Guide for Bachelor’s and Master’s students

2018/2019
# Index

**Introduction**
- The Faculties: 2
- Bachelor programmes: 2
- Master programmes: 3
- USI in numbers: 4
- Contacts: 4

**Studying at USI**
- Grants for Bachelor and Master programmes: 5
- Academic Calendar: 8
- Registration: 8
- Fees: 9
- Certificates: 9

**Living on the USI campus**
- Accessibility to the Campuses: 11
- Alumni: 11
- ATM: 12
- Career: 12
- Copy Center: 12
- Equal opportunities service: 13
- Food: 13
- Housing: 13
- International relations and study abroad: 14
- Internet Connection/Wifi: 14
- IT Helpdesk: 15
- Languages Courses: 15
- Laboratory for Models: 15
- Leave of absence: 15
- Libraries: 16
- Lost & Found: 16
- Monthly Budget: 16
- Parking: 17
- Photography Laboratory: 17
- Printing: 17

**International Students**
- Visa: 26
- Residence permit: 26
- Residents' Registration Office: 28
- Health Insurance: 29
- Third-Party Liability Insurance (RC): 29

**Free time and life outside of the campus**
- Useful Information: 30
- Useful Links: 32

**Where we are**
- Arrival in Switzerland/Ticino: 33
- Maps of Public Transportation: 34
- Campuses Maps: 36

**Glossary**

**Contacts**

18
18
18
19
19
20
18
18
18
19
19
26
26
28
29
29
30
32
33
34
36
38
44
Introduction

The Faculties

Campus Lugano
Università della Svizzera italiana
Via Buffi 13
6900 Lugano
Switzerland

Faculty of Economics
Office 233, Main Building
decanato.eco@usi.ch

Faculty of Communication Sciences
Office 235, Main Building
decanato.com@usi.ch

Faculty of Informatics
Office 120, Informatics Building
decanato.inf@usi.ch

Faculty of Biomedical Sciences
Office 406, Main Building
decanato.med@usi.ch

Campus Mendrisio
Villa Argentina
Largo Bernasconi 2
6850 Mendrisio
Switzerland

Academy of Architecture
arc@usi.ch

Bachelor programmes

Campus Lugano
Economics 180 ECTS, 6 sem. www.usi.ch/en/beco
Communication Sciences 180 ECTS, 6 sem. www.usi.ch/en/bicom
Lingua, letteratura e civiltà italiana 180 ECTS, 6 sem. www.usi.ch/bllci (only in Italian)
Informatics* 180 ECTS, 6 sem. www.usi.ch/en/binf
Medicine** 180 ECTS, 6 sem. www.usi.ch/en/bmed

Campus Mendrisio
Architecture 180 ECTS, 6 sem. + 2 sem. of practice www.usi.ch/en/barc

Campus Mendrisio
Architecture* 120 ECTS, 4 sem. www.usi.ch/marc

Bachelor programmes

Campus Lugano
Economics 180 ECTS, 6 sem. www.usi.ch/en/beco
Communication Sciences 180 ECTS, 6 sem. www.usi.ch/en/bicom
Lingua, letteratura e civiltà italiana 180 ECTS, 6 sem. www.usi.ch/bllci (only in Italian)
Informatics* 180 ECTS, 6 sem. www.usi.ch/en/binf
Medicine** 180 ECTS, 6 sem. www.usi.ch/en/bmed

Campus Mendrisio
Architecture 180 ECTS, 6 sem. + 2 sem. of practice www.usi.ch/en/barc

* Teaching language: English.
** Students are matriculated at USI but attend classes at University of Basel. Teaching language: German. All other Bachelor programmes are held in Italian.

Master programmes

Campus Lugano
Lingua, letteratura e civiltà italiana* 120 ECTS, 4 sem. www.usi.ch/mlci
Philosophy 120 ECTS, 4 sem. www.usi.ch/map
Finance 90 ECTS, 3 sem. www.usi.ch/mfin
Financial Communication 120 ECTS, 4 sem. www.usi.ch/mfc
International Tourism 120 ECTS, 4 sem. www.usi.ch/mt
Economia e Politiche Internazionali*** 120 ECTS, 4 sem. Jointly offered with the Università Cattolica del Sacro Cuore (Milan) www.usi.ch/mepin

Economic Policy 90 ECTS, 3 sem. www.usi.ch/mep
Public Management and Policy*** 120 ECTS, 4 sem. www.usi.ch/pmp
Management 120 ECTS, 4 sem. www.usi.ch/mmg
Marketing and Transformative Economy 120 ECTS, 4 sem. www.usi.ch/mktg
Corporate Communication 120 ECTS, 4 sem. www.usi.ch/mcc
Digital Fashion Communication** 120 ECTS, 4 sem. Jointly offered with the Université Paris 1 Panthéon-Sorbonne www.usi.ch/mdfc
Communication, Management and Health 120 ECTS, 4 sem. www.usi.ch/mcmh

Cognitive Psychology in Health Communication** 120 ECTS, 4 sem. Jointly offered with the Università Vita Salute San Raffaele di Milano www.usi.ch/mphc

Media Management 120 ECTS, 4 sem. www.usi.ch/mmm
Informatics 120 ECTS, 4 sem. www.usi.ch/tni
Artificial Intelligence 120 ECTS, 4 sem. www.usi.ch/maj
Software and Data Engineering 120 ECTS, 4 sem. www.usi.ch/msde
Management and Informatics 120 ECTS, 4 sem. www.usi.ch/mmi
Financial Technology and Computing 120 ECTS, 4 sem. www.usi.ch/mft
Computational Science 120 ECTS, 4 sem. www.usi.ch/mcs

Campus Mendrisio
Architecture* 120 ECTS, 4 sem. www.usi.ch/marc

* Teaching language: Italian. All other Master programmes are held in English.
** One (or more) semester is offered by the partner university.
*** Teaching languages: Italian and English.
The Department of Education, Culture and Sport (Dipartimento dell’Educazione, della cultura e dello sport - DECS) of the Canton of Ticino provides financial support to students who meet its residency requirements. The information brochure and the application forms can be downloaded from the web page:

www4.ti.ch/decs/sa/uast/sportello/formulari-e-opuscoli

For further details, please contact the "Ufficio degli aiuti allo studio":

www4.ti.ch/decs/sa/uast/ufficio

Swiss students residing in other cantons can apply for educational funding from the competent cantonal office, which can be found through the following web site:

http://borsedistudio.educa.ch/it

- 20 one-off scholarships of CHF 4'000 each to first-year Bachelor students who obtained their high-school degree and who at the moment of graduation had legal residence in the German- or French-speaking cantons of Switzerland;
- 6 three-year scholarships for students admitted to the first year of the Bachelor in Economics;
- 5 three-year scholarships for students admitted to the first year of the Bachelor in Communication Sciences;
- 15 annual scholarships (5 for each of the 3 years of study) to students enrolled in the Bachelor in Italian language, literature and culture;
The Reginaldus Foundation awards several scholarships to Swiss and foreign students of the Lugano university campus, who have excellent academic performance and who intend to stay at the Aristotle College. For further information, please contact: info@aristotlecollege.ch.

www.aristotlecollege.ch

The Zonta Club Lugano Foundation awards several scholarships to Swiss students or foreign students living in Ticino with a C residence permit who are attending a Bachelor’s or a Master’s Degree Programme:

http://lugano.zonta.ch/fondazione

For the IBSA Foundation for scientific research, the frontiers of science are broad and faith in the future stems from building solid foundations that are based on education and scientific discovery. The Foundation (www.ibsafoundation.org) offers every year scholarships to Bachelor students in medicine studying at USI partner universities (University of Basel, ETH Zurich, University of Zurich).

