

International Office  
**Compendium for Exchange Students**





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# The International Office

## Dear International Students

Thank you for your interest in the FHS St.Gallen. It is great that you have decided to come to Switzerland! We will do our utmost to make sure that you have a wonderful, interesting and memorable time in our country. First and foremost, you will have the opportunity to gain profound knowledge in your study area and to develop new perspectives on the subjects you are interested in. In addition, we have prepared various sightseeing tours and leisure activities so you can meet new friends, explore our fantastic surroundings and learn more about Swiss culture and history.

This student handbook is intended to help you get used to your new environment as an exchange student and to give you basic survival information about studying at the FHS St.Gallen and living in Switzerland. If you need further information, please do not hesitate to contact us.



**Karin Pfister**

Director of International Office IO-FHS  
Department of Business Administration

Visit us at

[www.fhsg.ch/en/international](http://www.fhsg.ch/en/international)

# Welcome to Switzerland

Switzerland is situated in the heart of Western Europe, surrounded by the EU countries Austria, France, Germany, Italy and the non-EU Principality of Liechtenstein. With its mountains and hills, rivers and lakes, Switzerland boasts a diverse landscape on 41'285 square kilometres. Another characteristic of Switzerland are the glaciers, which cover a surface of about three per cent of the Swiss landscape.

Lacking major natural resources other than hydroelectric power, Switzerland was forced to concentrate on building a highly skilled workforce. Investments in education are among the highest in the world and the education system is very competitive. Switzerland has won more Nobel Prizes per capita than any other nation.

The political organization is a federal republic with a semi-direct democracy, in which the final authority resides with the people. It has allowed the peaceful coexistence of four different linguistic/cultural populations as well as different religious groups (Protestant and Catholic).

Switzerland's neutrality and humanitarian tradition form the foundation of its foreign policy. As an internationally recognized neutral nation, the country cannot take part in armed conflict abroad. In the event of a catastrophe, crisis or conflict abroad, it steps in to assist civilian victims.

Switzerland has four national languages. Swiss-German is spoken in the North and Northeast, French in the West and Southwest, Italian in the South and Rhaeto-Romanic in the Southeast. Most Swiss speak more than one language, be it another national language or English, which is becoming increasingly popular. The different cultures within Switzerland are strongly influenced by the countries which border them and whose language they share.

The standard of living in Switzerland is high. It has one of the highest incomes per capita and one of the highest computer and Internet usage densities in the world.

Switzerland is not a member of the European Union EU. Hence, the national currency continues to be the Swiss Franc (CHF).

