



Information for International Students A–Z

ZHdK	2
Information for Exchange and Guest Semesters	4
Checklist	9
After Your Arrival in Zurich	10
Toni Campus	13

Zurich University of the Arts
International Office
Toni-Areal, Office 5.C01
Pfungstweidstrasse 96, CH–8005 Zürich

international.office@zhdk.ch
phone +41 43 446 20 55
www.zhdk.ch/en/international

1 Zurich University of the Arts ZHdK

On 1 August 2007 one of Europe's largest arts universities was founded in Zurich: Zurich University of the Arts (ZHdK) with approximately 2,000 students. Today there are 2,500 students. ZHdK resulted from a merger between the former School of Music and Drama (HMT) and the University of Art and Design (HGKZ). We bring together a unique range of courses in the fields of design, film, art, media, music, dance, theatre, and art education under one and the same roof.

Zurich University of the Arts (ZHdK) is part of Zurich University of Applied Sciences and Arts. We are a state university and an independent legal entity. We offer taught undergraduate courses in art education, design, film, media & art, music, music and movement, theatre and contemporary dance. Postgraduate courses are available in art education, composition and theory, design, film, fine arts, music performance, specialized music performance, music pedagogy, theatre, and transdisciplinary studies.

www.zhdk.ch/en/degree-programmes

We also offer various further education programmes leading to a Master of Advanced Studies (MAS), a Diploma of Advanced Studies (DAS) or a Certificate of Advanced Studies (CAS).

www.zhdk.ch/en/continuingeducation

Zurich University of the Arts (ZHdK) is the successor to several time-honoured institutions: Zurich's Museum of Applied Arts & Crafts was founded in 1875, followed by the Zurich School of Applied Arts in 1878. This later became the Zurich School of Design, then the Zurich Higher School of Design and in the year 2000 Zurich University of Art and Design (HGKZ).

In 1999, Zurich School of Music and Drama (HMT) arose from a merger between the former conservatories of Winterthur and Zurich (founded in 1873 and 1875). These acclaimed institutions later became the Winterthur-Zurich College of Music, the Zurich Jazz School (founded in 1977), the Swiss Computer Music Studio (founded in 1985), the Stage Studio (founded in 1937), and the later Zurich Theatre and Acting Academy, which became the School of Drama and the Swiss Professional Ballet School (founded in 1986).

Since the summer of 2014 our new Toni Campus in Zurich's pulsating western district has become a vision come true: an arts university that brings together all the creative disciplines under one roof in an extraordinary location. Only our Theatre of the Arts, the Bachelor of Arts in Theatre, and the Museum of Design have remained at their present locations. www.zhdk.ch/en/tonicampus

In addition to providing a wide range of taught courses, Zurich University of the Arts (ZHdK) is strongly committed to undertaking cutting-edge research not only in the arts and design but also in the closely related fields of cultural studies and technology. To strengthen and focus our research activities, we have founded several research institutes, which undertake basic and applied research. www.zhdk.ch/en/research

2 Information for Exchange and Guest Semesters

International Office

The International Office organises student exchanges jointly with the University Office and with the various subject specializations. Our mission is to help international students overcome bureaucratic hurdles and everyday problems following their arrival in Switzerland. We organise Welcome Days, German language courses and run a documentation centre holding useful books and information about Zurich, Switzerland, and the German and Swiss-German languages. City guides and books about local history are available free of charge.

Zurich University of the Arts
International Office
Toni-Areal
Pfingstweidstrasse 96, CH–8005 Zürich
Office 5.C01, 5th Floor

Exchange Coordinator Outgoing:
Kristina Jungic
kristina.jungic@zhdk.ch
phone +41 43 446 2058

Exchange Coordinator Incoming:
Lorenz Hegi
lorenz.hegi@zhdk.ch
phone +41 43 446 2057

Head of the International Office:
Bettina Ganz
bettina.ganz@zhdk.ch
phone +41 43 446 2058

Opening Times:
Tuesdays, 1pm – 5pm
Wednesdays, 1pm – 5pm
Thursdays, 1pm – 5pm
www.zhdk.ch/en/international

Partner Universities

ZHdK has partnership agreements with over 150 arts universities abroad. See online for a list of these institutions. Cooperation within Europe is subject to the principles of the Erasmus programme.

www.zhdk.ch/en/partner-schools-1393

Applying for Exchange and Guest Semesters

Students interested in spending an exchange or guest semester at ZHdK must submit a dossier and a portfolio of their work.

