be any of the following: a personal bank statement (bank authorized by finma), confirmation from the person who is financially supporting the student (including their bank statement and copy of their passport), and/or a grant certificate.

Residence Permit

All nationalities are required to register with the municipality of residence in Switzerland and apply for a residence permit within 14 days of arrival. The immigration authorities raise an administrative fee for issuing a residence permit (applies to all students). The exact costs vary depending on the country of origin of the student and are subject to change. For further information, check the Global Engagement Office website:

<https://www.bfh.ch/en/studies/international-study/foreign-students/#Living-in-Switzerland>

It is mandatory to have a health and accident insurance policy for stays longer than three months in Switzerland. A basic insurance plan covers medical care in the case of illness or accident. After arriving in Switzerland and registering with the municipality of residence, students have three months to take out health insurance. Provided students register within this time, they are insured from the time they entered Switzerland. Students are responsible for taking out a health and accident insurance themselves.

In certain situations, students can be exempted

Student Life in Switzerland

International Family Mentor

At the BFH Business School each exchange, Double Degree and international degree student is assigned to group called "international family". Each international family has two mentors. These are BFH students who volunteer to help one or more of our international students in getting through the first few weeks in their new surroundings.



Welcome Days

An excellent opportunity to meet fellow international students and coordinators at the BFH Business School. Students are provided with useful information about Switzerland in general and Bern and BFH specifically. The event is mandatory for all incoming exchange and Double Degree students. It takes place in the:

¾ Autumn semester: calendar week 37

¾ Spring semester: calendar week 7

ESN

ESN is a European-wide student organisation that works for the social and personal integration of exchange students. Their activities involve organising welcome parties, events, excursions, and personal support during exchange students' stay abroad. bern.esn.ch

<https://www.facebook.com/esn.bern/>

<https://www.instagram.com/esn.bern/>

BFH Library

The Business Library is part of the BFH library and a member of the Swiss Library Service Platform SLSP/swisscovery. It is open to the public. Workstations for individual learning make the library a central meeting place. Please find more information on our website.

<https://www.bfh.ch/en/about-bfh/locations-facilities/libraries/business-library/>

In Switzerland, the opening and closing times of shops can vary depending on the location and type of store. However, 7.8 (ng)1nif

Sports

BFH Business School students have access to the University of Bern's sports facilities.

https://www.unibe.ch/university/campus_and_infrastructure/university_sports/participation/ready_to_go/index_eng.html