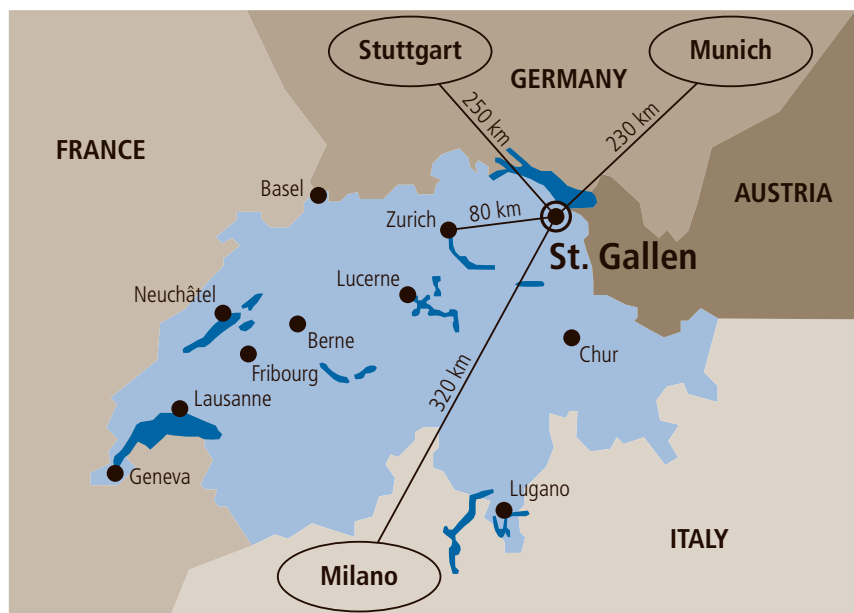
## Climate

In the lower parts of the country (200–600 meters above sea-level) the climate is much the same as elsewhere in Central Europe. The average temperature in summer is 20 degrees Celsius, with extremes ranging from about 10 to 30 or more degrees. In winter, average temperatures are around the freezing point with extremes (seldom exceeded) between plus 10 and minus 10 degrees Celsius. Temperatures can be considerably cooler at higher altitudes. Summers can be rainy, so you may need an umbrella and/or a raincoat. The typical wind is a dry, warm wind known as «Föhn», which blows from the alpine valleys under certain weather conditions. The Alps are the natural frontier between the Central European and the Mediterranean climate. Therefore, there are often significant differences between the weather on the Northern and the Southern side of the Alps. Sometimes, the weather changes within 20 kilometres from 25 degrees Celsius with sunshine to 10 degree Celsius with rain.

St.Gallen is situated in the Northeast corner of Switzerland, next to Germany (across Lake Constance), Austria and the Principality of Liechtenstein.

St.Gallen lies within the German speaking region of Switzerland. Swiss German is commonly spoken, a dialect rarely understood outside of Switzerland. All Swiss are able to speak High German and will gladly speak it if you ask them. Most people also speak English.

The city's name and origins can be traced back to the founding of the monastery by the wandering Irish monk Gallus, about 612 AD. You will encounter the past with every step as you stroll through the attractive old town. Discover the world-famous oriel windows, narrow lanes and lively squares with inviting street cafés. The prestigious past has given way to a blossoming present. St.Gallen is a modern and cosmopolitan city, watched over by the imposing baroque Cathedral in the heart of the stunning «Stift» district. This beautiful district has been awarded World Cultural Heritage Status and is under the protection of UNESCO. In St.Gallen, shopping is fun, with plenty of friendly stores and boutiques inviting you to rummage or browse around. Whether you are after marvellous antiques, exclusive art and handicrafts, top fashion or simply a gift for a friend, you are sure to take a lasting impression home with you.



In the old town's charming first-floor restaurants called «Erststockbeizli», you will find international specialties prepared just as lovingly as typical local dishes. And what of the city's culinary delights? Try the famous product of local cuisine: the St.Gallen «Bratwurst» – a grilled sausage.

#### Surrounding area

The surroundings of St.Gallen have a lot to offer. Within an hour it is possible to be on top of mountains or at the Lake Constance. Skiing areas are situated around St.Gallen and can be easily reached within 40 minutes. In summer, people love to hike in the hills situated around St.Gallen. Also, the city Appenzell, one of the most tra-

ditional cities in Switzerland, with many old customs, is located about 30 minutes south of St.Gallen and is definitely worth a trip. Further, Zurich, the financial centre of Switzerland is only one hour away from St.Gallen. International cities like Munich or Stuttgart in Germany or Milano in Italy can be easily reached within a three to four hour train ride.





FHS St.Gallen, University of Applied Sciences is the largest educational institution of the FHO, University of Applied Sciences in Eastern Switzerland. Some 3,000 students are currently completing their education in accredited bachelor degree programmes and practical oriented postgraduate programmes and courses. Unique to these courses of education is their interdisciplinary character.

Among its other affiliations, FHS St.Gallen joins universities in Austria and Germany as a member of IBH, International Lake Constance University. This transnational collaboration in teaching and research is a special feature of the Lake Constance region and a model for international cooperation. FHS St.Gallen is also linked with various universities in Europe and overseas.

### **FHS St.Gallen – Facts and Figures**

- Undergraduates 1535 students
- Postgraduates 1484 students
- Faculty 59 professors  
230 lecturers

The Department of Business Administration is the biggest part of FHS St.Gallen with more than 1,000 students currently being enrolled at Bachelor and Master level. Its reputation as a very innovative and practice oriented university is well known in Switzerland.

### **Department of Business Administration – Facts and Figures**

- Undergraduates 738 students
- Postgraduates 280 students
- Faculty 26 professors  
50 lecturers

### **Accreditation**

The FHS St.Gallen Bachelor of Science in Business Administration programme was accredited by FIBAA in April 2005 and was re-accredited in 2012. The Foundation for International Business Administration Accreditation (FIBAA) accredits Bachelor and Master programmes in fields such as business administration. With Bachelors and Masters being new degrees in Germany, Austria and Switzerland, FIBAA's work aims to ensure that the courses offer high quality and career relevance and that they are endorsed by both academia and the market. In 1997, FIBAA joined the European Quality Link – EQUAL, the European association of national accrediting bodies for economics-oriented courses.



