

## GENERAL INFORMATION

<b>Name of University</b>	University of Applied Sciences and Arts Northwestern Switzerland – FHNW
<b>Erasmus Code</b>	CH Brugg02
<b>Homepage</b>	<a href="http://www.fhnw.ch/business">http://www.fhnw.ch/business</a>

## INTERNATIONAL OFFICES

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

**International Office Website & E-Mail** <http://www.fhnw.ch/business/international>  
io.business@fhnw.ch

**Head of International Relations** Prof. Robert Buttery

**Executive Assistant Intern. Relations** Jeannette Merguin

<b>International Coordinators</b>	Campus Olten	Celia Goicoechea *	celia.goicoechea@fhnw.ch
	Campus Basel	Dora Hunziker	dora.hunziker@fhnw.ch
	Campus Brugg	Paloma Baumann	paloma.baumann@fhnw.ch

\* Coordination among all three campuses: Celia Goicoechea

<b>International Office Advisors</b>	Campus Olten	Irene Diez	irene.diez@fhnw.ch
	Campus Basel	Mirjam Beer	mirjam.beer@fhnw.ch
	Campus Brugg	Isabelle Spuhler	isabelle.spuhler@fhnw.ch

## APPLICATION PROCEDURE

- Application Documents**
- Application Form
  - Full Transcript of Records
  - Learning Agreement
  - Proof of sufficient English skills (**or** German skills for courses taught in German)
  - Insurance:
    - For non-EU 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

Find more information on:  
<http://www.fhnw.ch/business/degree-courses/incoming/applying>

**Visa** Non-EU 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.

## APPLICATION DEADLINE

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

→ Full application dossier should be submitted online via the link sent to student after nomination

## ACADEMIC INFORMATION OF THE SCHOOL OF BUSINESS

<b>Course Information</b>	Information on courses (subject to change) and the academic calendar can be found on our ECTS Brochure, online at:
<b>Academic Calendar</b>	<a href="http://www.fhnw.ch/business/degree-courses/international/ects-brochure">http://www.fhnw.ch/business/degree-courses/international/ects-brochure</a>

## LANGUAGE REQUIREMENTS

<b>English</b>	→ TOEFL 530+ (paper based) or 76 (internet based), IELTS 6, CEF B2 or Cambridge FCE 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 *
	* Incoming students are not entitled to any special consideration in assignments or examinations due to perceived language disadvantages. They must meet language standards governing home students for whom English is predominantly the second language as well.
<b>German</b>	<b>Only</b> for students planning to take courses taught in German → Proof of fluent German (CEF B2)

## COST OF LIVING

<b>Approximate Expenses</b>  (all prices in SFr)	Accommodation	400-900 /month
	Food	300-400 /month
	Books	200 /semester
	Excursions, etc.	1,000 /semester
	Health insurance and other insurances	Depending on insurance company
	Other expenses	200-400 /month
	Total per semester	
Approximate costs <b>per month</b>		1,200-2,100 Swiss Francs

## GRANTS

<b>Organisation</b>	EU Nationals: exchange students from an Erasmus country studying in Switzerland may be eligible to receive an Erasmus grant from the European Union or the Swiss Government
<b>Contact Person</b>	International coordinator and/or responsible person at Home Institution

## ACCOMMODATION

<b>Accommodation</b>	Campus Olten: provided to all exchange students upon request (via application form) Campus Basel: provided via the accommodation service of the University of Basel Campus Brugg: private accommodation listings available at the International Office  Detailed information per campus online at: <a href="http://www.fhnw.ch/business/degree-courses/incoming/choosing-a-campus">http://www.fhnw.ch/business/degree-courses/incoming/choosing-a-campus</a>
<b>Contact Person</b>	International Office advisors of respective campus

## BUDDY SYSTEM

<b>Campus Olten</b> <b>Campus Basel</b> <b>Campus Brugg</b>	A buddy will be assigned to each exchange student. He/she will be contacted by one of our full-time students who will act as a buddy during the semester. A team of students is available at each campus and they are in charge of the buddy system and also organizing activities, trips and events for exchange students throughout their stay at our university.
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<b>Name of Institution</b>	University of Applied Sciences and Arts Northwestern Switzerland
<b>Office of International Programs Contacts</b>	<a href="http://www.fhnw.ch/business/about-us/international-office">www.fhnw.ch/business/about-us/international-office</a>
<b>Webpage</b>	<a href="http://www.fhnw.ch">www.fhnw.ch</a>
<b>Exchange Spaces Available</b>	Our contract says there are 2 places available for incoming students, although we are not strict with this figure, in case you want to send more students, please let us know.
<b>Minimum GPA</b>	None
<b>Application Deadlines</b>	Fall Semester/Academic Year Deadline: 30 May Spring Semester Deadline: 30 November
<b>English Language Requirements (ex. TOEFL, IELTS)</b>	<p><b>For degree programmes and courses taught in English:</b></p> <p>Either a certificate from an acknowledged examiner (e.g. Cambridge First (A or B)/Advanced, TOEFL 530+ (paper based) or 76 (internet based), IELTS 6, ELP 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 English (that is, is of the level indicated by the examinations above).</p> <p><b>For degree programmes and courses taught in German:</b></p> <p>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.</p>
<b>Estimated Costs</b>	<p>Room: 400-900 CHF/month  Food: 300-400 CHF/month  Excursions: 1,000 CHF/semester  Medical Insurance: depending on insurance company  Other Mandatory Fees: 200-400 CHF/month  Books and Materials: 200 CHF/semester</p> <p><b>Total per Semester: 6,000-9,500 CHF</b></p>