For information on other private foundations present in Ticino, please refer to:

www4.ti.ch/decs/sa/uast/cosa-facciamo/fondazioni-private

Further information:
- Faculties of Economics, Communication Sciences, Informatics and Biomedical Sciences: studygrants@usi.ch
- Academy of Architecture: scholarship.arc@usi.ch

Other specifics grants are available.
For further information, please refer to each study programme’s website.

Equal Opportunities Service

The Equal Opportunities Service of USI offers (through open competition) one scholarship worth CHF 4'000 for a female student admitted to the first year of the Bachelor in Informatics:


Private foundations for the Academy of Architecture

For scholarships granted by private foundations to students enrolled in the Academy of Architecture, please refer to:

www.arc.usi.ch/en/academy/borse-di-studio

Leonardo Foundation

Swiss and foreign students enrolled at USI can apply for a scholarship granted by the Leonardo Foundation. The application form can be downloaded from the web page:

www4.ti.ch/decs/sa/uast/cosa-facciamo/fondazioni-private

Fondazione SODESKA

The SODESKA Foundation offers 5 scholarships worth CHF 4'000 each to Swiss students to support them during their studies at USI:


- 60 one-off scholarships of CHF 4'000 each to the students admitted to the first year of a USI Master programme;
- 10 two-year scholarships for students admitted to the first year of one of the Masters offered by the Faculty of Informatics;
- 5 two-year scholarships for students admitted to the first year of the Master in Italian language, literature and culture;
- 5 one-off scholarships of CHF 4'000 each to the best second-year student of each Master’s programme at USI.

The regulations and application forms are available at:

Academic Calendar 2018-2019

**Campus Lugano**

<table>
<thead>
<tr>
<th>Fall Semester 2018</th>
<th>17.09.2018</th>
<th>Courses start</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>21.12.2018</td>
<td>Courses end</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester 2019</th>
<th>18.02.2019</th>
<th>Courses start</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>26.04.2019</td>
<td>Easter break</td>
</tr>
<tr>
<td></td>
<td>31.05.2019</td>
<td>Courses end</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exams Sessions</th>
<th>07.01-03.02.2019</th>
<th>Winter session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03.06-06.07.2019</td>
<td>Summer session</td>
</tr>
<tr>
<td></td>
<td>26.08-13.09.2019</td>
<td>Fall session (retake)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Events 2019</th>
<th>04-21.09.2019</th>
<th>Welcome Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17.09.2019</td>
<td>Welcome Day</td>
</tr>
<tr>
<td></td>
<td>18.10.2018</td>
<td>International Relations and Study Abroad Info Session</td>
</tr>
<tr>
<td></td>
<td>08-09.11.2018</td>
<td>Ministage**</td>
</tr>
<tr>
<td></td>
<td>12-23.11.2018</td>
<td>Master Meeting*</td>
</tr>
<tr>
<td></td>
<td>15.11.2018</td>
<td>International Relations and Study Abroad International Fair</td>
</tr>
<tr>
<td></td>
<td>16.11.2018</td>
<td>Master Info Day**</td>
</tr>
<tr>
<td></td>
<td>22.11.2018</td>
<td>Long Night of Careers</td>
</tr>
<tr>
<td></td>
<td>26-27.11.2018</td>
<td>Ministage*</td>
</tr>
<tr>
<td></td>
<td>30.11.2018</td>
<td>Bachelor Info Day**</td>
</tr>
<tr>
<td></td>
<td>14.12.2018</td>
<td>Bachelor Info Day*</td>
</tr>
</tbody>
</table>

| 21-01.02.2019 | Webinar |
| 25-26.02.2019 | Ministage* |
| 08.03.2019    | Master Info Day** |
| 15.03.2019    | Master Info Day* |
| 28-29 marzo 2019 | Ministag** |
| 03.05.2019    | Bachelor Info Day** |
| 10.05.2019    | Bachelor Info Day* |
| 31-05-20.06.2019 | Swiss University Championships |

| Public Holidays | 01.11.2018 | All Saints |
|                 | 08.12.2018 | Immaculate Conception |
|                 | 19.03.2019 | Saint Joseph's day |
|                 | 19.04.2019 | Good Friday |
|                 | 22.04.2019 | Easter Monday |
|                 | 01.05.2019 | Labour Day |
|                 | 30.05.2019 | Ascension |
|                 | 09.06.2019 | Whitsunday |
|                 | 20.06.2019 | Corpus Domini |

Registration

Applications for a Bachelor or Master programme at Università della Svizzera Italiana should be done online:

- Campus di Lugano: https://application.lu.usi.ch
- Campus di Mendrisio: http://applicationform.arc.usi.ch

Applications can be submitted also in paper form, by post. Applications sent by e-mail or fax will not be accepted.

Fees

Tuition fees amount to CHF 4,000 per semester. Applicants whose official residence was in Switzerland (including Liechtenstein and Campione d’Italia, under certain conditions) at the time of the final high school exam (Maturità) pay a reduced semester fee of CHF 2,000.

Tuition fees are payable at the beginning of each term, by the deadline indicated on the invoice; fee payment is an essential condition for matriculating or renewing one’s enrolment.

Certificates

Lugano Campus

The website www.attestati.lu.usi.ch is the portal where students of the Faculties of Communication Sciences, Economics, and Informatics can generate and download a series of certificates:

- certificate of attendance (the document that certifies matriculation at USI);
- statement for the Cantonal migration office;
- request form for military service deferment;
- certificates for requesting gainful employment during studies.

The portal is accessible with the student NetID credentials.

Grade transcript of exams (Communication, Economics)
The official grade transcript of exams, which includes the related ECTS study points, can be obtained at:

www.esami.lu.usi.ch

All certificates must NOT be authenticated.

Queries and special certificates

- For queries and special certificates, please contact:
  - Faculties of Communication Sciences and Economics: attestati.lu@usi.ch
  - Faculty of Informatics: decanato.inf@usi.ch

Mendrisio Campus

The forms (request of ex-matriculation, request of military and Civil Defense postponements), duly filled out, are to be handed in at the campus front office.

