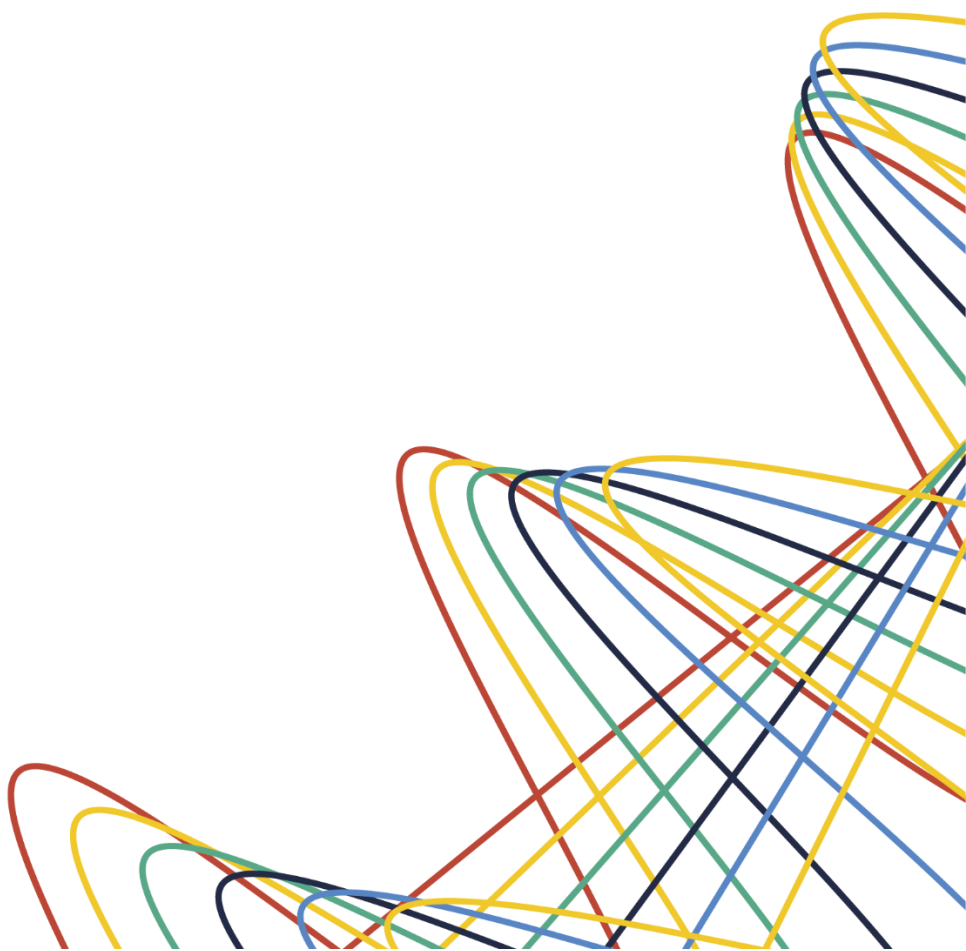


International students handbook



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1. Checklist before leaving your country of residence

- **Passport** (including a copy of the page containing your photo and personal details)
- **Visa** (if required) – 2 different concepts (D-visa & permit)
D-Visa is a visa that is pasted into your passport and allows you to enter Switzerland and apply for a permit. The permit (most likely L-permit) for education is a plastic card that will be valid until next September when you will need to apply for a new one.
Note: After collecting the visa from your embassy, you will have approximately 10 weeks to enter Switzerland and apply for a permit. The permit will cost you around CHF 180. This amount is to be paid when you receive the card physically, not when submitting the documents at the Migration Office.
Note: some countries have different rules about permanent residency permits (even temporary ones), and you may need to inform your government about your temporary residency permit and foreign bank account.
- **COVID-19 Test:** If required at time of entry, a **negative COVID PCR test/antigen test** (make sure you have been tested within the specified period).
- **Confirmation of registration at Constructor Institute** (received as part of your visa application).
- **Copy of your birth certificate** (if available) or marriage certificate.
- **European Health Insurance Card** (for EU/EFTA citizens).
- **Health insurance:** Letter from your **health insurance** company verifying your coverage and detailed documentation of that coverage (for non-EU/EFTA citizens, if applicable). If not, non-EU/EFTA students will apply for insurance in Switzerland.
- **Liability insurance certificate**, *if you have one*.
- **Passport photos** (can be used for your residence permit, etc.)