<p><b>Accommodation</b></p>	<p><u>FOR CAMPUS OLTEN:</u> All exchange students who have applied for accommodation at the FHNW will be allocated a single room at the student residence, Staff House or at FHNW partnership with the residence hall Franziskushaus.</p> <ul style="list-style-type: none"> <li>• Deposit payment: 150 Swiss francs</li> <li>• Monthly rent: <ul style="list-style-type: none"> <li>- staff house CHF 400.- per month</li> <li>- Franziskushaus: CHF 450.- per month</li> </ul> </li> <li>• Cleaning charge: <ul style="list-style-type: none"> <li>- A one-time cleaning charge is to be paid together with the first monthly payment (staff house: CHF 100.-/Franziskushaus: CHF 50.-)</li> </ul> </li> </ul> <p>Accommodation Officer: Alexandra Yankam (<a href="mailto:alexandra.yankam@fhnw.ch">alexandra.yankam@fhnw.ch</a>)</p> <p><u>FOR BASEL:</u> All accommodation placements work via the accommodation service of the University of Basel, WoVe. When international students are accepted for a course of study or exchange semester, they can register with the student accommodation centre WoVe. For a small fee, this organisation will assist in the finding of a separate furnished room or studio, or a room within a communal flat. The rental for such accommodation is between CHF 300 - 900 per month. Other links for students looking for accommodation are: <a href="http://www.insernet.ch">www.insernet.ch</a> <a href="http://www.students.ch/wohnungen">www.students.ch/wohnungen</a> <a href="http://www.wgzimmer.ch">www.wgzimmer.ch</a></p> <p><u>FOR BRUGG:</u> The International Office arranges accommodation for exchange students. There is a choice of homestays or shared flat accommodation. The cost is about CHF 460 per month including utilities. The flats are within a 5-minute walk from the campus grounds. For more information, please contact Isabelle Spuhler, <a href="mailto:isabelle.spuhler@fhnw.ch">isabelle.spuhler@fhnw.ch</a></p>
<p><b>Application Requirements and Process</b></p>	<ul style="list-style-type: none"> <li>• Application for admission (link will be provided)</li> <li>• Official transcript of grades</li> <li>• Evidence of finances: The financial proof is an approximation of costs students will have in Switzerland during their stay and it must be calculated by them. We cannot say an exact quantity</li> </ul>

	<p>because it varies according to the number of semesters the student stays and also it depends on your expenses. In order to support incoming students on estimate this average, in our Fact Sheet there is a paragraph called "Cost of Living" which shows approximate expenses.</p> <p>IMPORTANT: The bank account has to be in the name of the student. It is not admitted bank accounts from their parents!</p> <ul style="list-style-type: none"> <li>• Scan of first page of valid passport</li> <li>• Passport photo</li> <li>• Accommodation application</li> <li>• Evidence of language competency</li> <li>• Other materials: <ul style="list-style-type: none"> <li>- Learning Agreement</li> <li>- Insurance:</li> </ul> </li> </ul> <p>For non EU citizens: proof of health insurance valid in Switzerland</p> <p>For EU citizens: European Health Insurance Card (credit card format)</p>
<p><b>Subject Areas Restricted to Exchange Students</b></p>	<p>We make a special course list for incoming students. In this list it is shown the courses that they can choose. We update this information in our platform each semester:  <a href="http://web.fhnw.ch/plattformen/iobusiness/exchange">http://web.fhnw.ch/plattformen/iobusiness/exchange</a></p>
<p><b>Academic Program Strengths</b></p>	
<p><b>Link to Course Information</b></p>	<p><a href="http://web.fhnw.ch/plattformen/iobusiness/exchange">http://web.fhnw.ch/plattformen/iobusiness/exchange</a></p> <p><a href="http://www.fhnw.ch/business/im/programme/fulltime/modules">http://www.fhnw.ch/business/im/programme/fulltime/modules</a></p>
<p><b>Further Information</b></p>	