Study certificates should be requested by email to:

segretariato.arc@usi.ch
<table>
<thead>
<tr>
<th><strong>USILuNet</strong></th>
<th>Lugano Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>USILuNet is the portal where the student can access a series of online services such as exams management, job offers, webmail, iCorsi platform, print summary, FAQ on how to configure your devices, etc. Each student have a personal USILuNet page.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>iCorsi3</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>iCorsi3 is USI's e-learning platform:</td>
<td></td>
</tr>
</tbody>
</table>

| **The information below is published in alphabetical order.** | |

### Accessibility to the Campuses

The Lugano Campus, the Palazzo Canavée and the Mendrisio Library have been adapted for mobility-impaired individuals, with appropriate access ramps and facilities (WC, etc.). For further information and assistance, please contact directly:

**Pro Infirmis Luganese e Mendrisiotto**
Via dei Sindacatori 1
6908 Massagno

tel + 41 91 960 28 70
fax + 41 91 960 28 88
ticino@proinfirmis.ch

| **Alumni** | USI Alumni was set up to assure continuity of contacts between Università della Svizzera italiana and its alumni. The Service aims at:
- establishing and consolidating a network through which USI alumni can always keep in touch with each other as well as with academic staff and current students;
- initiating and promoting contacts between alumni, companies, and institutions;
- supporting the professional development and networking of the alumni community;
- making a contribution to the growth of Università della Svizzera italiana. |

www.usi.ch/en/alumni

---

| **www.usilu.net** | |
| **www.icorsi.ch** | |
| **www.usi.ch/en/alumni** | |
Equal Opportunities Service

The Equal Opportunities Service promotes gender equality and a culture of non-discrimination and better appreciation of diversity at Università della Svizzera italiana (USI). The Service mainly has focused on:

- Support and encourage women who intend to undertake a career in academic teaching and research;
- Motivate and support female students who choose to engage in technical-scientific study curricula;
- Support the work-life balance between university work and study;
- Foster a culture of fairness, transparency and equality;
- Provide and ensure the adequate and balanced conditions for studying, teaching and working.

www.usi.ch/en/equal-opportunities-usi

Food

Lugano Campus

The Lugano Campus cafeteria (commonly called “mensa” in Italian) is located in the main building and is open Monday to Friday from 7:45am to 5:30pm. It offers a choice of three daily menus (price for student):

- Daily special at CHF 11.00
- Pasta at CHF 7.50
- Vegetarian at CHF 10.00

The menu prices are subject to change. To benefit from reduced prices, when asked you must show your student ID card.

The cafeteria is closed during the Christmas holiday break and during the summer break (first two weeks of August).

The weekly menu is available (only in Italian) at:

www.desk.usi.ch/it/mensa-e-menu-settimanale-campus-di-lugano

Mendrisio Campus

Students can benefit from reduced prices at the Osteria Vignetta (Via Turconi, next to Villa Argentina – www.vignetta.ch) and at the Obivella Restaurant of the "Beata Vergine" the Regional Hospital of Mendrisio (next to the Library). For the special rates, student needs to show, upon request, the USI student card.

Housing

USI does not have on-campus structure to accommodate all students, who must therefore provide for themselves. In case, the USI Accommodation Service can assist you.

Further information on housing is available at www.desk.usi.ch, the portal with all practicalities for the USI community:

- Accommodation at USI
- Rental listings database
- USI Home
- Casa dell'Accademia

Copy Center

The Copy Center which is located on the Lugano Campus (Level 1, office 121):

- manages the printers on the Lugano Campus;
- is the focal point for the production, distribution and sale of course materials on the Lugano Campus;
- provides a thesis printing and binding service (for a charge).

Contact:
tel + 41 58 666 45 86
copycenter@usi.ch

To access the student printers, please refer to section “Printing” on page 17.

Career

The University’s Career Service aims at fostering exchange and contacts with the business world, and to acquaint students with the working environment, thus ensuring a smoother and successful transition from the academic world to the workplace.

The key activities of the Service focus on the following:

- Maintain a database with internships and job opportunities and weekly career newsletters
- Comprehensive, one-to-one career counseling services
- Internships coordination
- Coordination of scholarships for internships abroad
- Online CV-Book
- Coordination of field projects
- On-campus recruitment events and orientation in the job market
- Long Night of Careers
- Visiting Employers Programme
- Successful Applications seminars
- Career Management Workshops
- USI Career Stories LIVE
- USI Alumni Placement Survey

www.usi.ch/en/career

ATM

Lugano Campus

An ATM is available in the main building (back entrance under the canteen).

Mendrisio Campus

There is no ATM on the Mendrisio Campus. The closest ATM is located at the Regional Hospital OBV (next to the Library).

Food

Lugano Campus

The Lugano Campus cafeteria (commonly called “mensa” in Italian) is located in the main building and is open Monday to Friday from 7:45am to 5:30pm. It offers a choice of three daily menus (price for student):

- Daily special at CHF 11.00
- Pasta at CHF 7.50
- Vegetarian at CHF 10.00

The menu prices are subject to change. To benefit from reduced prices, when asked you must show your student ID card.

The cafeteria is closed during the Christmas holiday break and during the summer break (first two weeks of August).

The weekly menu is available (only in Italian) at:

www.desk.usi.ch/it/mensa-e-menu-settimanale-campus-di-lugano

Mendrisio Campus

Students can benefit from reduced prices at the Osteria Vignetta (Via Turconi, next to Villa Argentina – www.vignetta.ch) and at the Obivella Restaurant of the “Beata Vergine” the Regional Hospital of Mendrisio (next to the Library). For the special rates, student needs to show, upon request, the USI student card.

Housing

USI does not have on-campus structure to accommodate all students, who must therefore provide for themselves. In case, the USI Accommodation Service can assist you.

Further information on housing is available at www.desk.usi.ch, the portal with all practicalities for the USI community:

- Accommodation at USI
- Rental listings database
- USI Home
- Casa dell'Accademia

Copy Center

The Copy Center which is located on the Lugano Campus (Level 1, office 121):

- manages the printers on the Lugano Campus;
- is the focal point for the production, distribution and sale of course materials on the Lugano Campus;
- provides a thesis printing and binding service (for a charge).

Contact:
tel + 41 58 666 45 86
copycenter@usi.ch

To access the student printers, please refer to section “Printing” on page 17.
IT Help Desk

Lugano Campus
For assistance with any IT device or system, contact:
Help Desk Lugano Campus
Main building, office 164
sistema.lu@usi.ch
tel + 41 58 666 46 10
Opening hours: Monday to Friday from 8am to 12pm and from 1pm to 5pm.

Mendrisio Campus
For any issues related to IT infrastructures, the network, access to systems, payments of prints and supply of papers or inks for printers please contact help@ti-edu.ch

Language Courses

USI offers Italian, French, German and English languages courses before the beginning of the academic year and during the semesters.
Language courses are free for USI students.

Italian courses: www.italiancourse.usi.ch
French, German and English courses: www.corsilingua.usi.ch

Laboratory for Models

Mendrisio Campus
The Academy of Architecture also has 2 laboratories (Palazzo Turconi and Palazzo Canavée) where students can learn to operate the various technical ways for creating models of their design projects. In order to use these machines, students are required to take a 2-hour introductory course.