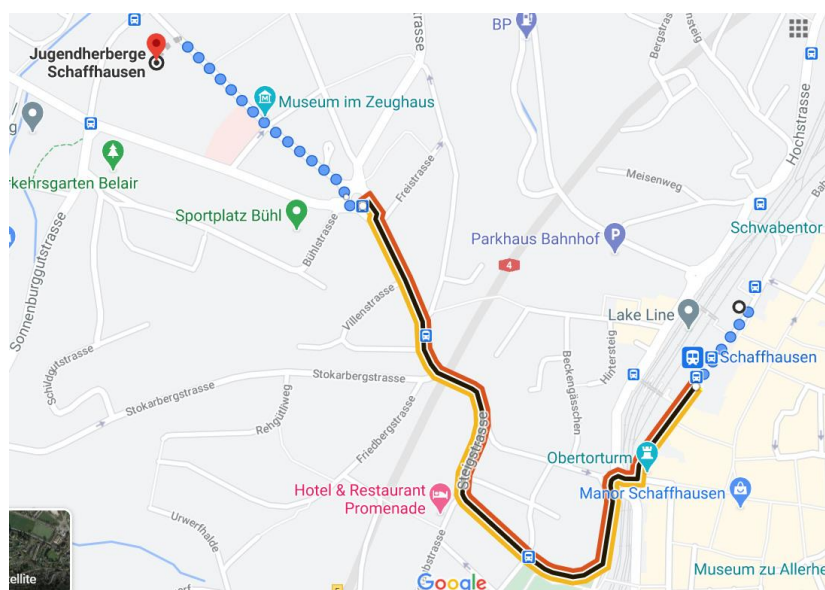
After arriving in Schaffhausen:

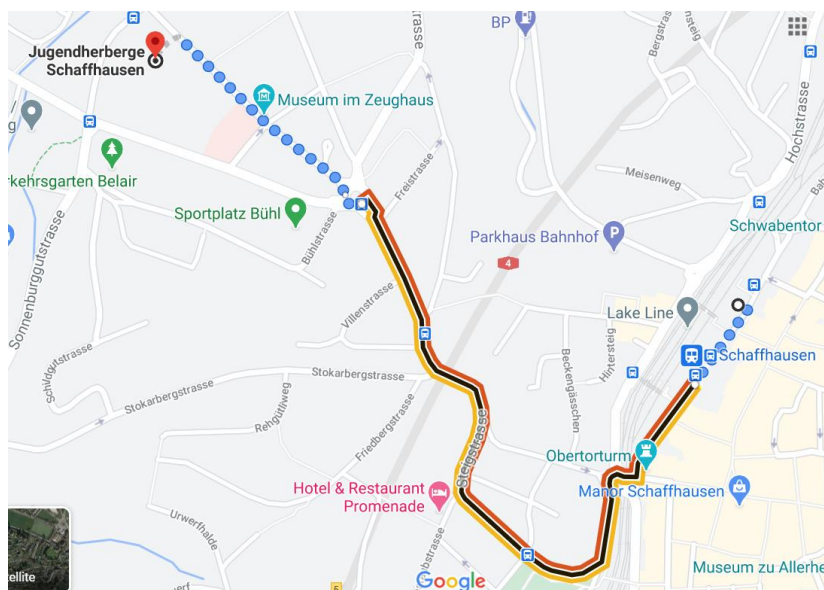
- Register at the appropriate city district office, either in Schaffhausen or in Neuhausen **(to be done within 14 days of arrival)**.
- Take out **health insurance within 90 days** (after you receive your ID from the Migration Office) at swisscare.com
- **Swiss Francs or CHF** (Please note: Switzerland is not in the EU and although Euros are accepted in some stores, the exchange rate you will receive will not be to your advantage).
- Consider downloading the app for the Swiss train system from www.sbb.ch/en
- **Adapters for devices** (220 kV) with the appropriate plugs (compare what you have with the picture below – the front part of the plugs have to be thin to enter the socket).