# Department of Business Administration

## **Degree Programmes**

The following Bachelor Programmes are provided by the Department of Business Administration:

- Bachelor of Science in Business Administration, Major General Management
- Bachelor of Science in Business Administration, Major International Management
- Bachelor of Science in Business Administration, Major Business Information Technology

All lessons take place in classes of 20 to 40 people, enabling the lecturers to give their students an above-average amount of support and attention. In the International Management programme, international exchange students mix with Swiss students.

In addition, FHS St.Gallen offers a variety of Master of Advanced Studies in different areas as well as a Master of Science.

## **Tuition fees**

Tuition fees for Swiss students at Bachelor level are mainly paid by the Swiss Government. Administrative tuition fees of approximately CHF 1000.00 per semester apply. Exchange students pay their fees to the home university.

## **Faculty**

Most of the faculty have extensive work experience and are thus able to present their topics dynamically and with a strong application orientation.

## **Student organizations**

Contact between students and FHS St.Gallen alumni is strongly encouraged by FHS St.Gallen and put into action in the form of various associations such as SVSG (FHS business students), fest (network for female students), the alumni association and the Nothensteiner student network.

More information about the individual student organizations can be found on the following websites:

- [FHS Alumni](http://www.fhsg.ch/alumni)  
www.fhsg.ch/alumni
- [SVSG](http://www.svsg.ch)  
www.svsg.ch
- [Nothensteiner](http://www.nothensteiner.ch)  
www.nothensteiner.ch
- [Network for female students](http://www.festsq.ch)  
www.festsq.ch

The bachelor degree studies are offered both as a part-time and a full-time programme and lead to internationally accredited university degrees. Training is extremely varied and allows focusing on diverse specialist areas. Various postgraduate programmes and courses also allow advanced training in specialist or management subjects tailored to individual needs. This makes the course of study an experience and a worthwhile investment in the individual's own future.

### **Gaining expertise through five areas of study**

The entire St.Gallen Bachelor of Science in Business Administration programmes are divided along the lines of the basic, advanced and specialist courses of studies into five areas of study. Areas of study are:

- System-orientated Management (50 % of all courses)
- Information Technology
- Business Mathematics and Statistics
- Liberal Arts
- Consulting Projects

The fifth area specifically emphasizes the practical orientation of the St.Gallen Bachelor of Science in Business Administration Programmes. FHS St.Gallen offers a wide variety of business courses taught in English for FHS- and exchange students in the Major International Management».

### **Consulting Projects**

FHS St.Gallen is well known for its consulting projects, where students learn to implement their theoretical knowledge into practice. Companies in and around St.Gallen trust our university. Our students analyze their business problems and propose new ideas and strategies to improve their processes. Experienced lecturers support the students and give them insights in time and project management. Consulting projects are also available for international students. They especially appreciate it because it gives them the possibility to gain international work experience. In addition, students improve not only their skills in project management but also learn how to work with an international team.

Consulting projects of recent years have established and continuously strengthened FHS St.Gallen's unique position for success in the Swiss higher-education arena. It is a position for success that is prized by students, their respective clients and everyone involved and acknowledged to be a win-win situation. Regularly conducted polls taken with previous clients show that the results gleaned from consulting projects are comparable to those in professional businesses. The enormous motivation and dedication of students and faculty received particular emphasis. Students for their part value the scheme of consulting projects as an opportunity to apply the theories, con-