Leave of Absence

Bachelor and Master’s students may obtain a leave of absence, for one or more semesters, in the event of maternity, military or civil service, severe illness or other difficulties deemed as significant obstacles to the regular course of studies. The leave of absence has a suspensive effect on the binding terms for exams and graduation. Students on leave of absence remain matriculated, and will continue to benefit from the status of student by paying a reduced tuition fee of CHF 100 per semester, according to the USI Regulations for admissions and enrollment. During the leave of absence students are not allowed to attend courses, take exams, or defend a Master thesis; they can however take exams of courses attended prior to the leave of absence.
To apply for a leave of absence, students should contact the Dean's Office / Faculty secretariat who will provide information of the relevant procedure and documentation. For further information:
www.desk.usi.ch/en/congedi-studenti-bachelor-e-master

Internet Connection / Wi-Fi

The following Wi-Fi networks are available for Internet access:
- USI Wireless (all campus)
- USI (all campus)
- USI-5 (only certain areas of the Lugano campus)
- USIGuestHouse (Lugano Campus - Palazzo Lambertenghi)
- eduroam (all campus)

USI Wireless is a network accessible to all, with an online time limit of four hours per session. To log in, follow the instructions on the page you see when you first access it. For access to the other networks, you need USI credentials or credentials from other universities (eduroam).

Currently, USI has agreements not only with all Swiss universities but also with over 80 universities abroad. A period of study abroad is designed to foster cultural, scientific and linguistic perspectives, while helping to enrich and consolidate already acquired knowledge and skills.

The Università della Svizzera italiana, through its International Relations and Study Abroad Service, offers its students and others coming from Switzerland and abroad the following possibilities:
- The Swiss mobility programme
- The Swiss-European mobility programme - SEMP (former Erasmus)
- The International exchange programme
- Freemover programme

www.usi.ch/en/relint

International Relations and Study Abroad

Useful information on Swiss regulations
Advisory services for tenants
FAQ

SEMP (ex Erasmus) and other mobility students seeking accommodation for the duration of their study semester in Lugano or in Mendrisio are invited to contact the Housing Service directly by e-mail, for personal advice:
- alloggi@usi.ch (Lugano Campus)
- alloggi.me@usi.ch (Mendrisio Campus)

To helps students seeking for an accommodation, USI has a Facebook page (www.facebook.com/usialloggi) where messages from students who are looking for a roommate or are leaving their flat/room are published.

www.usi.ch/housing

Aristotle College

Useful information on Swiss regulations
Advisory services for tenants
FAQ

Useful information on Swiss regulations
Advisory services for tenants
FAQ
The libraries hold a wide collection of books and periodicals in USI’s areas of study, providing individual study spaces and photocopying services.

University Library Lugano
Opening hours:
- Monday-Friday 9am-10pm / Saturday 9am-12.15pm
- During the exam sessions, the library has extended opening hours on: Saturday and Sunday 9am-6pm.

https://it.bul.bsu.usi.ch

Academy of Architecture Library
Opening hours:
- Monday-Friday 9am-8pm
- Saturday 10am-5pm

http://biblio.arc.usi.ch

Lost and Found

Lugano Campus
For all lost items, contact the reception of the main building (ground floor at the entrance) according to the opening hours 10am-12pm and 2pm-4pm

Mendrisio Campus
For all lost items, contact the reception of Villa Argentina according to the opening hours 10am-12pm and 1.30pm-3.30pm

Parking

Lugano Campus
An underground car park is available on the Lugano Campus. It is possible to pay only with Swiss francs (CHF). Credit cards are not accepted.

Mendrisio Campus
There are no available parking spaces for students on the Mendrisio campus. Car parks are available in town.

Photography Laboratory
Mendrisio Campus
The laboratory offers students the opportunity to take photographs of models and projects carried out in the ateliers. It is located in the Canavée building (floor -1) and has a photographic studio and a workspace equipped with the related materials (panels, black cloth, continuous light headlights). The request for use of the Laboratory must be forwarded to:

www.aule.usi.ch/prenotazione

Printing

Lugano Campus
Students may use the following printers:

- **USI_Students Main Building**
  - Room 156
  - Room 157
  - Room 159

- **USI_Laser Main Building**
  - Room 128
  - Biblioteca 5th floor
  - Informatics Building 1st and 2nd floor

Students may print only in A4 format, in black and white. They are entitled to 1,000 free printouts per semester. You can consult an overview of your printouts on your system profile USILuNET (to access the page from outside the campus IT network, you need to log in with your CAMPUS account).

Mendrisio Campus
Students can benefit from network printers in formats ranging from A4 to the plotter for tables and drawings, which are located at Palazzo Canavée and Palazzo Turconi.

Lost and Found

Lugano Campus
For all lost items, contact the reception of the main building (ground floor at the entrance) according to the opening hours 10am-12pm and 2pm-4pm

Mendrisio Campus
For all lost items, contact the reception of Villa Argentina according to the opening hours 10am-12pm and 1.30pm-3.30pm

Monthly Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation (shared single room or one-bedroom apartment)</td>
<td>CHF 450/800</td>
</tr>
<tr>
<td>Food and other household expenses</td>
<td>CHF 450</td>
</tr>
<tr>
<td>Health Insurance (if required)</td>
<td>CHF 110/280</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>CHF 50/100</td>
</tr>
<tr>
<td>Books and study materials</td>
<td>CHF 50</td>
</tr>
<tr>
<td>Free time expenses</td>
<td>CHF 200</td>
</tr>
<tr>
<td><strong>Total / per month</strong></td>
<td><strong>CHF 1’300/1’900</strong></td>
</tr>
</tbody>
</table>

This budget is referred to an average of the monthly budget for a USI student, excluding however the one-off expenses such as residence permit, regional foreign office, security deposit, etc.
Psychological Counselling Service

The Psychological Counselling Service offers a counselling service in cooperation with the ATP, the association of psychologists in Ticino, to help students reach professionals in the field of psychology.

Emotional distress may come in different forms and degrees, from a short term to a more complicated and long-lasting discomfort. When a disorder or a problem interferes with one’s daily routine affecting relationships, family, the workplace or school, seeking assistance from a qualified psychologist is certainly an option.

Counseling is not a free of charge service; supplemental health insurance will cover the fees for Cantonal appointed qualified psychotherapists.

Sosta Project

The general objective of the “SostA... towards a sustainable university” project is to achieve environmental, economic and social responsibility at USI.

The specific objectives are:
- to improve energy efficiency;
- to introduce and strengthen sustainability criteria in daily management and purchasing;
- to raise the awareness of the USI community;
- to guide USI towards a sustainability model.

As part of the project, useful information is available concerning sustainability (rubbish collection, water and energy consumption), mobility arrangements (bike sharing in Lugano and Mendrisio) and other aspects.

Sport

A Service for Sport and Leisure has been created to promote joint sporting activities between Università della Svizzera Italiana and the University of Applied Sciences of Southern Switzerland (SUPSI) and to coordinate local members’ participation in national and international university sports events.

The Sport Service USI/SUPSI organizes several sport activities addressed to the university community (students, PhD, academic and non academic staff). The goal is to create adequate opportunities to complement the intellectual or office-based routines with an attractive offer enhanced by social and cultural components.

The programme includes courses and special events offered throughout the academic year, as well as between terms, with a selection of weekly activities, training courses, camps and events. Sport Service USI/SUPSI provides equipment for many sport activities and relevant facilities, e.g. for water sports, and also has a few agreements and facilitations with several partners.

www.sport.usi.ch

Start-up

The Start-up Promotion Center assists people or teams intending to turn an innovative idea or project into an entrepreneurial activity, helping them:
- to define the idea, estimate its risks and opportunities and turn it into a project;
- to develop a sound and effective feasibility study;
- to extend and analyze the range of possible solutions;
- by following their activity right through the set-up and the development and consolidation phases of the project.

