Guidelines for Visting Scholars / Academic Guests

1 Academic Guests at UZH

Academic Guests at UZH are researchers who are either conducting a research stay at the University of Zurich (UZH) or researchers who are working on a research project together with a researcher from UZH without employment. The status Academic Guest is not suitable for stays with the main purpose of teaching, studying, or further education.

2 Prerequisites for the status of Academic Guest

- Purpose of the stay: research
- No employment at UZH
- Minimum master's degree required
- For PhD candidates:
  - Immatriculation at the home institution
  - No matriculation at UZH
- Duration of stay: max. 24 months
- Confirmation of posting of the home institution

3 Initiation of a guest stay

Academic Guests are selected and invited by an institute or a clinic. A prospective Academic Guest should notify the institute of interest that they would like to conduct a research stay at UZH. The review of the requests as well as the issuance of an invitation is done by the institute/clinic. The institute/clinic will also issue a confirmation of the guest's status.

4 Entry of Academic Guests with EU/EFTA nationality

4.1 Stays up to 90 days / three months

Even if Academic Guests are not employed by UZH, registration via the notification procedure is recommended. The notification procedure is carried out by the institute at least eight days before the stay through the Website of the Office for Economy and Labour.

4.2 Stays longer than 90 days / three months

The registration for a residence permit will happen directly with a passport/ID at the office of the concerned district "Kreisbüro" / residents office. It is only possible to register if the stay is longer than three months. At the registration the following documents, which are partially prepared by your host institute are to be brought along:

Academic Guests

- Passport/ID
- proof of financing

UZH Institute:

- letter of invitation
- "Beiblatt Qualifikationsstellen"

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5 Entry of Academic Guests with third-country nationalities

Academic guests with a third-country nationality (non-EU/EFTA) usually require - depending on their nationality and the length of their stay – a visa or an assurance of a residence permit for Switzerland. Which entry regulations apply to what countries can be checked on the website of the State Secretariat for Migration.

The visa is either applied for by the Academic Guest at a Swiss representative in the country of residence or the application is submitted by the inviting institute. If the visa is applied for by the institute, there are two possibilities:

- Electronic application for a Work Permit of the Office for Economy – Work Permits. The application requires a Zürikonto-Login.
- Submitting the application by mail to the Migration Office of the Canton of Zurich.

Experience shows that the processing time is shorter when the application is submitted by the institute in Switzerland (approx. two to six weeks). If the application is submitted abroad, the procedure can take up to three months.

5.1 Documents, which should be submitted by the Academic Guest (third-country nationality):

- Application Form (German only). Important: the purpose of entry/Einreisezweck is: Academic Guest
- Invitation letter from the relevant UZH institute
- CV
- Copy of the passport
- Proof of funding:
    - With Employment abroad:
        - Posting confirmation by the home university or the employer in the home country with details about the duration and salary
    - Without employment abroad:
        - Bank statement with at least 21'000 CHF for 12 months (1'750 CHF per month)
        - With a stipend by UZH institute: Confirmation by the institute
- Copy of the diploma of the last degree obtained
    - Fast-Track-PhDs: Confirmation by the home university

5.2 Documents, which should be submitted by the UZH institute:

- Beiblatt Qualifikationsstellen, which can be found here: https://www.pa.uzh.ch/de/Vorgesetzte/newstaff/Aufenthalts--und-Arbeitsbewilligungen.html
    - Purpose of stay / Aufenthaltszweck: 'Akademischer Gast'
    - Employment: 'No' / Anstellung: 'Nein'
    - Check: Akademischer Gast
- In case of a stipend by a UZH Institute: Confirmation of the institute

Please Note: Third-country nationals who have held a residence card or a permanent residence card from an EU/EFTA member state for at least 12 months and whose stay in Switzerland will only last up to a maximum of 90 working days do not require a visa. However, they must be registered with the Office for Economy and Labour via the registration procedure, even if they are not going to be employed.

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6 Residence Permit / Registration in Switzerland

6.1 Stays for less than 90 days / three months

For stays of less than three months, academic guests do not need to register at the district office "Kreisbüro" / residents registration office. For EU/EFTA nationals, the registration confirmation obtained and delivered by the institute also serves as a residence permit.
For third-country nationals, the authorization to obtain a visa (with an entry visa in the passport) or assurance of a residence permit serves as a residence permit.

6.2 Stays for longer than 90 days / three months

For stays of three months or more Academic Guests (EU/EFTA and third-country nationals) must register with the district office "Kreisbüro" / residents' registration office within 14 days.
The documents needed are:

- Passport (for EU/EFTA nationals an ID card is enough)
- Assurance of the residence permit (if existing)
- Invitation letter from UZH (EU/EFTA nationals)
- Rental contract or accommodation registry
- Health insurance card (of all family members)
- Maybe: Civil status documents (marriage certificate, birth certificates of children) in German/English or certified translation, if applicable

7 Health Insurance

7.1 Stays for more than 90 days / three months

In Switzerland, health insurance is mandatory. It provides benefits in the event of illness and accident, insofar as no accident insurance covers this. Even people who live in Switzerland and are not or no longer gainfully employed receive comprehensive insurance coverage. Generally, insurance is compulsory. However, there are some particularities that should be noted:

7.2 Academic Guest with employment abroad

Academic Guests coming from a country that has a social security agreement with Switzerland are subject to the social security legislation of their home country. In this case, the **certificate from the foreign social** insurance provider must be sent to the inviting unit of UZH together with the **confirmation of posting from the home institution** before the start of the guest stay. For more information, you can visit the Federal Office of Public Health's website (www.bag.admin.ch)

7.3 Academic Guests without employment abroad

Academic Guests, who are not employed abroad are subject to compulsory health insurance in Switzerland. However, if you already have equivalent insurance coverage from your home country you can apply for an exemption from compulsory health insurance. The same applies to visiting scholars who are completing their research stay without institutional affiliation for personal educational purposes. The Cantonal Department of Health, see Health Insurance: an overview (only available in German) is responsible for these applications.

7.4 Stays for less than 90 days / three months

Academic guests are advised to check whether the health insurance of their own country is valid for their stay in Switzerland and/or to take out insurance covering their stay in Switzerland at their own expense.

8 Further Information on visits of academic guests

The institutes inviting the academic guests can provide for an office/working space, telephone connections, keys, UZH guest or access card etc. Further information can be found here: https://www.internationals.uzh.ch/en/visit/visiting-scholars/services.html

General information on living in Switzerland and Zurich and at the University of Zurich can be found on the website UZH for International Students and Scholars.

9 Further inquiries

For questions regarding health insurance options and requirements please contact the inviting institute at UZH.