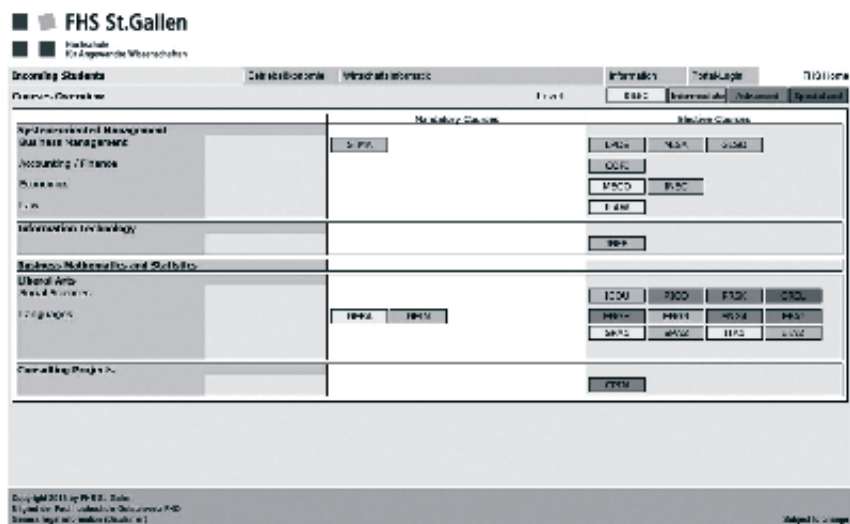
cepts, models and methods in practice. Special consulting projects in English are available for exchange students.

### **E-learning portal**

An e-learning portal has become a necessary educational medium for the university. Since the summer of 2005 when the FHS St.Gallen introduced the platform it has improved communication, knowledge sharing and accelerated the student's and professor's learning processes. FHS St.Gallen has created a diverse and easy access e-learning environment.

The architecture of the FHS St.Gallen e-learning portal is based on two basic levels: The following graph shows the first level with a complete catalogue of English taught courses offered at FHS St.Gallen. A separate sheet with the courses available in the upcoming academic year is also enclosed to this information paper.

The portal is a tool for incoming students to get informed and select the various courses offered in English for their Learning Agreement. Link: [www.fhsg.ch/lernplattform](http://www.fhsg.ch/lernplattform).



### Grading System

Each course of the FHS St.Gallen Bachelor of Science in Business Administration degree programmes are ranked with ECTS (European Credit Transfer System) credits. The orientation of the study regulations and examination rules for the bachelor course of study in business administration to this international credit points system serves the purpose of student mobility and allows accreditation of student hours accumulated at FHS St.Gallen by domestic and foreign institutions of higher learning. One ECTS credit corresponds roughly to a workload of 30 working hours (consisting of further education courses, guided self-study and independent study). Students receive a personal proficiency certificate attesting the work completed for each course and semester. It provides information on the grade and ECTS credits received for each course.

The St.Gallen Bachelor of Science in Business Administration programmes are deemed to have been completed when a total of 180 ECTS credits have been accumulated. The full performance per semester with the full-time course of study equals 30 ECTS credits. Detailed information about the European Credit Transfer System can be found in the study regulations and examination rules.

### Student support

Going abroad is an exciting and sometimes overwhelming experience. The International Office team at the FHS St.Gallen is assisting international students in many ways but you also might prefer help from a fellow student.

Therefore, the Department of Business Administration has introduced a Buddy system. Each exchange student will be put in contact with at least one FHS student who will be of assistance before and during the semester in St.Gallen.

Having a Buddy will give you the chance to establish your first contact with a local student before leaving your country. The Buddies also organize events for exchange students during their semester in St.Gallen.

### Campus

The campus of FHS St.Gallen is located at the main train station. It offers a very good infrastructure, a cafeteria and a canteen, a library and a perfect atmosphere to study.

### **Lecture halls**

Most classrooms are set up for 20 to 40 students. They are equipped with wireless-LAN.

### **Library**

FHS St.Gallen maintains an in house library with generous space for students to study in a quiet environment. In addition, students have free use of the St.Gallen University Business Library (UNISG). This is one of Switzerland's most extensive business libraries offering both German and English-language sources and works.

### **Internet Access**

Since March 2007 the city St.Gallen has been providing free Internet access all around the city. It is recommended to exchange students to bring their own laptop. On campus there are some computers available for free use.

### **Printing facilities**

Printers are available on campus. Students can upload money on their campus card and use it to print or copy documents on campus.

### **Cafeteria/Canteen**

The cafeteria on campus offers a selection of meals, as well as sandwiches and a salad buffet to reasonable prices. In the canteen, Lunch meals are available between CHF 8.00 and CHF 14.00.