2. Arriving in Switzerland: practical information

- After collecting your luggage, follow the signs to the rail station in Zurich airport. Take the train from the airport (Zurich Airport ground floor) to Schaffhausen (approximately 1 hour travel time to Schaffhausen).
- NOTE: you CANNOT purchase a ticket once on board the train. **If you travel on Swiss trains without a valid ticket, you will be fined a minimum of CHF 100. Do not risk it!**
- If you plan on taking the **bus** to the Youth Hostel after arriving in Schaffhausen, purchase a ticket from the Zurich train station to “Schaffhausen Schützenhaus”. Your ticket will be valid for the entire journey (you cannot purchase a ticket once on board the train unless you have the SBB app).
- To purchase a ticket in advance and online, go to: www.sbb.ch/en/abos-billette.html
- The **S-24 train** (*direction Thaygen*) goes directly to Schaffhausen (without changing trains) every hour on the :57. Please check the train schedule at www.sbb.ch/en
- **If you are staying at the Youth Hostel**, visit www.youthhostel.ch/en/hostels/schaffhausen/ for more information.
- Take the bus (or taxi) from Schaffhausen train station to the Youth Hostel (“Jugendherberge”). Buses 3, 4 & 6 run regularly (every 10 minutes) to the Schaffhausen Youth Hostel. Disembark at the “Schützenhaus”. The Youth Hostel is about a 350-meter walk.
- Address for the Youth Hostel: **Randenstrasse 65, 8200 Schaffhausen, Switzerland**. Email: schaffhausen@youthhostel.ch or Tel.: 41-52-625-88-00



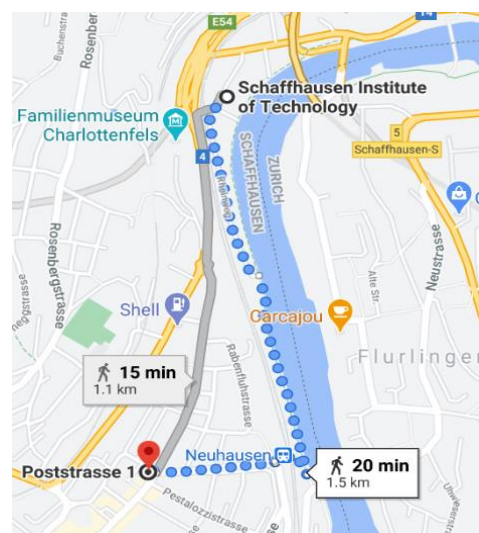


Map showing the bus route/directions to the Youth Hostel in Schaffhausen

3. Apartments in Neuhausen for students

3.1 General overview

- Constructor Institute has a couple of apartments, that students may use. Constructor Institute does not have enough apartment for all students. These are attributed on a first-come first-serve basis.
- The apartments are located in Neuhausen (directly adjacent to Schaffhausen) at **Poststrasse 1** and **Zentralstrasse 57, 8212 Neuhausen am Rheinfall, Switzerland**.
- Near the apartments, there is a grocery store, bank, post office, and bus stop.
- From the apartments, it is a 20-minute walk along the river to the Constructor Institute Schaffhausen premises or a 6-minute bus ride.



Location of student apartments in relation to Constructor offices

3.2 Rental policy for shared student apartments

In a shared apartment (i.e., multiple bedrooms), the rental costs should be divided by the total number of existing bedrooms and each student should only be charged for the amount corresponding to the costs (i.e., rent plus any additional charges) of a 1-bedroom. This is especially important for situations when in a shared apartment there are several students living, but one or more bedrooms from the same apartment remain vacant.

Important note: the vacant room should not be used by the tenants already living in the respective apartment and should be available even on very short notice to incoming students or other guests from Constructor Institute.

3.3 Cleaning standards for shared apartments


Common areas in a shared flat (i.e., bathroom, kitchen, living room) should be left clean at all times and should be vacuum cleaned, as well as cleaned with specialised products (for bathroom) at least once a week.

4. Registration at the Residency office or the *Einwohnermeldeamt*

Regardless of whether you require an entry visa or not, you must have a residence permit for your period of study in Switzerland. You must apply for this in person **within 14 days of your arrival** at the Citizen's Registry Office ("Einwohnermeldeamt") at your new place of residence. You will be asked for the following documents:

- Your **passport** or identity card.
- A copy of your **entry authorization**.
- Your **rental contract for accommodation** for Constructor apartments (will be sent to residency office in advance).
- CHF 20 (registration fee).
- CHF 65 (EU-countries) / CHF 162 (non-EU countries) (document fee).
- Copy of **birth and/or marriage certificate** (if applicable).
- Your **insurance card** or information (if you have it).
- **Anmeldeformular Ausländer** (for non-EU/EFTA residents) available for download.
- You will then receive an invitation from the Migration Office.
- At the Migration Office, you will register your biometric data.

