



## **Guidelines for Visiting 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 or researchers who are working on a research project together with a researcher from UZH without employment at UZH. 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
- At least Master's degree required
- For PhDs:
  - Immatriculation at the home institution
  - No matriculation at UZH
- Duration of stay: max. 24 months
- Confirmation of posting by the home institution

### **3. Initiation of a guest stay**

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, the selection as well as the issuance of the official 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 highly recommended. The [notification procedure](#) is carried out by the institute at least eight days before the beginning of 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 respective district's "[Kreisbüro](#)" / residents' registration 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 the host institute, are to be brought along:

- Academic Guests
- passport/ID
  - proof of finance

- UZH Institute:
- letter of invitation
  - "Beiblatt Qualifikationsstellen"



## 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. On the website of the [State Secretariat for Migration](#) can be checked which entry regulations apply to what individual country.

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

- Electronic application via [E-WorkPermits](#) of the Office for Economy and Labour.
- 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.

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

- Application Form (be sure to indicate the purpose of entry as: Academic Guest!)
- Invitation letter from the respective UZH institute
- CV
- Passport copy
- Proof of funding:
  - With employment abroad:
    - Confirmation of posting by the home university or the employer in the home country with details about the duration of the posting 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

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

- Beiblatt Qualifikationsstellen, which can be found here:  
<https://www.pa.uzh.ch/de/Vorgesetzte/newstaff/Ausland.html>
  - Purpose of stay / Aufenthaltszweck: 'Academic Guest' / 'Akademischer Gast'
  - Employment: 'No' / Anstellung: 'Nein'
  - Check status «Akademischer Gast»
- In case of a stipend by a UZH Institute: Confirmation by 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 Labor via the [registration procedure](#), even if they are not going to be employed.



## 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 “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 “Kreisbüro” / residents’ registration office within 14 days.

The documents needed are:

- Passport (for EU/EFTA nationals the ID card is sufficient)
- Assurance of the residence permit (if existing)
- Invitation letter by UZH (EU/EFTA nationals)
- Rental contract or accommodation registry
- Health insurance card (of all family members)
- Potentially civil status documents (marriage certificate, birth certificates of children) in German/English or certified translation where 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 that 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:

#### 7.1.1. 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, visit the [Federal Office of Public Health’s Website](#).

#### 7.1.2. Academic Guests without employment abroad

Academic Guests, who are not employed abroad are subject to compulsory health insurance in Switzerland. However, if they already have equivalent insurance coverage from their home country, the Academic Guests 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 Health Department of the Canton of Zurich](#) is responsible for these applications.



### **7.2. 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.