For further information: www.cpstartup.ch

Student Card

Your student card provides proof of your enrolment at USI and bears your matriculation number. It is assigned to you when you first complete the enrolment process.

Lugano Campus

The card enables students of the Faculties of Communication Science, Economics and Informatics to:
- renew their enrolment automatically;
- access the common areas of the campus 24/7;
- use printers, make photocopies and scan documents;
- obtain up-to-date certificates;
- register for sporting activities;
- register for the bike sharing service;
- benefit from various promotions.

www.desk.usi.ch/en/tessera-studenti

Mendrisio Campus

The student card allows students of the Academy of the Architecture to access the buildings on campus 24/7, to benefit from the Library loan and a few student reductions (OBV Restaurant, Osteria Vignetta).
Study Areas

<table>
<thead>
<tr>
<th>Lugano Campus</th>
<th>Room 156</th>
<th>Room 157</th>
<th>Room 159</th>
<th>Room 128</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Areas</td>
<td>Main Building</td>
<td>1° livello</td>
<td>Room 156</td>
<td>Room 157</td>
</tr>
<tr>
<td>Master Students Area</td>
<td>Library</td>
<td>5° livello</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All the study areas mentioned above are accessible 24/7 using your student card and are covered by the campus WiFi network. Access to PCs is granted with the CAMPUS account. In addition to the areas mentioned above, there are 200 workstations in the campus library and a number of them are equipped with PCs (refer to “Library” section).

<table>
<thead>
<tr>
<th>Mendrisio Campus</th>
<th>Palazzo Canavée</th>
<th>Palazzo Turconi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design atelier</td>
<td>Palazzo Canavée</td>
<td>Palazzo Turconi</td>
</tr>
<tr>
<td>Computer area</td>
<td>Palazzo Canavée</td>
<td></td>
</tr>
<tr>
<td>Study Area</td>
<td>Library of the Academy of Architecture</td>
<td></td>
</tr>
</tbody>
</table>

Municipal park, Mendrisio Campus
<table>
<thead>
<tr>
<th>Task</th>
<th>UE/EFTA Students</th>
<th>NON-UE/EFTA Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance (HC)</td>
<td>MANDATORY</td>
<td>NOT MANDATORY</td>
</tr>
<tr>
<td>Medical care in Switzerland</td>
<td>WITHIN 6 MONTHS</td>
<td>WITHIN 1 DAY</td>
</tr>
<tr>
<td>Permits</td>
<td>MANDATORY</td>
<td>NOT MANDATORY</td>
</tr>
<tr>
<td>Resident registration office</td>
<td>WITHIN 8 DAYS</td>
<td>WITHIN 1 DAY</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>CAN BE EXEMPTED</td>
<td>MANDATORY</td>
</tr>
<tr>
<td>Medical care in Switzerland</td>
<td>WITHIN 6 MONTHS</td>
<td>WITHIN 1 DAY</td>
</tr>
<tr>
<td>Permits</td>
<td>MANDATORY</td>
<td>NOT MANDATORY</td>
</tr>
<tr>
<td>Resident registration office</td>
<td>WITHIN 8 DAYS</td>
<td>WITHIN 1 DAY</td>
</tr>
</tbody>
</table>

Legend
- MANDATORY
- NOT MANDATORY
- CAN BE EXEMPTED

Bureaucracy at a glance

International students
Application procedure for EU/EFTA students

www4.ti.ch/di/home-sp/servizi-online/permessi-per-stranieri/dimora-b

Click on “Richiesta nuovo permesso cittadini UE/AELS”, avvio.

Once the online procedure has been completed, the student must print the form and send it together with the requested documents listed on the following link:

www.usi.ch/en/organising-bachelor-master-studies

The student will be summoned to the Lugano Migration Office (New Arrivals Service, Via Balestra 33) to check his/her documents before being issued with a residence permit for educational purposes.

Application procedure for non-EU/EFTA students

Within 14 days of entry into Switzerland, non-EU/EFTA students must send the following documents to the Migration Office in Bellinzona:

- signed Entry Authorization
- copy of passport
- copy of visa
- copy of lease of accommodation
- photograph (3.5x4.5 cm)

All documents must be written and/or translated into Italian.

Contacts:

www4.ti.ch/di/home-sp/contatti/ufficio-della-migrazione

(only in Italian)
The permit must be renewed each year, at least 14 days before it expires, following the procedure online:

www4.ti.ch/dl/home-sp/servizi-online/permessi-per-stranieri/dimora-b

Residents' Registration Office

All foreign students must register to the town population office within 8 days of arrival in Switzerland.

For Lugano
Puntocittà
Via della Posta
6900 Lugano
tel + 41 58 886 60 00
puntocitta@lugano.ch

Opening hours:
Monday, Wednesday and Friday: from 7.30am-12pm and from 1.30pm-5pm
Tuesday and Thursday: from 7.30am-6pm

For Mendrisio
Residents' registration office in Mendrisio
Municipio
Via Municipio 13
6850 Mendrisio
tel + 41 91 640 31 20

Opening hours:
Monday to Friday: from 10am-12pm and from 2pm-4pm
Thursday: 10am-12pm and 4pm-6pm

Health Insurance

Every person residing in Switzerland is required to have a health and accident insurance or to obtain the relevant exemption (see below) within three months of entry into Switzerland.

Compulsory health insurance covers the costs of the medical care in case of illness or accident.

Upon registration at the regional foreign office, students will receive two official letters requesting to apply for health insurance by a specific date. If the terms are not met, or exemption is not obtained, an insurance will be assigned as a matter of course at the discretion of the respective authorities.

Under certain conditions, students may be exempted from contracting compulsory health insurance in Switzerland.

This applies in particular to:
- students coming from EU/EFTA countries who have a European Health Insurance Card;
- students with private insurance in Germany who can prove that it complies with Swiss standards, i.e. that it is unlimited;
- students from non-EU/EFTA countries who can prove that such insurance complies with Swiss standards, i.e. that it is unlimited.

www.desk.usi.ch/en/health-insurance-students

Third-Party Liability Insurance

The liability insurance is optional but highly recommended.

This insurance protects people against unwilling damage caused to third parties, for example damages caused during sports activities, whilst renting an apartment or as a pet owner.

www.ch.ch

For further information on all procedures please refer to:

www.usi.ch/en/organising-bachelor-master-studies
Free time and life outside of the campus

Bank Account  
To open a personal bank account in Switzerland, students are required to present a valid passport or identity card and a certificate of enrolment issued by USI. Certain banks may ask for additional documents. It is recommended to open a student account, which generally offers a series of benefits.

Bike Sharing  
With the student card, it is possible to activate a free annual subscription to the PubliBike bike sharing service available within the city of Lugano. One of the bike stations is located at USI's main entrance: the first 30 minutes, i.e. the time required to move from one station to another, are free of charge; after this period, the user will be charged a fee per minute.