After a few weeks, you will receive your residence permit by post. **The decision regarding the type of study permit you receive lies with the Migration Office.**

<p>Students residing in the Constructor sponsored apartments, must register at the residency office in Neuhausen am Rheinflall. Please check the opening hours and ring the bell to enter. www.neuhausen.ch</p>	<p>If you will reside in the city of Schaffhausen, register at the following residency office:</p>
 <p>Einwohnerkontrolle Zentralstrasse 52 CH-8212 Neuhausen am Rheinflall</p> <p>Contact: Sofie Della Pietra Sachbearbeiterin Einwohnerkontrolle</p> <p>Phone +41 52 674 22 30 Fax. +41 52 674 22 33</p> <p>Einwohnerkontrolle@neuhausen.ch Sofie.DellaPietra@neuhausen.ch</p>	<p>Einwohnerkontrolle Schaffhausen, Safrangasse 8, 8200 Schaffhausen</p> <p>Email: Denise.Rossi@stsh.ch</p>

5. Leaving Switzerland: information for all students (EU & non-EU nationals)

5.1 Short-term trips outside Switzerland

During your studies, you are entitled to leave Switzerland for periods shorter than 3 months (for L permit holders) and 6 months (for B permit holders) respectively. However, if students leave Switzerland for a period longer than the one stated above, the authorities may consider that their permit has become invalid and cancel it. In this case, a permit will be terminated even if the student has not completed their studies and wishes to resume it.

5.2 Leaving the country after finishing your studies

All students (both EU and non-EU nationals) are required to deregister with the local authorities upon the completion of their studies and once the arrangements to leave the country are made. Please note that you have to go in person to your local residents' registration office and inform them about your date of departure from Switzerland up to 4 weeks ahead of the departure date. There is no exit tax for leaving Switzerland, but local authorities require that you follow this procedure strictly. You will be provided with a deregistration document that you might have to show to border controls when departing the country.

6. Banking

Constructor Institute Schaffhausen has relationships with both UBS and Credit Suisse. After you receive your residence permit, you will be able to open a bank account at either bank.

For more information on this process, please contact Markus Aebi at mae@constructor.org.

7. Mandatory health insurance in Switzerland

We suggest you apply for health insurance as soon as possible after your arrival. Although there are many options for health insurance, we recommend applying with [swisscare.com](https://www.swisscare.com) as they offer inexpensive and quality products for students (insurance costs around CHF 65-85 per year).

8. Living in Switzerland

8.1 Finding an apartment in Schaffhausen

Schaffhausen (and neighboring Neuhausen) offer many different housing options. Additionally, the Institute has several apartments for students available on a first-come, first-served basis.

- it3.immobilien/mieten
- www.homegate.ch/en
- www.wincasa.ch/en-us/home-en
- www.students.ch

For support in your housing search, please contact your MSc Program Manager.

In Switzerland, your monthly rent should not exceed 1/3 of your income (e.g., scholarship and other funds). In addition, your landlord may expect you to pay a deposit equivalent to two or three months' rent. Some landlords may allow you to have insurance instead (e.g. www.swisscaution.ch), but you must inquire with the landlord first.

8.2 Keys from an apartment or an office building

Keys are very important in Switzerland. If you are provided with a key to an apartment or a building, guard it among your most precious possessions and make sure to return it on time before you leave. This rule applies to apartments rented privately, but also to any Constructor-managed apartment or building (e.g.: keys to our offices).

Part of the reason this is so important is that many Swiss buildings use a key system in which each key is “programmed” to open a specified set of locks – for example to a specific apartment, its associated mailbox, the building’s main entrance, some common areas, maybe a specific cellar.

Fines for not returning a key (justified by the possible need to change the corresponding locks) are expensive – we have seen cases in which they reach 1000 CHF or more – and are enforced. Please keep this in mind and make sure you return the key before your departure.

8.3 Recycling and waste disposal using paid garbage bags

The Swiss have high standards when it comes to recycling. Recycling not only helps the environment but also saves you money (as garbage bags must be purchased, and for each garbage bag, you may need a sticker). In Switzerland, we recycle the following items separately:

- Glass (brown glass, green glass, white glass)
- Cardboard
- Paper (separate from cardboard!)
- PET bottles
- Other plastic packaging (usually, there is a dedicated bin at the supermarket)
- Batteries (also usually at the supermarket)
- Greens

For regular waste: please make sure that you use the paid garbage bags (you can purchase them at any supermarket in Neuhausen, including Coop, Migros, Denner) and that you take out the garbage on a regular basis. Please note that waste disposal in bags other than the paid, standard ones may result in fines.