Application deadlines:

1 April for the following autumn semester

1 October for the following spring semester

www.zhdk.ch/en/student-exchange-incoming-656

Language

Tuition is generally carried out in German. A sound knowledge of German is strongly recommended. If a student has little or no competence in German it is essential to have very good English (minimum of Level B2, IELTS 5.5 or TOEFL 70). A prerequisite for the following specializations is a very high level of competence in written and spoken German: Department of Performing Arts and Film – Acting and Stage Design, Department of Cultural Analysis, Master Art Education.

Zurich University of the Arts offers German language courses for foreign students in the Bachelor's, Master's, Foundation and Preschool programmes. www.zhaw.ch/de/linguistik/institute-zentren/lcc/weiterbildung/deutsch-als-fremdsprache/german-for-zhdk-students/

Visa/Entry

If you are not an EU citizen, you need to apply for an entry visa at the Swiss representation in your country. Make sure you find out the details about applying for a visa well in advance, the whole processing of your visa may take up to three months. Note that you must not enter the country with a tourist visa. If you do so, you will not be able to apply for a residence permit. Once you are here, you will not be able to have your tourist visa changed to a student visa. You will have to leave the country and reapply for a visa in your home country. If you are a citizen of an EU country you do not need a visa to enter Switzerland. All you need to do is register with the relevant office within 8 days after your arrival.

Living in Zurich

The living situation for students in Zurich may well be quite different from what you are used to. None of the campuses offer accommodation. Instead three or four students typically look for a flat together and rent it as a shared flat («Wohngemeinschaft – WG»). For students who are new to Zurich this can be somewhat difficult. However, many ads are published online. The Home from Home for Students in Zurich (WOKO) lets over 2,000 furnished rooms in student shared flats or student halls of residence, some of which are specifically for foreign students. More information about living in Zurich can be found on the website of student advice service. Additionally the international office sends information on current offers per e-mail. www.zhdk.ch/en/studentadvice-service

Health Insurance

Anyone living for longer than three months in Switzerland is required by law to have health insurance. If you have health insurance in your home country, check whether it covers the basic insurance obligation in Switzerland. If that is the case, bring a European Health Insurance Card, E111 form or confirmation of your insurance cover with you to Switzerland.

If your insurance cover is not sufficient, you will need to take out supplementary insurance. If you do not have any health insurance cover, you will need to take out insurance. That is possible in Switzerland, but it is very expensive. In any case, insurance confirmation is always necessary, because otherwise you will be compulsorily insured at your own cost.

Applying for Full-time Degree Studies

The International Office offers expert advice on full-time degree studies at ZHdK. The University Office is responsible for processing applications from prospective full-time students. Further information: www.zhdk.ch/en/registration

Zürcher Hochschule der Künste
Hochschuladministration/University Office
Toni-Areal
Pfingstweidstrasse 96, CH–8005 Zürich
phone +41 43 446 44 00

Travelling to Zurich

By train: The Zurich main railway station is located in the centre of the city. An excellent network of Intercity and fast trains connects the city on a half-hourly basis with all major Swiss cities and with daily connections to various European metropolises (Paris, Milan, Barcelona, Rome, Vienna, Munich, Berlin, Hamburg, Amsterdam and Brussels). Over 3,000 trains pass through the station daily.

By air: Zurich Airport (Kloten Airport) is 11 km or 10 minutes by train from the Zurich city centre. A railway station is situated on the lower level of the airport. Five to ten trains travel directly to the Zurich main railway station hourly. Tickets can be purchased at the ticket counter or ticket machines and are valid for one hour. Travelling by taxi is very expensive in Switzerland.

By car: We would advise against arriving by car. Zurich is known for its lack of parking spaces. It is extremely time-consuming and expensive to park a car in the city.

Currency

The official currency is the Swiss Franc. Common abbreviations are SFR, Fr or the official banking abbreviation CHF. 1 Franc corresponds to 100 centimes (Rappen).

Banking/Money Change/Payment Methods

There are many banks in Zurich. The largest banks with several branches are UBS, Credit Suisse, Zürcher Kantonalbank ZKB and die Post (post office). Most are open Monday to Friday from 9 am to 2.30 pm. Change bureaus can be found at all railway stations. They change 90 different currencies with good conditions.