### **Sport facilities**

With the campus card, exchange students will be able to take part in the activities of Unisport. The sport facilities are located at the St.Gallen University, about 10 minutes away from the train station. Unisport offers a comprehensive, year-round sports and fitness programme, including everything from aerobics to yoga. While most courses are free of charge and have open admission, some do require registration and/or fee payment in advance, so do visit the Unisport website to find out if you need to enrol for the courses which interest you. [www.sport.unisg.ch](http://www.sport.unisg.ch)

# International Exchange Programmes

The Department of Business Administration at the FHS St.Gallen has established an international network of partner universities from all over the world. Students who take part in the international exchange programme experience the socio-economic, commercial and cultural contexts of another country while earning academic credits.

## **Students from partner universities**

Every spring or fall term regular exchange students from all over the world have the possibility to study one or two semesters completely in English at the Department of Business Administration. The courses belong to the programme of the Bachelor of Science in Business Administration with a Major in International Management. Courses are mixed with Swiss and International students and have a strong focus on internationalization.

## **Students from other universities**

Students who would like to study one semester at FHS St.Gallen but their home university has no bilateral agreement with FHS St.Gallen are called Free Movers. Free Movers can be accepted if places are available. These students must pay the administrative tuition fee at the Department of Business Administration (CHF 1000.00).

## **Application process**

Exchange students can start their application process as soon as their home institution has nominated them. In order to get the process started, the International Office at FHS St.Gallen requires the following forms and documents:

- Application Form
- course work
- Learning Agreement
- 1 passport size picture
- Transcript of Records from previous university

Application forms and Learning Agreements can be downloaded on the International Office website:

[www.fhsg.ch/en/international](http://www.fhsg.ch/en/international)

## **Academic requirements**

International exchange students are expected to have passed at least the first year of a Bachelor degree related to Business.

## **Language requirements**

FHS St.Gallen courses are mostly taught in High German. However, there is a variety of courses taught in English available in the spring and fall semester. As an exchange student, a good knowledge of English or German is mandatory (language requirements are mentioned on separate fact sheet). German language courses are offered on different levels for international students (for ECTS credits).

## **Academic calendar**

Undergraduate courses at the FHS St.Gallen are offered on a semester basis. An academic year has two regular semesters. The fall semester is running from mid September to the end of January, the spring semester lasts from mid February to the end of June/begin of July. An academic semester has 14 weeks of classes, plus two weeks of final examinations. Introduction weeks for international students usually start two weeks before the official semester. Please check the website for updated information.

# Application Process

## **Course selection**

It is up to the home university's guidelines on what the required workload for exchange students should be. FHS St.Gallen recommends taking a minimum of 16 and a maximum of 30 ECTS credits for incoming students per semester. Courses should be selected before arrival on a Learning Agreement. If necessary, changes to the Learning Agreement can be made up to two weeks after the regular semester has started.

## **Cost of living**

The national currency in Switzerland is Swiss Francs (CHF). The monthly living costs for students in Switzerland are estimated from CHF 1,000 to CHF 1,600.

## **Tuition fees / Scholarships**

The principle of «full reciprocity» applies to exchange students from FHS St.Gallen partner institutions, i.e. students continue to pay their regular home-university fees and remain registered there. Thus, a tuition fee is not payable to the FHS St.Gallen. This principle does not apply to Free Movers.

## **Within Europe**

European students can apply for the Erasmus program if their home university is holding an Erasmus University Charter. There must be a valid bilateral agreement between the home and the host university. The granted amount is subject to the country of destination and will be paid by the home university.

## **US student scholarships**

Information on scholarships for US students may be found by the following link:  
<http://www.crus.ch/engl/USA.html>

## Pre-Arriving

Before coming to Switzerland international students should make sure that the accommodation, pick-up service, Health Insurance and visa requirements are taken care of.