8.4 Ventilation

Switzerland experiences humid summers and moderately cold winters, making regular ventilation of any apartment essential. It is recommended to open the windows one to three times a day for approximately three to five minutes to allow fresh air in and release humidity. For optimal results, open windows on opposite sides of the house simultaneously to improve air circulation. Just be cautious of doors slamming! ;-)

8.5 Transport

Switzerland has a well-connected and punctual transportation network that is known for being clean but expensive. If you plan to use it frequently at a lower cost, consider getting a half fare card. For individuals under

25 years old, it costs CHF 120 per year, and for those above 25 years old, it costs CHF 180 per year. Another option is to obtain a family card if you are here with your family. Additionally, if you are under 25 years old, you can purchase the "seven25 Travelcard" for CHF 400 per year, allowing free travel after 7 pm.

If you are looking for a bike, you might want to check Facebook Marketplace, where bikes are usually available starting from CHF 60. □

8.6 Mobile phones

There are various expensive options (up to CHF 80) and options with 2/1-year contracts. Our current students recommend Swype - www.swype.ch - which costs CHF 20 per month for unlimited internet, calls, and SMS within Switzerland. An additional option of +3 CHF per day allows for international use.

8.7 Food

In general, it is cheaper to buy everything in Germany, which is only 25 minutes away from Neuhausen by bike or can be reached via train. In Switzerland, local stores are ranked in order of highest to lowest prices as follows: Coop, Migros, Prima, Denner, Aldi, Lidl. On average, food expenses per person amount to approximately CHF 350-400 per month. Be careful with the allowance to cross the border (maximum 200CHF per person) and limitations on meat, alcohol, and cigarettes (maximum 1kg, 2 l, and 100 cigarettes). Higher amounts should be declared or they can be confiscated.

8.8 Cost of living (per month)

~up to CHF 1000	rent
~CHF 350	food
~CHF 20	mobile
~CHF 80	insurance
~CHF 200	transport

9. Important contacts: phone numbers

Emergency Calls		Constructor contacts	
Police	117	Prof. Mauro Pezze (for urgent issues only)	+41 79 684 68 00
Fire	118	Prof. Bertrand Meyer (for urgent issues only)	+41 79 275 53 29

Ambulance	144	Anna Maksimiuk (for urgent issues only)	+4 78 721 97 61
European emergency number	112		

For general inquiry calls from Germany or Austria, the number must be preceded by the following dialing code: 0041 848 800 xxx (e.g., 1811 or 162). Addresses and phone numbers can be easily found online at: www.local.ch

10. Compliance with policies, procedures, and standards

Constructor Institute policies, procedures, and standards, as modified from time to time, are published on the Constructor website, located at institute.constructor.org. Students are expected to be aware of and comply with all applicable policies, procedures, and standards (including academic and disciplinary standards). Additionally, students must adhere to any requirements specified in their official admission letter for the Program.

11. A few words in Swiss German

Hello – Guten Tag / Grüezi

Goodbye – Auf Wiedersehen / Adieu

Yes – Ja / Ja

No – Nein / Nei

Please – Bitte / Bitte

Thank you – Danke / Merci

My name is... – Mein Name ist... / Min Name isch...

How are you? – Wie geht es Dir? / Wie gaht's?

I'm very well – Es geht mir gut / Es gaht mir guet

I feel ill – Es geht mir schlecht / Es gaht mir schlächt

How much does it cost? – Was kostet das? / Was choschtet das?

Do you speak English? – Sprechen Sie Englisch? / Reded Si Änglisch?

I don't understand – Ich verstehe nicht / Ich verstah nöd

Where is ...? – Wo ist... / Wo isch ...?