At the Mendrisio campus, bike sharing is available to students only within the university campus.

Buses  
The buses guarantee efficient mobility in the city of Lugano and the surrounding areas. In addition to the city buses, surrounding towns can be reached with the yellow coaches (Autopostale) or by the Lugano public transportation network (Autolinee Regionali Luganesi).

Detailed information on Lugano's public transportation (TPL) is available on: www.tplsa.ch (only in Italian).

In Mendrisio, city bus nr.1, as well as a yellow 'Autopostale' coach, provide regular connections between the Academy and the cities of Chiasso and Como. Information on bus passes is available on the website www.arcobaleno.ch

For the transportation maps refer to the section "Where we are" on pages 34 and 35.

Car  
In Switzerland, you must be at least 18 years old to obtain a driving license and driving is on the right.

For further information on the foreign driving licence (validity, change, etc) refer to the “Sezione della Circolazione”: www.ti.ch/circolazione (only in Italian)

Post Office  
Post offices now provide a variety of products and facilities: stamps, stationery, money transfers from abroad (international money orders are handled only by the main post offices) and other products. In addition, the Post Office offers the "PostFinance account" as an alternative to a bank account. To open an account at the Post Office, students are required to provide an identity document (passport or ID), a residence permit and a certificate of enrolment issued by USI.

For more information: www.postfinance.ch

Postal office Lugano Centre (main office)  
Via della Posta  
CH-6900 Lugano  
Opening hours:  
Mondays-Fridays 7.30am-7pm and Saturdays 8am-4pm

Postal office Mendrisio Station (main office)  
Via Franscini  
CH-6850 Mendrisio  
Opening hours:  
Mondays-Fridays 8.00am-6.30pm and Saturdays 8.30am-12pm

tel + 41 (0)848 888 888  
www.posta.ch

Shops  
The main supermarkets are open Mondays to Fridays from 8.30am to 7pm, Thursdays from 8.30am to 9pm, and Saturdays from 8.30am to 5pm (in the summer until 6pm). Smaller shops stay open until 6.30pm (also on Thursdays) and close on Saturdays 5pm.

Telephone  
To call Ticino from abroad, you must dial 0041 91 (land lines) and then the phone number.

In Switzerland, there are several mobile phone operators. Information on rates, subscriptions and prepaid cards may be obtained from the specialist shops throughout Ticino and at post offices. Generally, prepaid cards and contracts can be used with all standard GSM mobile phones on 900/1800 Mhz.

Train  
Students can purchase a "Swiss Half-Price Card" from a Swiss Railway ticket office (www.sbb.ch/en) that entitles them to a 50% reduction on all train fares in Switzerland. Swiss Rail also offers season tickets at special rates for commuters, i.e. people who live just across the border in Italy and travel to Switzerland every day. Other train passes are available that entitle the holder to travel for
USI Student Discounts

USI’s students can benefit from the discounts and special rates showing the USI student card. The list is available at:


Useful Links

<table>
<thead>
<tr>
<th>Lugano</th>
<th>Cantonal Library of Lugano</th>
<th><a href="http://www.sbt.ti.ch/bCLU">www.sbt.ti.ch/bCLU</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Lugano</td>
<td><a href="http://www.lugano.ch">www.lugano.ch</a></td>
<td></td>
</tr>
<tr>
<td>Lugano Tourism</td>
<td><a href="http://www.luganoregion.com">www.luganoregion.com</a></td>
<td></td>
</tr>
<tr>
<td>Medical Centre (Train Station)</td>
<td><a href="http://www.centromedico.ch">www.centromedico.ch</a></td>
<td></td>
</tr>
<tr>
<td>Hospitals (Civico and Italiano)</td>
<td><a href="http://www.eoc.ch">www.eoc.ch</a></td>
<td></td>
</tr>
<tr>
<td>Lugano Migration Office (New Arrivals Service)</td>
<td>Via Serafino Balestra 33 6900 Lugano</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mendrisio</th>
<th>Cantonal Library of Mendrisio</th>
<th><a href="http://www.sbt.ti.ch/bcme">www.sbt.ti.ch/bcme</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Mendrisio</td>
<td><a href="http://www.mendrisio.ch">www.mendrisio.ch</a></td>
<td></td>
</tr>
<tr>
<td>Mendrisiotto Tourism</td>
<td><a href="http://www.mendrisiotto">www.mendrisiotto</a> tourism.ch</td>
<td></td>
</tr>
<tr>
<td>Hospital “Beata Vergine”</td>
<td><a href="http://www.eoc.ch">www.eoc.ch</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ticino</th>
<th>Canton Ticino</th>
<th><a href="http://www.ti.ch">www.ti.ch</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ticino Tourism</td>
<td><a href="http://www.ticino.ch/en">www.ticino.ch/en</a></td>
<td></td>
</tr>
<tr>
<td>Migration Office</td>
<td>Via Lugano 4 6501 Bellinzona</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>USI</th>
<th>USI Security number Lugano Campus</th>
<th>+41 58 666 4730</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>USI Security number Mendrisio Campus</td>
<td>+41 58 666 5820</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Useful Numbers</th>
<th>Helpline (Volunteer Emotional Support)</th>
<th>143</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Traffic conditions</td>
<td>163</td>
</tr>
<tr>
<td></td>
<td>Swisscom Info Service (fee liable)</td>
<td>1811</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Swiss Numbers</th>
<th>General Emergency Number</th>
<th>112</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Police</td>
<td>117</td>
</tr>
<tr>
<td></td>
<td>Fire Department</td>
<td>118</td>
</tr>
<tr>
<td></td>
<td>Ambulance</td>
<td>144</td>
</tr>
<tr>
<td></td>
<td>REGA</td>
<td>1414</td>
</tr>
<tr>
<td></td>
<td>Roadside Assistance</td>
<td>140</td>
</tr>
<tr>
<td></td>
<td>Toxicological Institute (in case of poisoning)</td>
<td>145</td>
</tr>
</tbody>
</table>

By plane

The Agno Airport is located about 6km from Lugano centre and 23km from Mendrisio. It offers flights mainly to Zürich (www.lugano-airport.ch).

By car

To Lugano
Exit to Lugano Nord, follow “City centre” and then “USI” sign
To Mendrisio
Exit to Mendrisio and then “Accademia” sign

By train

Lugano
From the train station, the Lugano Campus can be reached with bus n° 6 (Cornaredo direction, stop “Università”).

