



## Leaflet for International Students at Bern Academy of the Arts

Thank you for applying for the aptitude test at Bern Academy of the Arts. Perhaps you will get the opportunity to study at a small but very innovative university be taught by a number of outstanding professors. During your studies you would live in the capital of Switzerland - a very attractive country for people from all over the world.

But in order for you to benefit from these advantages, you need to meet certain requirements. The entry requirements for foreign students, particularly those from non-EU countries, are clearly defined. To facilitate your entry formalities, we have summarised the key points below:

### Swiss entry requirements

Citizens of EU or EFTA countries do not need a visa. Students from non-EU and non-EFTA countries must apply for a visa at the Swiss Embassy in their home country. As soon as we have confirmed that you have been granted a place of study, you have to apply for a student visa. **Please note that the visa procedure can take up to three months!**

For further information please check [www.eda.admin.ch/eda/en/home/reps.html](http://www.eda.admin.ch/eda/en/home/reps.html).

**Important: A tourist visa does not entitle you to study in Switzerland. You can only apply for a visa from abroad if you have a residence permit in the country that you are staying in at the time of application. Otherwise, you must apply for the visa in your home country.**

Once you have completed the entry formalities, you can travel to Switzerland. No later than 14 days after entry, you have to submit an application for your residence permit to the Immigration Office (Fremdenpolizei) of the city of Bern or any other city in Switzerland where you wish to take up residence.

Where to get your residence permit:

- **If your residence address is in Bern:**  
"Einwohnerdienste, Migration und Fremdenpolizei" Predigergasse 5, Postfach, CH-3000 Bern 7  
You can also submit the documents by post  
Tel. +41 (0)31 321 53 00, [einwohnerdienste@bern.ch](mailto:einwohnerdienste@bern.ch) see also:  
<https://www.bern.ch/themen/umzug/>
  
- **If your residence address is NOT in Bern:**  
"Einwohnerkontrolle" or "Fremdenpolizei" of the city you are staying in.

## Flat-hunting in Bern and surroundings

A Swiss residential address is mandatory when you apply for a visa and for a residence permit. The following leaflet provides some information on how to find accommodation. The music division has a limited number of rooms allocated at the hall of residence of the association Berner Studentenlogierhaus (VBSL). If you plan early enough, you can apply there for a room for a monthly rent of CHF 560 to CHF 800 (deposit CHF 500). Please add the note "Music division HKB" to your application.

## Finances

Your living costs in Switzerland are set at a minimum of CHF 1,500 (€ 1.300) per month for accommodation, food, fixed costs, health insurance etc. International students are permitted to work for a maximum of 15 hours a week alongside their studies. However, part-time jobs are hard to find. Students who are non-EU citizens are only allowed to work 6 months after beginning their studies.

The immigration office (or, if you apply for a visa, the embassy in your home country) requires financial proof that you have at least CHF 18,000 at your disposal per year. If you are unable to provide that proof, your residence permit or visa will not be granted. The following count as **financial proof**:

- An account in your name with a bank that is listed on the Swiss FINMA List → [see link here](#) (financial market supervision).
- Financing through a third party that resides in Switzerland. The proof is to be provided in the form of a guarantee of support and proof of income or capital (with a bank on the Swiss [FINMA List](#)) of a person residing in Switzerland. Foreign nationals must have a residence or settlement permit.
- The binding assurance of sufficient scholarship money or education loans (in a currency with a stable exchange rate, e.g. Swiss franc, euro, US dollar, yen) to cover all expenses for the entire period of your stay.

Only for students from Non-EU/EFTA with sparse financial resources and no option of support through relatives or friends, there is a small number of financial guarantees available at HKB. Please note that you have to prove that the above-mentioned variants do not work.

Please request the application form in due time from  
sarah.grossmann@hkb.bfh.ch

## Cost of living

Life in Switzerland is very expensive, especially the costs of accommodation, health insurance and consumer goods. On average prices are 10% to 30% above the standard of the surrounding European countries.

## Application for a Swiss Federation scholarship (prior to the start of studies)

You have the possibility to apply for a Swiss Federation scholarship via the Swiss Embassy in your home country. The Swiss diplomatic mission in your home country can give you the application forms. Please go to the following homepage: [www.eda.admin.ch](http://www.eda.admin.ch) (go to "Vertretungen (Botschaften usw)", then "Adressen der Schweizer Vertretungen"). You will find the address of the Swiss embassy in your home country, which you can contact regarding the scholarship.

## Insurance cover / health insurance

Anyone residing in Switzerland either permanently, or temporarily for the purpose of studies, is required by law to have health insurance (Krankenversicherungsobligatorium), and has to contract a basic health insurance policy with a Swiss health insurance company. See [www.priminfo.ch](http://www.priminfo.ch) to find out which companies offer this basic mandatory health insurance. Under certain circumstances, if you are residing in Switzerland exclusively to undertake a course of studies or advanced training, you have the option of continuing to be insured by the health insurance company in your home country or to take out health insurance with a so-called "student health insurance fund" (<https://swisscare.com/>). This [leaflet](#) explains everything you need to know for this purpose.

For more information on health insurance requirements and possible exemption from them, contact:

Amt für Sozialversicherungen (ASV)  
Abteilung Prämienverbilligung und Obligatorium  
Forelstrasse 1, CH-3072 Ostermundigen  
Tel. +41 (0)31 636 45 00  
[asv.pvo@jgk.be.ch](mailto:asv.pvo@jgk.be.ch)  
<http://www.be.ch/pvo>

## Language skills / Language test at Bern Academy of the Arts

Language requirements vary depending on the degree programme you are planning to enrol for.

For more detailed information, please contact the relevant secretariat.

Please do not hesitate to contact Sarah Grossman, Advisor for Foreign Students, if you need further information: [sarah.grossmann@hkb.bfh.ch](mailto:sarah.grossmann@hkb.bfh.ch)

Sarah Grossmann  
Advisor for Foreign Students  
Bern Academy of the Arts  
Ostermundigenstrasse 103  
CH-3006 Bern  
Telefon +41 (0)31 848 39 18