At the Zurich main railway station, the change bureau is open daily from 6.30 am to 9.30 pm.

In Switzerland you can open a bank or post office account almost everywhere, enabling you to receive money transfers and to pay bills. Most banks offer student accounts for students aged up to 30 (UBS: «UBS Campus», Credit Suisse: «Viva», ZKB: «ZKB Student», die Post (post office): «Student account»). Such accounts typically have special conditions and offer a Maestro card enabling you to withdraw money at cash machines and to pay directly in most shops.

To open an account, you will need a valid passport and a copy of your registration confirmation for the residence permit.

Living costs

Zurich has a very high standard of living, but it comes at a price. Living costs are relatively high in Switzerland, especially in Zurich. You should reckon with at least CHF 1,500 per month, depending on individual needs. Rental fees for flats and rooms in shared flats, in particular, are very expensive because of the short supply. It is possible to reduce daily spending somewhat by shopping at the flea markets, Zurich thrift stores and second hand shops, of which there are many. They are all listed on the Internet: www.nichtneu.ch

Working in Switzerland

Finding a suitable part-time job is not easy. Foreign students with a valid residence permit may work 15 hours a week during term time, and 42 hours per week during vacations. For that, however, an official work permit is required. Please contact the Office for Economy and Labour of the Zurich canton for details. awa.zh.ch/internet/volkswirtschaftsdirektion/awa/en/aktuell.html

Vacancies are best found online: www.telejob.ch www.jobs.ch/en
www.monster.ch www.students.ch marktplatz.uzhalumni.ch/en

3 Checklist

Before Departure

- Valid passport, ID card
- Visa (for students from non-EU/EFTA countries)
- Confirmation of place at university (Letter of Acceptance)
- Health insurance card (students from EU countries)
- Written confirmation of health insurance cover by your health insurance fund, including a detailed list of all insurance benefits (students from non-EU countries)
- Proof of liability insurance (if available)
- Sufficient cash (deposit for a room, tickets etc.)
- Bank statement to prove sufficient financial means, grant confirmation
- Passport photo
- Specialities and information material from home country

Formalities for Registering in Switzerland

Anyone staying in Switzerland for longer than three months needs a residence permit. In the city of Zurich you need to register within 8 days of your arrival with the relevant district office and apply for a residence permit. The city is divided into 12 districts, each with its own district office. If you live outside the city, you should go to the residents' registration office of the local government. Ask your landlord or flatmates at which office you should register.

To register you will need the following documents:

- Valid passport or identity card
- Confirmation of your place at the Zurich University of the Arts (ZHdK) (Letter of Acceptance)
- 2 passport photographs
- Proof of sufficient financial means for your stay in Switzerland
- Rental contract
- Students from EU countries: European Health Insurance Card
- CHF 20 to cover the administrative fee

A few weeks after registering you will receive an official letter asking you to collect your residence permit. If the residence permit expires, it can be extended. Annual costs are approximately CHF 65.

Erasmus students do not pay any fee in the Zurich canton. A student visa does not entitle your family members to join you in Switzerland.

4 After Your Arrival in Zurich

You will need to check the University course directory to find out which classes you will need to attend in your chosen specialization. Registrations for modules and specializations must be submitted to the responsible department office. Course directory: www.zhdk.ch/vorlesungsverzeichnis

The International Office organises Welcome Days in the week immediately before the beginning of the semester. You are expected to be in Zurich by then. The Welcome Days provide an excellent opportunity to gain first-hand information about living and studying in Zurich and to meet people around and beyond campus. Attendance is expected.

During the Welcome Days you can bring along all your documents and papers, register with the University Office (Office 5.C01, Toni-Areal), collect your campus card, register with the local authorities, apply for a residence permit and ask any remaining questions. The Welcome Days also include a trip to the mountains or to another city in Switzerland.

Campus card

Once you have completed all the paperwork you will receive your campus card. It is an all-in-one identity card, copy card, and badge that provides access to various campus facilities and entitles to discounted menus. www.zhdk.ch/campuscard

Communication

As soon as your place at ZHdK has been confirmed you will receive your own University e-mail address. All course-related information will be sent to this address. To ensure smooth communication you are expected to check your e-mails on a regular basis.