Mendrisio
The Academy of Architecture is located a few steps away from the train station. Please refer to the City map on page 35.
# Glossary

## Glossario

<table>
<thead>
<tr>
<th>English - Italian</th>
<th>English - Italian</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> accommodation</td>
<td>alloggio</td>
</tr>
<tr>
<td>apartment</td>
<td>appartamento</td>
</tr>
<tr>
<td>application</td>
<td>iscrizione</td>
</tr>
<tr>
<td>attend (to)</td>
<td>frequentare</td>
</tr>
<tr>
<td>Attachment</td>
<td>allegato</td>
</tr>
<tr>
<td>authenticate (to)</td>
<td>vidimare</td>
</tr>
<tr>
<td><strong>B</strong> board</td>
<td>vitto</td>
</tr>
<tr>
<td>book</td>
<td>libro</td>
</tr>
<tr>
<td>borrow (to)</td>
<td>prendere in prestito</td>
</tr>
<tr>
<td><strong>C</strong> canteen</td>
<td>mensa</td>
</tr>
<tr>
<td>car</td>
<td>auto</td>
</tr>
<tr>
<td>car park</td>
<td>parcheggio</td>
</tr>
<tr>
<td>card</td>
<td>tessera</td>
</tr>
<tr>
<td>certificate / transcript</td>
<td>attestato</td>
</tr>
<tr>
<td>city hall</td>
<td>municipio</td>
</tr>
<tr>
<td>class</td>
<td>corso</td>
</tr>
<tr>
<td>classroom</td>
<td>aula</td>
</tr>
<tr>
<td>closing date</td>
<td>termine d'iscrizione</td>
</tr>
<tr>
<td>compulsory</td>
<td>obbligatorio</td>
</tr>
<tr>
<td>course catalogue</td>
<td>libretto corsi</td>
</tr>
<tr>
<td>course schedule</td>
<td>orario corsi</td>
</tr>
<tr>
<td>course subject</td>
<td>corso</td>
</tr>
<tr>
<td><strong>D</strong> deadline</td>
<td>termine d'iscrizione</td>
</tr>
<tr>
<td>dean</td>
<td>decano</td>
</tr>
<tr>
<td>deductible</td>
<td>franchigia</td>
</tr>
<tr>
<td>deposit</td>
<td>cauzione / caparra</td>
</tr>
<tr>
<td>discount</td>
<td>riduzione/sconto</td>
</tr>
<tr>
<td>dishwasher</td>
<td>lavastoviglie</td>
</tr>
<tr>
<td>elective</td>
<td>corso a scelta</td>
</tr>
<tr>
<td>enrolment certificate</td>
<td>attestato di frequenza</td>
</tr>
<tr>
<td>entry requirements</td>
<td>criteri d'ammissione</td>
</tr>
<tr>
<td>excess</td>
<td>franchigia</td>
</tr>
<tr>
<td>exchange</td>
<td>scambio</td>
</tr>
<tr>
<td>exempt</td>
<td>esentare</td>
</tr>
<tr>
<td>extra (service) charges</td>
<td>spese</td>
</tr>
<tr>
<td>Faculty Board</td>
<td>Consiglio di Facoltà</td>
</tr>
<tr>
<td>fail (to)</td>
<td>bocciare</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>SA (semestre autunnale)</td>
</tr>
<tr>
<td>fare</td>
<td>tariffa</td>
</tr>
<tr>
<td>fee</td>
<td>tassa d'iscrizione</td>
</tr>
<tr>
<td>flat, apartment</td>
<td>appartamento</td>
</tr>
<tr>
<td>floor</td>
<td>piano</td>
</tr>
<tr>
<td>form</td>
<td>formulario / modulo</td>
</tr>
<tr>
<td>formal registration</td>
<td>immatricolazione</td>
</tr>
<tr>
<td>free time</td>
<td>tempo libero</td>
</tr>
<tr>
<td>freshman</td>
<td>matricola</td>
</tr>
<tr>
<td>furnished</td>
<td>arredato, ammobiliato</td>
</tr>
<tr>
<td>grade</td>
<td>voto</td>
</tr>
<tr>
<td>health insurance</td>
<td>cassa malattia</td>
</tr>
<tr>
<td>included / not included</td>
<td>incluso / escluso</td>
</tr>
<tr>
<td>kiosk</td>
<td>edicola</td>
</tr>
<tr>
<td>lab / laboratory</td>
<td>laboratorio</td>
</tr>
<tr>
<td>landlord</td>
<td>proprietario</td>
</tr>
<tr>
<td>leave of absence</td>
<td>congedo</td>
</tr>
<tr>
<td>lend (to)</td>
<td>prestare</td>
</tr>
<tr>
<td>lesson</td>
<td>corso</td>
</tr>
<tr>
<td>let (to)</td>
<td>dare in affitto</td>
</tr>
<tr>
<td>library</td>
<td>biblioteca</td>
</tr>
<tr>
<td>lodger</td>
<td>subentrante</td>
</tr>
<tr>
<td>main building</td>
<td>stabile principale</td>
</tr>
<tr>
<td>major / minor (area)</td>
<td>(area) maggiore / minore</td>
</tr>
<tr>
<td>mandatory</td>
<td>obbligatorio</td>
</tr>
<tr>
<td>mark</td>
<td>voto</td>
</tr>
<tr>
<td>matriculation</td>
<td>immatricolazione</td>
</tr>
<tr>
<td>meals</td>
<td>vitto</td>
</tr>
<tr>
<td>Migration office</td>
<td>ufficio della migrazione</td>
</tr>
<tr>
<td>newsstand</td>
<td>edicola</td>
</tr>
<tr>
<td>no classes on</td>
<td>sospensione corsi</td>
</tr>
<tr>
<td>notes</td>
<td>appunti</td>
</tr>
<tr>
<td>notice board</td>
<td>bacheca</td>
</tr>
<tr>
<td>O</td>
<td>official residence</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------</td>
</tr>
<tr>
<td>P</td>
<td>paper</td>
</tr>
<tr>
<td></td>
<td>parking lot</td>
</tr>
<tr>
<td></td>
<td>pass (to)</td>
</tr>
<tr>
<td></td>
<td>post account / bank account</td>
</tr>
<tr>
<td></td>
<td>plane</td>
</tr>
<tr>
<td></td>
<td>phone</td>
</tr>
<tr>
<td></td>
<td>photocopy / to photocopy</td>
</tr>
<tr>
<td></td>
<td>practice</td>
</tr>
<tr>
<td></td>
<td>preferential rates</td>
</tr>
<tr>
<td></td>
<td>print (to)</td>
</tr>
<tr>
<td></td>
<td>public transportation</td>
</tr>
<tr>
<td>R</td>
<td>rate</td>
</tr>
<tr>
<td></td>
<td>reception</td>
</tr>
<tr>
<td></td>
<td>rent, rent (to)</td>
</tr>
<tr>
<td></td>
<td>residence permit</td>
</tr>
<tr>
<td></td>
<td>residents’ registration office</td>
</tr>
<tr>
<td></td>
<td>room</td>
</tr>
<tr>
<td>S</td>
<td>scholarship</td>
</tr>
<tr>
<td></td>
<td>share (to)</td>
</tr>
<tr>
<td></td>
<td>shop</td>
</tr>
<tr>
<td></td>
<td>Spring Semester</td>
</tr>
<tr>
<td></td>
<td>statement</td>
</tr>
<tr>
<td></td>
<td>storey</td>
</tr>
<tr>
<td></td>
<td>studio flat</td>
</tr>
<tr>
<td></td>
<td>subscription</td>
</tr>
<tr>
<td></td>
<td>sublet (to)</td>
</tr>
<tr>
<td>T</td>
<td>teaching timetable</td>
</tr>
<tr>
<td></td>
<td>teaching / class</td>
</tr>
<tr>
<td></td>
<td>third-party liability insurance</td>
</tr>
<tr>
<td></td>
<td>town hall</td>
</tr>
<tr>
<td></td>
<td>train</td>
</tr>
<tr>
<td></td>
<td>transcript</td>
</tr>
<tr>
<td>V</td>
<td>vending machine</td>
</tr>
<tr>
<td></td>
<td>visa</td>
</tr>
<tr>
<td>W</td>
<td>washing machine</td>
</tr>
</tbody>
</table>