### Accommodation reservation

FHS St.Gallen, University of Applied Sciences has outsourced the housing matters entirely to the University of St.Gallen. The Housing Service of the University of St.Gallen also organizes rooms and apartments for FHS exchange students during their time in St.Gallen. Prices vary between CHF 600 and CHF 800 per month depending on the housing facilities. Exchange students are invited to send their application for accommodation directly to the Housing Service of the University of St.Gallen (deadlines May 15th and October 1st). The form can be downloaded online: [www.fhsg.ch/en/international](http://www.fhsg.ch/en/international). The rooms are completely furnished. Usually, each student has his or her own bedroom, kitchen and bathroom have to be shared with other people. Apartment sharing is another popular option for students. The International Office provides links to housing providers on its web page: [www.fhsg.ch/en/international](http://www.fhsg.ch/en/international)

### Arrival notification

As soon as exchange students have made their travel arrangements, the Arrival Form can be filled out and sent to the FHS St.Gallen. FHS Buddies organise pick up

service from the train station St.Gallen and bring the students to the reserved accommodation.

### Health Insurance

Compulsory health insurance is intended to ensure that all individuals residing in Switzerland have guaranteed access to adequate healthcare. Swiss law mandates obtaining insurance from a Swiss health insurer for any stay longer than three months in duration.

The following are exempt from this requirement:

- EU citizens covered by national insurance schemes
- EU citizens with adequate private insurance coverage
- Non-EU citizens with adequate insurance coverage

Students are responsible themselves for providing evidence of adequate insurance coverage (form E-111, EU-citizen insurance cards or letter in German issued by their health insurance provider). Students who do not have adequate health insurance coverage will be assisted by the International Office in St.Gallen to get coverage for the time residing in St.Gallen. The medical care in St.Gallen is very good. Besides several hospitals there is a wide range of doctors in all different areas.

### Visa / Residence permit

Citizens of countries not exempt from visa requirements will receive a «Swiss Consulate Approval to Grant Visa» document from the immigration authority before coming to Switzerland. The Swiss consulate of the country in question receives a copy of this document. After receiving the original document in the mail (please report all changes of address!), students must contact the Swiss consulate in their home country and apply for a Swiss visa. Visa fees must be paid at the consulate.

Requirements are subject to change on short notice due to on-going talks on the bilateral agreements between Switzerland and the EU. Updated information may be found at:

- [www.bfa.admin](http://www.bfa.admin)
- [www.auslaender.ch](http://www.auslaender.ch)
- [www.eda.admin.ch/eda/en/home/reprs.html](http://www.eda.admin.ch/eda/en/home/reprs.html)

A residence permit is required for all exchange students for stays in excess of three months in duration. Students are asked to register in St.Gallen during the orientation week.



## Packing Recommendations

Clothes:

- One business suit for presentations
- Warm clothes (it might still snow in April)
- Rain jacket and umbrella
- Summer clothes (swim suit), it can be up to 30 degrees Celsius in summer

Documents:

- passport
- Visa (if necessary)
- Health Insurance card

Other:

- Toiletries
- Required medications / prescriptions
- Alarm clock
- Laptop (if available)
- Adapter
- Some cash (Swiss Francs or Euros)
- Emergency info (medical, travel itinerary, relatives)
- Phone number of the International Office at the FHS St.Gallen  
Call from abroad: 0041 71 226 14 40  
Call from Switzerland: 071 226 14 40

## Pick-up

To get to St.Gallen from Zurich International Airport, most people take the train. ZRH has its own train station located underneath the airport. Trains run approximately every half an hour from the airport to St.Gallen. The train ride takes one hour. After sending in the Arrival form, the Buddies of FHS St.Gallen will get in touch with the exchange student to arrange the pick up at the train station in St.Gallen.

## Moving in

A buddy will be assisting the foreign students in getting to the accommodation and settling in.

## Orientation week

During the orientation week exchange students will get to know each other and will be provided with lots of information regarding their semester at the FHS St.Gallen. Next to administrative work like registration, email and bank accounts, students will also get a tour of the university and the city St.Gallen. A detailed programme of the orientation week will be available when arriving.

## Registration in St.Gallen

After arriving in Switzerland, exchange students will have to apply to the residence office dealing with aliens to obtain a residence permit. Therefore, exchange students need to bring:

- Evidence of adequate health insurance coverage
- a valid passport
- one passport photo
- between CHF 66.00 and CHF 142.00 for the residency permit fee (type «L» non-national i.d.)

## Campus Card

Exchange students will be provided with a campus card from the FHS St.Gallen. Besides discounts at restaurants and museums, the card can also be used to print documents at the university.

