



Swiss-European Mobility Programme¹ Student mobility for traineeship purposes in Switzerland

Target audience:

Students at bachelor, master or doctoral level from a partner university of the “Swiss-European Mobility Programme **SEMP**”

Checklist

Before the stay

- I have informed my home university’s international office of my plans.
- My university has nominated me to Bern University of Applied Sciences.
- I have registered via the Moveon platform for a traineeship at Bern University of Applied Sciences or a partner company and have uploaded all necessary documents.
- I have received approval for my stay.
- I have prepared a training agreement together with my intended BFH department or company and my home university.
- My home university, my intended BFH department, the company and I have signed the training agreement.
- I have submitted the grant agreement, the insurance declaration and the training agreement on the Moveon platform (“Process first part of the grant”).
- I have organised my entry into Switzerland, including a visa (where necessary).
- For internships of up to 90 days: I have checked that Bern University of Applied Sciences or the partner company has registered my employment with the State Secretariat for Migration. For traineeship of more than 90 days: I have checked that the State Secretariat for Migration has approved my employment.
- I have checked that my health insurance covers me for my stay in Switzerland and have obtained written confirmation.
- I have checked if I need to exempt from compulsory health insurance within 90 days of my arrival in Switzerland.
- I have organised my travel and accommodation.
- I have found a language course (if needed), and have contacted the BFH international office for further information about financing.
- I have received the first tranche of my grant.

¹ As of the 2014/2015 academic year, Switzerland participates indirectly in Erasmus+ as a third-party country. All agreements remain valid. Swiss institutions guarantee all benefits for incoming and outgoing students and employees.



During the stay

- I have registered with the authorities within the first two weeks of my stay.
- If necessary, I have submitted my application for exemption from compulsory health insurance within three months of arriving in Switzerland (for stays of more than 90 days).
- I am carrying out the traineeship.
- I have had my certificate of attendance signed by my BFH department or the company.

After the stay

- I have received an employment reference (if needed) from my BFH department or the company.
- I have submitted my certificate of attendance and my final report on the Moveon platform ("Process second part of the grant").
- I have received the second tranche of my grant.
- I have submitted an expenses claim to the BFH international relations office (international@bfh.ch) for the reimbursement of the language course costs.