ECTS

At the end of your stay/semester you will receive your transcript of records from the responsible department office. Your credits will be recorded in the ECTS (European Credit Transfer System).

Tuition Fees

Exchange students remain enrolled at their home university and continue to pay tuition fees there. In Zurich you will only be required to pay membership fees for the Academic Sports Association Zurich (ASVZ). Full-time students are formally matriculated at ZHdK and are required to pay full tuition fees, ASVZ and Verso fees. International students pursuing full-time studies are required to pay additional semester fees of CHF 500. www.zhdk.ch/en/tuition-fees-1089

Phone Calls

For calls inside Switzerland first dial 0 and the area code. For international calls dial 00 and the international country code. Various operators offer monthly subscriptions or prepaid cards. The largest company, which is state-owned, is Swisscom. It is worth comparing current offers. The website <https://en.comparis.ch/> is recommended for that purpose. For consultation and offers visit one of the Mobilezone shops. www.mobilezone.ch

Post Service

Switzerland has a public post service called «die Post» with branches in almost all villages, towns and cities. The post offices are usually open between 7.30 am and 6 pm (Monday to Friday) and from 9 am to 12 pm (Saturday). The main post office in Zurich (Sihlpost) at the main railway station, Kasernenstrasse 97, is open from 6.30 am to 10.30 pm (Monday to Friday), from 6.30 am to 8 pm (Saturday) and from 10 am to 10.30 pm (Sunday). www.post.ch

TV/Radio

In addition to the state television broadcasters SRF (German), RTS (French) and RSI (Italian), there are also some private broadcasters. It is possible to receive most foreign TV channels via the various digital TV providers. If you own a radio set, television or a computer with Internet access you are required to pay annual radio and/or television fees in Switzerland, which are charged by Serafe. In shared flats the fee is paid collectively. Provider for TV reception via the internet: www.zattoo.com

Newspapers

Newspapers in all languages and from many countries are available at the large newspaper kiosks at the railway station. The «Neue Zürcher Zeitung» (NZZ) is probably the best-known newspaper and is popular with banks and companies because of its business section. It also has an appealing magazine section with in-depth articles about current cultural events. The «Tagesanzeiger», abbreviated to «Tagi», is the newspaper that best informs about events in and around the city with its Thursday insert «Züritipp». You can also pick up the «Züritipp» throughout the week at the tourist information office in the main railway station. In the mornings and evenings free newspapers are barely distributed before they can be found lying around as rubbish.

Electricity

If you bring electronic equipment with you please make sure that the voltage and frequency of your appliance is compatible with that of the Swiss electricity network (voltage: 230V, frequency: 50Hz). The sockets have either two pins or three pins: CEE 7/16, standardised European plug or SEV 1011. Adaptors can be purchased everywhere in electronic shops and large supermarkets.

Water

In Switzerland good, clean water is a matter of course, rather than a luxury. You can drink the water from taps in flats, public buildings and the city's fountains without any hesitation. The quality is always very good. The Swiss lakes and rivers are also clean everywhere and suitable for bathing.

Rubbish Disposal

Rubbish is separated. Glass, paper, cardboard, metal, wood, batteries, PET, aluminium and textiles are collected separately free of charge. What remains can be collected in a rubbish bag. In the city of Zurich those bags are called «Zürisack», in towns outside Zurich other special rubbish bags or waste fee stamps can be purchased, for example at supermarkets at the cash desks; you need to ask for them. They are not all that cheap. You have to pay a surcharge per bag according to the «polluter pays» principle. You should not use other rubbish bags, as these will not be taken away by the rubbish disposal service. Zürisacks, paper and cardboard are collected, but you must take the other rubbish to the designated disposal sites. Ask your landlord or flatmates about the nearest disposal sites. www.erz.ch (Disposal and Recycling Zürich)

5 Toni Campus

Campus Addresses and Sites

The International Office and the University Office are located on the 5th floor of the Toni Campus, Room 5.C01. Campus addresses and locations: www.zhdk.ch/en/locations-576

Academic Calendar

The Swiss academic year is divided into two semesters. The autumn semester begins in September, the spring semester in February. Semester dates: www.zhdk.ch/en/semester-dates-2717

Buddy System

You will be assigned a buddy to support you on arrival. He or she will assist you especially during the initial period here in Zurich and will answer the hundreds of questions that you are bound to have.