## FHS email account

During orientation week all exchange students will be provided with their own FHS-email address and login details.



# Living in St.Gallen

## Public Transportation

The public transportation system in Switzerland is among the best of the world. No car is needed to go anywhere in Switzerland. If exchange students are planning on using the trains to travel around Switzerland, it is recommended to buy a half-fare card (Halbtax-Abonnement). It costs CHF 175 and reduces the prices of all train tickets on Swiss railways by 50 % for an entire year ([www.sbb.ch/en](http://www.sbb.ch/en)). The local transportation system in St.Gallen includes trolleys and busses. Individual tickets can be purchased on the busses. For exchange students it is recommended to buy a monthly pass. People less than 25 years old can purchase it for about CHF 50 per month at the train station. This does not include transportation from and to the airport or any other transportation outside of St.Gallen.

## Driving

Students with a licence from Africa (excluding South Africa), Asia, (excluding Japan), Central and South America, or Turkey, must pass a practical driving test in any event. They will also have to take a sight test. Other nationalities have to apply for the Swiss driver's license if they want to stay in Switzerland longer than one year. When driving a different vehicle, students have to make sure to verify their insurance coverage. In Switzerland people drive on the right. Roads are generally kept in very good condition. Wearing safety belts is mandatory for all vehicle occupants. The legal blood alcohol limit is 0.5‰.

## Bank accounts

It is not necessary to open a bank account in Switzerland. Money may be obtained at most ATM machines via EC-Direct. Credit cards are commonly used and accepted by most businesses. Should exchange students wish to open an account, FHS Buddies can provide assistance.

## Electricity

The current voltage used throughout Switzerland is 230 Volts (AC), 50 cycles. Most power sockets are designed for three pin round plugs. The standard continental type plug with two round pins, applied for many electrical travel products, may be used without problem.

## Plugs and sockets

Switzerland has its own standard, which is described in SEC 1011. This plug is similar to the Euro plug, except that it has the addition of a grounding pin.

## Telephone

Most public telephones now only accept telephone cards. These may be purchased nearly anywhere. Consult the following providers for mobile phone accounts of all types:

- [Swisscom](http://www.swisscom-mobile.ch)  
[www.swisscom-mobile.ch](http://www.swisscom-mobile.ch)
- [Orange](http://www.orange.ch)  
[www.orange.ch](http://www.orange.ch)
- [Sunrise](http://www.sunrise.ch)  
[www.sunrise.ch](http://www.sunrise.ch)

Make sure that your mobile phone is compatible with the Swiss network. Should you decide to buy a cell phone in Switzerland, contact one of the three providers above or check out the Migros stores (Supermarket) for cheap alternatives.

### **Opening hours**

Opening hours of banks and public offices vary. Typical hours are 8.30 am until 12.00 am and 2.00 pm until 5.00 pm, Monday to Friday. Typical store opening hours are:

- Monday to Friday: 9.00 am until 6.30 pm/ 7.00 pm (stores are open until 9.00 pm in St.Gallen on Thursdays)
- Saturdays: 9.00 am until 5.00pm.
- Stores are closed on Sundays.

### **Shopping**

Groceries can be bought at different supermarket chains like Migros, Coop, Denner or Spar in St.Gallen. On Wednesdays and Saturdays there is also a farmer's market where fresh food like vegetables and fruit can be purchased. Further, there is a special farmer's market for regional and organic food on Fridays. The farmer's market is held at «Marktplatz», the city center of St.Gallen. There is also a various number of smaller specialty food stores available. Please contact your Buddy or the International Office if you are looking for something specific. If you need to buy groceries outside of the regular opening hours, there are a few stores which have longer opening hours. The shops «Aperto» and «avec», located at the train station, is open until 10.00 pm and most gas stations are open 24 hours and sell a limited assortment of food and household goods until 10.00 pm.

«Multergasse» – a well-known shopping street in the pedestrian zone – is the main street for shopping for clothes.

### **Social Life**

At regular intervals during the semesters, cultural events, athletic events and parties take place at FHS St.Gallen, along with excursions, allowing students and instructors to engage in exchanges outside of class and to form an academic community together.

