Registration at the Residents' Registration Office

Personenmeldeamt

After having entered Switzerland, all students are required to register **within 14 days** at the residents' registration office of their municipality of residence. In the city of Zurich, it is called *Personenmeldeamt*. You will find the link to **book an appointment with the Residents' registration office** (necessary for those living in the city of Zurich) on page 2 of this document.

Please bring the following with you:

EU/EFTA Nationalities:

- Valid passport or identity card
- Valid UZH student card
- Signed rental contract
- Confirmation from Global Student Experience that you are an exchange student
- Application for residence permit (in German: *Gesuch um Aufenthaltsbewilligung*). Students from the Swiss-European Mobility Programme have received this document in the email *Welcome Package.*
- Registration fee CHF 40
- Issuing fee identification card CHF 15 (students from the Swiss-European Mobility Programme) or CHF 72 (students not from the Swiss-European Mobility Programme)
  → Card payment only
- **As an exchange student you do not need to provide a financial statement.**

At the residents' registration office you will get an appointment for the registration of your biometric identification at the Migration Office Zurich. After the registration of the biometric identification, the residence permit will be sent to your Swiss address.

Other Nationalities

- Valid passport with visa
- Valid UZH student card
- Signed rental contract
- Registration fee CHF 40
- Fee for identification card CHF 27 (students from the Swiss-European Mobility Programme) or CHF 144 (students not from the Swiss European Mobility-Programme)
  → Card payment only
- **only for exchange students without visa obligations (Japanese, Malaysian, Singaporean, New Zealand, Australian and UK nationalities)**: confirmation from Global Student Experience that you are an exchange student and the application for residence permit (in German: *Gesuch um Aufenthaltsbewilligung)*
- **As an exchange student you do not need to provide a financial statement.**

At the residents' registration office, you will get an appointment for the registration of your biometric identification at the Migration Office Zurich. After the registration of the biometric identification, the residence permit will be sent to your Swiss address.

Exchange Students with a Swiss Passport

- Valid Swiss passport
- Signed rental contract
- Confirmation from Global Student Experience that you are an exchange student
- It might be that you need a certificate of residence (*Heimatschein*); you can get this document from the registrar's office (*Zivilstandsamt*) of your place of citizenship (*Bürgerort*) noted in your passport
  Registration fee CHF 40 → **Card payment only**

Residents' Registration Office of the City of Zurich for registration from abroad

A registration from abroad will be held **exclusively by appointment.** Please schedule an appointment via: https://termin.eportier.ch/75e607ad-156d-4522-a55c-83833c6fe665/students-pma

After having booked your slot, you will receive a confirmation of your appointment by e-mail. In the confirmation you will find the **address of the responsible registration office** and details of the **required documents**. Please check the date and address of your appointment carefully.
Make sure that you cancel or postpone your appointment if you are unable to attend.

While booking your appointment, you may receive communication in German. If this happens, there are different possibilities to translate the information yourself.
Examples of useful applications/websites are (not limited to):

- Google Translate (easy way to directly scan and translate documents)
- DeepL (offers quite accurate translations from German to English and some other languages)

Note: if you live outside of the City of Zurich, you will need to register at the residents' registration office of your municipality of residence. The procedure may be slightly different than in Zurich.