### Italian - English

**A**
- abbonamento: subscription (newspapers, etc.)
- aereo: plane
- affitto, affittare: rent, to rent
- allegato: enclosure/attachment
- alloggio: accommodation / housing
- appartamento: flat, apartment
- appunti: notes
- area maggiore/minore: major/minor
- arredato, ammobiliato: furnished
- attestato: certificate / transcript
- attestato di frequenza: certificate of attendance/ enrolment certificate
- aula: classroom
- auto: car

**B**
- bacheca: notice board
- biblioteca: library
- bocciare: to fail
- borsa di studio: scholarship/grant

**C**
- cassa malattia: health insurance
- cauzione / caparra: deposit
- condividere: to share
- congedo: leave of absence
- Consiglio di Facoltà: Faculty Board
- contro corrente postale/ bancario: bank account
- controllo abitanti (PuntoCittà): residents’ registration office
- corso: Class/course/lesson
- corso a scelta: elective
- criteri d’ammissione: entry requirements

**D**
- dare in affitto: to let
- Decano / decanato: Dean / dean’s office
- dichiarazione: statement
- distributore automatico: vending machine
- domicilio legale: official residence

**E**
- edicola: newsstand / kiosk
- elaborato: paper / essay
- esentare: exempt
- esercitazione: practice
<table>
<thead>
<tr>
<th>F</th>
<th>SA (semestre autunnale)</th>
<th>Fall semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>scambio</td>
<td>exchange</td>
</tr>
<tr>
<td>F</td>
<td>sconto / riduzione</td>
<td>preferential rates / discount</td>
</tr>
<tr>
<td>F</td>
<td>Segreteria</td>
<td>reception</td>
</tr>
<tr>
<td>F</td>
<td>sessione esami</td>
<td>Exams session</td>
</tr>
<tr>
<td>F</td>
<td>sospensione corsi</td>
<td>no classes on</td>
</tr>
<tr>
<td>F</td>
<td>SP (semestre primaverile)</td>
<td>Spring semester</td>
</tr>
<tr>
<td>F</td>
<td>spese</td>
<td>extra (service) charges</td>
</tr>
<tr>
<td>F</td>
<td>stabile principale</td>
<td>main building</td>
</tr>
<tr>
<td>F</td>
<td>stampare</td>
<td>to print</td>
</tr>
<tr>
<td>F</td>
<td>stanza / locale</td>
<td>room</td>
</tr>
<tr>
<td>F</td>
<td>subaffittare</td>
<td>to sub-let</td>
</tr>
<tr>
<td>F</td>
<td>subentrante</td>
<td>lodger</td>
</tr>
<tr>
<td>F</td>
<td>superare un esame</td>
<td>to pass</td>
</tr>
<tr>
<td>I</td>
<td>immatricolazione</td>
<td>formal registration / matriculation</td>
</tr>
<tr>
<td>I</td>
<td>incluso / escluso</td>
<td>included / not included</td>
</tr>
<tr>
<td>I</td>
<td>iscrizione</td>
<td>application / registration / enrolment</td>
</tr>
<tr>
<td>I</td>
<td>laboratorio</td>
<td>lab / laboratory</td>
</tr>
<tr>
<td>I</td>
<td>lavastoviglie</td>
<td>dishwasher</td>
</tr>
<tr>
<td>I</td>
<td>lavatrice</td>
<td>washing machine</td>
</tr>
<tr>
<td>I</td>
<td>libretto corsi</td>
<td>course catalogue</td>
</tr>
<tr>
<td>I</td>
<td>libro</td>
<td>book</td>
</tr>
<tr>
<td>L</td>
<td>matricola</td>
<td>freshman</td>
</tr>
<tr>
<td>L</td>
<td>mensa</td>
<td>canteen</td>
</tr>
<tr>
<td>L</td>
<td>monolocale</td>
<td>one-room apartment / studio flat</td>
</tr>
<tr>
<td>L</td>
<td>municipio</td>
<td>town hall (building) / City Hall</td>
</tr>
<tr>
<td>L</td>
<td>modulo / formulario</td>
<td>form</td>
</tr>
<tr>
<td>M</td>
<td>negozio</td>
<td>shop</td>
</tr>
<tr>
<td>M</td>
<td>obbligatorio</td>
<td>compulsory / mandatory</td>
</tr>
<tr>
<td>M</td>
<td>orario dei corsi</td>
<td>teaching timetable / course schedule</td>
</tr>
<tr>
<td>P</td>
<td>parcheggiare</td>
<td>parking lot / car park</td>
</tr>
<tr>
<td>P</td>
<td>passare/superare</td>
<td>to pass</td>
</tr>
<tr>
<td>P</td>
<td>permesso di soggiorno</td>
<td>residence permit</td>
</tr>
<tr>
<td>P</td>
<td>piano</td>
<td>floor / storey</td>
</tr>
<tr>
<td>P</td>
<td>prendere in prestito</td>
<td>to borrow</td>
</tr>
<tr>
<td>P</td>
<td>prestare</td>
<td>to lend</td>
</tr>
<tr>
<td>P</td>
<td>proprietario</td>
<td>owner / landlord</td>
</tr>
<tr>
<td>R</td>
<td>RC (responsabilità civile)</td>
<td>third-party liability insurance</td>
</tr>
<tr>
<td>R</td>
<td>rinnovo</td>
<td>renewal</td>
</tr>
</tbody>
</table>
### Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosario Maccarrone</td>
<td>Head of Study Advisory and Promotion Service</td>
<td>Università della Svizzera italiana Office 303 Main Building Via Buffi 13 6900 Lugano</td>
<td>+41 58 666 4795</td>
<td>+41 58 666 4759</td>
<td><a href="mailto:studyadvisor@usi.ch">studyadvisor@usi.ch</a></td>
</tr>
<tr>
<td>Anna Giovanetti</td>
<td>Collaborator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Géraldine Moretti</td>
<td>Collaborator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simona Rigamonti</td>
<td>Collaborator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Opening hours: Monday-Friday 9.00-12.30, 13.30-18.00

---

### To know

- In Switzerland tap water is drinkable
- 230 V – 50 Hz
- Standard CET or UTC/GMT +1 ora
- German, French, Italian e Romansh
- +41 (International call prefix 00)
- Swiss Francs (CHF)

---

Follow us
- [facebook.com/usiversity](https://facebook.com/usiversity)
- [twitter.com/USI_university](https://twitter.com/USI_university)
- [instagram.com/usiversity](https://instagram.com/usiversity)
- [youtube.com/usiusiversity](https://youtube.com/usiusiversity)
- [linkedin.com/school/usiusiversity](https://linkedin.com/school/usiusiversity)
- [linkedin.com/school/usiusiversity](https://linkedin.com/school/usiusiversity)