Borrowing Technical Equipment

ZHdK allows students and employees to borrow an extensive range of technical equipment for their own work. Everything needed for the production of art is available (clapperboards and megaphones, spotlights and microphones, mixing desks and record players, etc.). We have our own photography studio, a sound studio, and several video-editing suites. For advice and assistance regarding events equipment and production technology please contact the Information Desk. ausleihe.zhdk.ch/?locale=en-GB

Library and Archives

The Media and Information Centre (MIZ) houses a comprehensive collection of materials on all disciplines taught and researched at Zurich University of the Arts (ZHdK). MIZ holdings include books, journals and periodicals, online text and image databases, manifold archival materials, DVDs, CDs, musical scores, e-journals, and Web-streams. Our archives include documents concerning the history of ZHdK, a media archive of the arts, a materials archive as well as a large number of quiet workplaces. We also offer information retrieval courses and provide academic staff and students with the support needed to successfully pursue their teaching and research.

www.zhdk.ch/en/miz

Events of the Erasmus Student Network ESN

The Erasmus Student Network is a Europe-wide student organisation with over 350 branches in 34 countries. The aim of the organisation is to provide students with local support during their exchange semester and to promote their social and personal integration. ESN Zurich would like to help international students to feel at home as soon as possible in Zurich, to enjoy their time here and to familiarise themselves with the local cultural life. To that end, it organises numerous events such as parties, excursions, tours, buddy programmes, provides information and is also there if you are in trouble. www.zurich.esn.ch

Mac Shop and IT Support

The Mac Shop (MacITZ) of the ZHdK supplies students and staff with Apple computers and software packages at unbeatable prices. The service is run by the Information Technology Centre (ITZ), which also develops software for University members and maintains our IT infrastructure. ITZ employees are available if you have any computer problems. The ITZ also offers a range of IT training courses (e.g., Photoshop, video editing, musical notation, etc.). www.zhdk.ch/itz

Museum of Design

Our Museum of Design is internationally renowned for its design, visual communication, and architecture exhibitions. Its predecessor was the Zurich Museum of Applied Arts, founded in 1875. The Museum of Design holds between nine and eleven temporary exhibitions each year, as well as various small shows and projects which are dedicated to design-related themes. Its collections in the fields of poster art, graphics, and design and applied arts are of international significance. The museum is closely involved in the teaching and research undertaken at the University. Free admission for ZHdK students. www.museum-gestaltung.ch

Musikklub Mehrspur

Since 2005, the Mehrspur Music Club has hosted concerts across all genres, from jazz and funk through rock and pop to classical and electronic music. The club promotes up-and-coming musicians in all styles of music. It is a popular meeting place for music lovers and students from other universities and subjects. The Mehrspur Music Club is open from 8pm on Wednesdays to Saturdays. At the weekends DJs spin the disks after the concerts. The bar is open daily, drinks are available at reasonable prices. www.mehrspur.ch

Sport

ZHdK students have access to the sports facilities of the Academic Sports Association Zurich (ASVZ). Football, boxing, fencing and yoga are just some of many sports on offer. Fitness rooms and gyms are also available at the ETH Centre (Polyterrasse), ETH Irchel, and ETH Hönggerberg. www.asvz.ch/en/634-welcome-asvz

Students with Children

ZHdK offers a limited number of childcare places. The Dachspatzen childcare facility is open to all University members with children from the age of three months to pre-school. www.zhdk.ch/en/equal-opportunities-and-diversity-office-669

Student Organisation Verso

The student organisation Verso represents student interests in various University bodies and committees. It advises students on all matters related to their studies, provides useful contacts and promotes the exchange of ideas among students. www.verso-verso.org

Cafeteria Food

The various campus cafeterias offer a range of nutritious foods at affordable prices. Molki canteen, Cafeteria, Bistro chez Toni: www.zhdk.ch/gastronomie

Theatre of the Arts

Our Theatre of the Arts at Gessnerallee in central Zurich boasts three state-of-the-art stages for public performances. Performances feature both acting majors and students from other departments. Stage sets, props, and scenery are made in the University's own workshops. Free admission. www.zhdk.ch/en/theatre-of-the-arts