Entrance – Eingang / ligang

Exit – Ausgang / Usgang

Danger – Achtung / Achtung

Open – Offen / Offe

Closed – Geschlossen / Gschlosse

Toilets – /restrooms Toilette / WC

Doctor – Arzt / Arzt

Bicycle – Fahrrad / Velo

Hotel – Hotel / Hotel

Restaurant – Restaurant / Restaurant

Beer – Bier / Bier

Wine – Wein / Wii

Chocolate – Schokolade /Schoggi

Menu – Menü / Menü

Today – Heute / Hütt

Tomorrow – Morgen / Morn

Yesterday – Gestern / Geschter

Monday – Montag / Mäntig

Tuesday – Dienstag / Zischtig

Wednesday – Mittwoch / Mittwuch

Thursday – Donnerstag / Dunschtig

Friday – Freitag / Friitig

Saturday – Samstag / Samschtig

Sunday – Sonntag / Sunntig

One – Eins / Eis

Two – Zwei / Zwei

Three – Drei / Drü

Four – Vier / Vier

Five – Fünf / Foif

Six – Sechs / Sächs

Seven – Sieben / Sibe

Eight – Acht / Acht

Nine – Neun / Nüün

Ten – Zehn / Zää

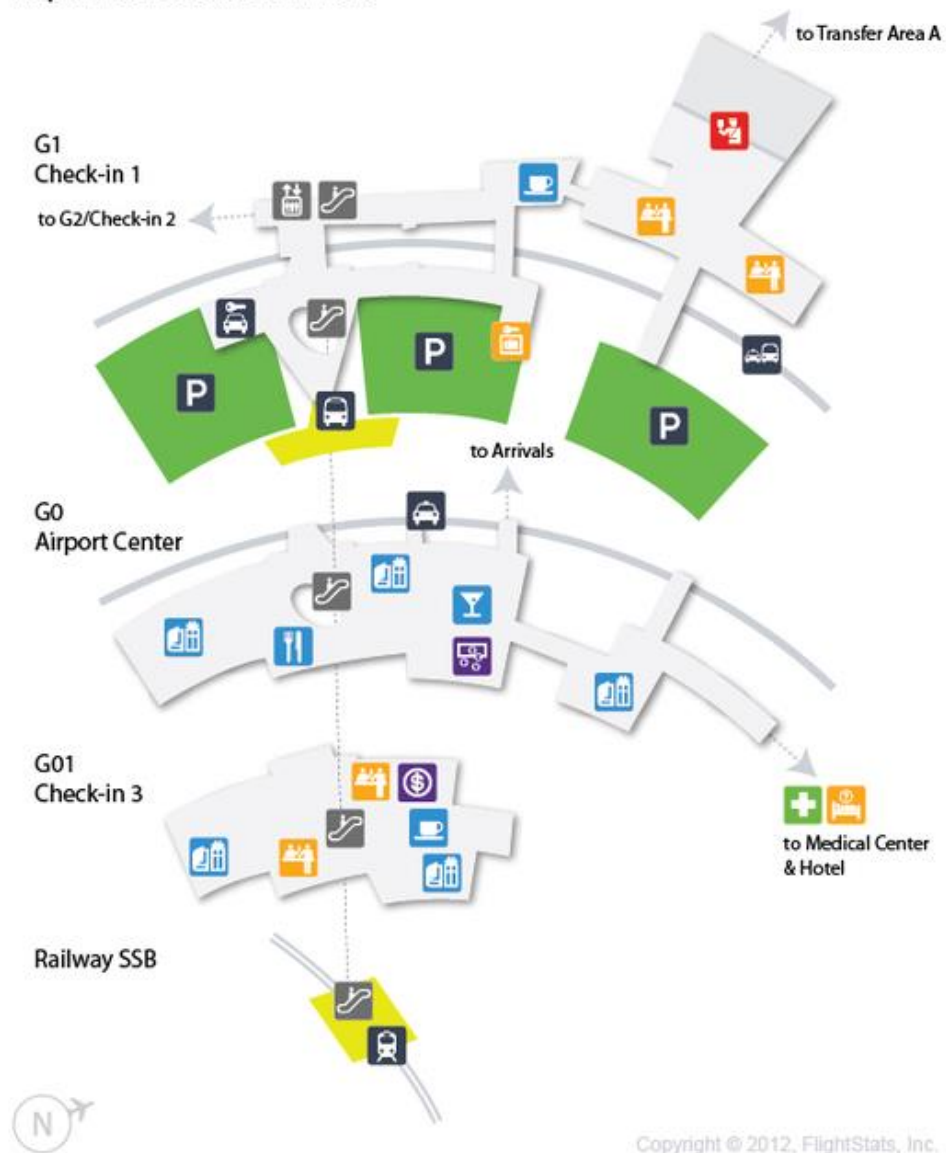
One hundred – Hundert / Hundert

One thousand – Tausend / Tuusig

A quick and amusing guide to the Swiss German language can be found at: www.eldrid.ch/switzerland.htm