### **Restaurants and Bars**

St.Gallen offers a wide range of restaurants, clubs and bars for every taste. There is an official closing time in St.Gallen. It is Sunday until Thursday at 12.00 pm and Friday and Saturday at 1.00 am. Bars and pubs might close later, especially on the weekends. Serving alcohol is forbidden to minors under 16. Minors under 18 are only allowed to drink alcohol with a low percentage such as beer, cider or wine.

### **Temporary accommodation**

If you need to book a hotel in St.Gallen for visiting friends or family, you can reserve rooms online. The website provides information about all aspects of life in Eastern Switzerland and around Lake Constance.

[www.st.gallen-bodensee.ch](http://www.st.gallen-bodensee.ch)

### Phone numbers

St.Gallen

- [Police Department](#)  
117
- [Fire Department](#)  
118
- [Hospital](#)  
144

FHS St.Gallen

- [Department of Business Administration](#)  
+41 71 226 14 10
- [International Office](#)  
+41 71 226 14 40

### E-Mail addresses

FHS St.Gallen

- [Department of Business Administration](#)  
wi@fhsg.ch
- [International Office](#)  
international@fhsg.ch
- [Knowledge Transfer Center](#)  
wtt@fhsg.ch

### Links

- [Sports facilities](#)  
www.unisg.ch
  - [Skype](#)  
www.skype.com/helloagain.html
  - [Tourist Information](#)  
www.st.gallen-bodensee.ch/en
- FHS St.Gallen
- [Main website](#)  
www.fhsg.ch
  - [Department of Business Administration](#)  
www.fhsg.ch/betriebsoekonomie
  - [International Office](#)  
www.fhsg.ch/en/international

### Accommodation

Before leaving St.Gallen, please contact the Housing Service at least 14 days prior of departure regarding details on moving out.

### Registration office

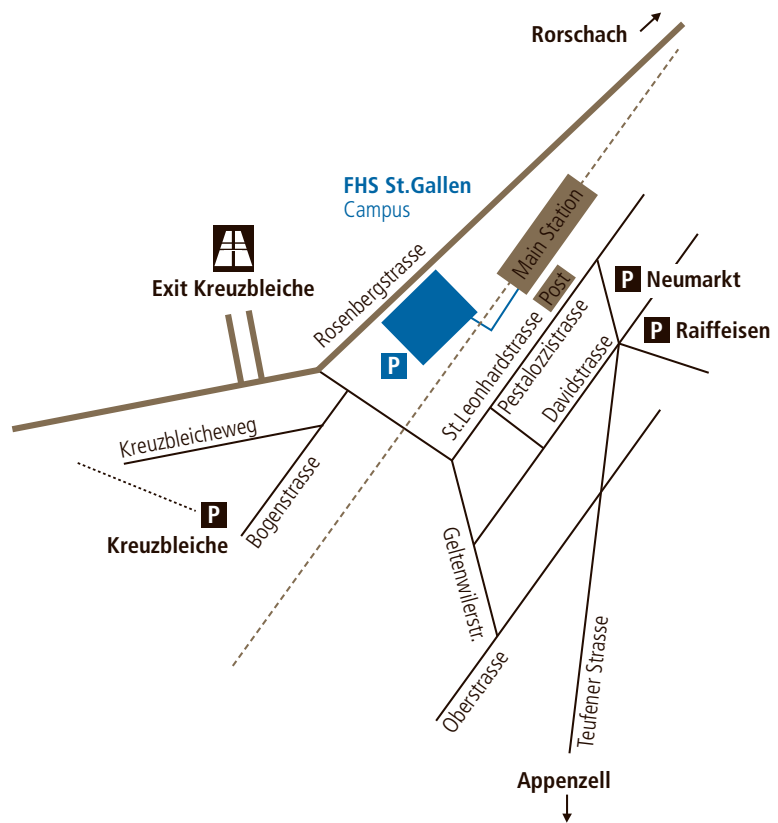
Exchange students are requested to de-register at the registration office by having the residence permit stamped. If this step is not complete or students who have been found to stay beyond the residence permit's validity period may be fined by the local authorities (CHF 500) and there could be consequences for future travel to Switzerland.

# Contact

The contact person for international exchange students is mentioned on the separate fact sheet.

FHS St.Gallen, University of Applied Sciences  
International Office  
Rosenbergstrasse 59, P.O. Box  
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