12. Map of Zurich airport

Zurich Airport Airport Center/Check-in 1 & 3



13. Map of Schaffhausen (old town)

SchaffhauserLand

City Map of Schaffhausen

A Restaurant La Piazza/Thiergarten	H RWC-Museum
B Aranea Plus	I KSS Sport-/Freizeitanlage
C Casino Schaffhausen	J Kulturgaststätte Sommerlust
D Hotel/Restaurant Alte Rheinmühle	K Restaurant Güterhof
E Hotel Bahnhof	L Sorell Hotel Zunfthaus zum Riden
F Hotel Kronenhof	M Waldhotel Hohberg
G Hotel Promenade	N Toiletten

1 Fronwagturm (1747) Fronwagplatz 4
In diesem Turm hing früher die grosse Marktwage (heute im Museum Allerheiligen). Im Giebelfeld astronomische Uhr von Joachim Habrecht aus dem Jahre 1564. Die astronomische Uhr zeigt 10 verschiedene Möglichkeiten:

1. Stunden
2. Wochentage
3. Mondlauf durch die Sternzeichen
4. Auf- und Absteigen des Mondes am Himmel
5. Stand der Sonne zum Zodiac (Tierkreis)
6. Jahreszeiten
7. Tag- und Nachtgleichen
8. Mondknoten
9. Finsternisse
10. Aspekte zwischen Sonne und Mond. Die schwarz-goldene Kugel über der römischen XII der Uhr zeigt das Ab- und Zunehmen des Mondes.

2 Herrenstube (1748) Fronwagplatz 3
Vornehmstes Schaffhauser Gesellschaftshaus mit prächtiger spätbarocker Fassade. Restauriert 1984. Schon im 14. Jahrhundert Trinkstube des Schaffhauser Adels. Beim Einsturz des Fronwagturmes 1746 schwer beschädigt, 1747 zusammen mit Fronwagturm wieder aufgebaut. Prachtiges Barockportal.

3 Zum Steinbock (1748) Oberstadt 16
Haus «Zum Steinbock» mit seiner schönen Rokoko-Stuckatur, vermutlich von Johann Ulrich Schnetzler, um 1750. Bis in die Reformationszeit Zunfthaus der Metzger, nachher bis 1646 Gastherberge.

4 Fronwagplatz
Im Mittelalter «Am Markt» genannt. Hier standen die Marktstände der Gemüsebauern, die Brotbacken der Bäcker und die Schichtbänke der Metzger, während sich der Fischmarkt an der Vordergasse beim St. Johann und der Rindmarkt in der Vorstadt beim Gasthaus «Zum Goldenen Ochsen» befanden.

5 Mohrenbrunnen am Fronwagplatz (1535)
Früher Schwertbrunnen genannt. 1535 wurde der damalige Holzbrunnen durch einen aus Stein ersetzt. Säule 1520. So genannt nach dem als Mohr dargestellten Kaspar, dem jüngsten der Heiligen Drei Könige mit Krummschwert, Goldpokal und Wappenschild. Im Volksmund liebevoll «de Mohreggel» genannt. Diese originale Brunnenfigur symbolisiert den wohlhabenden Stadtbürger.

6 Zum Goldenen Ochsen Vorstadt 17
17. Jahrhundert. Eines der grossartigsten Häuser des alten Schaffhausen, am ehemaligen Rindmarkt gelegen. Es diente u.a. bis 1608 auch als Gastherber-

ge. Beim Umbau 1608 in ein vornehmes Bürgerhaus bekam die spätgotische Fassade den Prunk deutscher Renaissance in Form von Erker und Portal. Die Fresken an der Fassade zeigen einen goldenen Ochsen als Hauszeichen und Personen aus der babylonischen Geschichte und der griechischen Antike. So vor allem die Helden aus dem Trojanschen Krieg.

7 Zum Grossen Käfig Vorstadt 43
Das Haus hat von vormaligen «Kefigturm» (Gefängnisturm), der an diesem Platz stand, seinen Namen erhalten.

8 Zu den Drei Königen (1746) Platz 7
Reiche Rokoko-Fassade. Schöner Trapezkerker 1746. In den Fensterbegründungen des 2. Obergeschosses die Heiligen Drei Könige.

9 Haus zum Ritter (1492) Vordergasse 65
Eines der schönsten Schaffhauser Bürgerhäuser. Umgebaut 1566 durch Ritter Hans von Waldkirch, der 1568/70 die Fassadenbemalung von dem berühmten Schaffhauser Maler Tobias Stimmer ausführen liess. Bedeutendste Renaissance-Fresken nördlich der Alpen. Originalfresken 1938/39 und 1943 von Carl Roesch, Diessenhofen, im Sinn und Geist von Tobias Stimmer meisterhaft neu erstellt.

10 Pfarrkirche St. Johann (1248)
1248 erstmals bezeugt. Gotisch, im Innern verschiedene Baustile. Kirche an der Vordergasse am ehemaligen Fischmarkt gelegen. Aufhängungskirche der Internationalen Bach-Feste. Gesamtbreite 34 m. Aus dem Turm verkündet der warme Klang der grossen Glocke von 1496 seit über 500 Jahren die vollen Stunden.

11 Zur Wasserquelle und Zur Zieglerburg Vordergasse 28/26
Prachtvolles Doppelhaus mit zwei Rokoko-Portalerkern. 1738 von Franz Ziegler von Waldkirch erstellt. In der Mitte Allianzwappen des Bauherm.

12 Tellenbrunnen (1522)
Wilhelm Tell als Symbol des freiheitsbewussten Schweizer. Tellenfigur und Säule sind Kopien der Originale von 1522. Achtelrundes Wasserbecken mit Jahreszahl 1632.

13 Munot
Die eindrucksvolle Stadtfestung hoch über Stadt und Rhein. Neben dem Rheinfall das Wahrzeichen von Schaffhausen. 1564–1589 von den Schaffhauser Bürgern in Fronarbeit erbaut. Das Bauprinzip des Munots kann mit Albrecht Dürers Idee einer kreisrunden Bastei verglichen werden, die nach

allen Seiten frei ist und von einem erweiterten Stadtgraben so umfasst wird, dass eine ideale Rundumverteidigung möglich wird. Die Munotglocke von 1589 wird seit über 400 Jahren jeden Abend um 9 Uhr von Hand geläutet und signalisierte früher das Schliessen der Stadttore. Ihr Läuten findet im bekannten Schaffhauser Volkslied «Munotglockli» einen romantischen Wiederhall.

14 Gerberstube Bachstrasse 8
Ehemalige Trinkstube der Gerberzunft. 1708–1710 im Stile des heiters Rokoko und zur Zierde des am jetzt zugedeckten Gerberbach gelegenen Gerberwertes umgestaltet.

15 Kräutergärtlein zu Allerheiligen
Rekonstruktion eines mittelalterlichen Kräutergartens, wie ihn damals die Mönche in den Klöstern pflegten. Zwischen Kräutergärtlein und Kreuzgang steht das Denkmal der 4,51 schweren Schaffhauser Schillingglocke. Gegossen 1456 von Ludwig Peiger aus Basel, läutete sie bis 1895 als grösste Glocke des Münsters. Friedrich Schiller verwendete ihre Inschrift «Vivo voce, mortuus plango, lugura frango» (= Ich rufe die Lebenden, beweine die Toten und breche die Blitze) als Motto für sein berühmtes Gedicht «Das Lied von der Glocke».

16 Kreuzgang zu Allerheiligen (12./13. Jh.)
Der grösste Kreuzgang der Schweiz. Teils romanisch 12. Jh., teils gotisch 13. Jh., umschliesst er den romanischen, bezaubernden Kreuzganggarten, den sogenannten «Junkerfriedhof», in dem von 1582 bis 1874 hohe Schaffhauser Magistrate wie Bürgermeister, Ratsherren, Pfarrer und andere verdiente Bürger und Bürgerinnen beigesetzt wurden.

17 Museum zu Allerheiligen
Das bemerkenswerte Museum mit seiner mittelalterlichen Ambiance befindet sich in den Räumlichkeiten des ehemaligen Benediktiner Klosters zu Allerheiligen.

18 Münster zu Allerheiligen (1100)
Erbaut um 1100, zeigt die reinen romanischen Stilformen der strengen Hirsauer Bauschule. Der romanische Münsterurm, erbaut um 1200, ist einer der schönsten Kirchtürme der Schweiz. Meisterhaft restauriert 1975–1981.

19 Zum Thiergarten Münsterplatz 38
Stattliches, hermesztähnliches Gebäude, entstanden nach der Reformation von 1529 auf dem Areal des zum Kloster Allerheiligen gehörenden «Obere Hospitals». 1622 Anfügung des Renaissance-Südflügels mit den Erkertürmchen. 1737 Errichtung des hochbarocken Westtraktes. Am 1. April 1944 bombardiert.

C>ONSTRUCTOR INSTITUTE

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