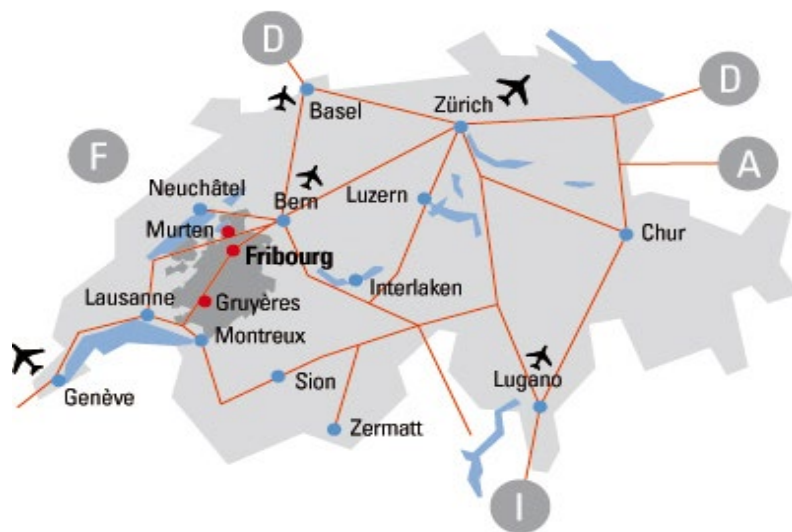




WELCOME TO THE UNIVERSITY OF FRIBOURG

Academic year 2025-2026



WELCOME GUIDE FOR EXCHANGE STUDENTS

TABLE OF CONTENTS

| | |
|---|----------|
| 1. WELCOME TO FRIBOURG! | 3 |
| 2. THE INTERNATIONAL RELATIONS OFFICE | 3 |
| BEFORE YOUR ARRIVAL | 3 |
| 3. VISA APPLICATION | 3 |
| 4. YOUR EMAIL ACCOUNT | 4 |
| 5. FOLLOW-UP PROCESSES ON MYUNIFR | 4 |
| 6. THE UNIFR MOBILE APP | 4 |
| 7. ONLY FOR ISEP PROGRAM – OPENING A BANK ACCOUNT | 4 |
| 8. HOUSING | 4 |
| 9. HEALTH INSURANCE | 4 |
| 10. LEARNING AGREEMENT & LANGUAGE SKILLS | 5 |
| 11. GETTING TO FRIBOURG | 5 |
| UPON YOUR ARRIVAL | 5 |
| 12. HOUSING/STATE OF THE APARTMENT | 5 |
| 13. WELCOME DAY | 5 |
| 14. MANDATORY STEPS UPON YOUR ARRIVAL | 5 |
| 14.1. Registration with SPOMI (Service of Immigration) and your municipality of residence | 6 |
| 14.2. Only for ISEP Program - Monthly registration for the scholarship and absences | 6 |
| 15. SHARE YOUR EXPERIENCE | 6 |
| ACADEMIC INFORMATION | 6 |
| 16. ACADEMIC CALENDAR | 6 |
| 17. CAMPUSES AND LIBRARIES | 6 |
| 17.1. Campuses | 6 |
| 17.2. Libraries | 7 |
| 18. COURSES AND EXAMINATIONS | 7 |
| 18.1. Courses and Exams | 7 |
| 18.2. Grading System and Credits | 7 |
| 19. UNIVERSITY SERVICES | 7 |
| PRACTICAL INFORMATION | 8 |
| 20. PRACTICAL INFORMATION IN FRIBOURG | 8 |
| 21. EMERGENCIES | 8 |
| 22. DISCOVER FRIBOURG AND ITS REGION | 8 |
| AT THE END OF YOUR STAY | 8 |
| 23. TRANSCRIPT OF RECORDS (TOR) | 8 |
| 24. ANNOUNCE YOUR DEPARTURE | 9 |
| CHECKLIST WITH DATES AND DEADLINES | 9 |

1. WELCOME TO FRIBOURG!

Dear students,

You have chosen to study at the [University of Fribourg](#) for a few months, and we look forward to welcoming you soon!

This **Welcome Guide** is designed to provide you with an overview of the information relevant to your stay. You will find links to more detailed information on our webpage.

Please read all the information on the following pages carefully to prepare for your stay in Fribourg.

We hope you will enjoy reading the guide! Please do not hesitate to contact us if you need any additional information.

The Staff of the International Relations Office (IRO)

2. THE INTERNATIONAL RELATIONS OFFICE

The International Relations Office (IRO) is the welcoming office for exchange students.

| For all incoming students: International Relations Office (IRO) | |
|--|--|
| Contact and website | Avenue de l'Europe 20, Office MIS 4059B, 1700 Fribourg – Switzerland. International-incoming@unifr.ch – +41 26 300 70 47 Website for incoming students: www.unifr.ch/mobility Opening hours (reception and phone) |

| Incoming students in the Faculty of Law: The Erasmus and International Relations Office of the Faculty of Law | |
|--|---|
| Contact and website | Avenue de l'Europe 20, Office MIS 4060, 1700 Fribourg – Switzerland. ius-mobility@unifr.ch - +41 26 300 8112 www.unifr.ch/ius (available in French and German) Information in English for incoming students. Reception by appointment. |

BEFORE YOUR ARRIVAL

3. VISA APPLICATION

Before travelling to Switzerland, we advise you to familiarise yourself with the country's entry and arrival rules.

- **EU/EFTA nationals:** no visa is required to enter Switzerland.
- **Citizens of non-European Union countries:** a visa is required for stays of more than **90 days**. Please contact the Swiss embassy or consulate in your home country to apply for a visa.

➔ For more information, please visit our [website](#).

4. YOUR EMAIL ACCOUNT

You will receive information to set up your Unifr email account by email one month before the beginning of the semester. Your account will be valid for up to three months after the end of the semester. Please make sure you activate your Unifr email account before you arrive.

During your stay in Fribourg, please use only this Unifr email address: [first name].[last name]@unifr.ch. IRO, along with all the other Services, Departments, and Faculties at Unifr, will send all important information to this address during your stay in Fribourg. Please check your junk/spam folder regularly for legitimate emails. If you encounter problems with your Unifr email account, please contact the [Service Desk](#) (support@unifr.ch).

5. FOLLOW-UP PROCESSES ON MYUNIFR

After activating your email address, you will also receive access details for your **Unifr e-account**. Identification is done via two-factor authentication; please choose authentication via the mobile app, not via SMS. It will give you access to the [MyUnifr portal](#), where you can register for courses, exams, sports classes, and so on. You will also find information about your exchange at Unifr on this portal. Please complete the various steps of this process **carefully and in a timely manner**.

6. THE UNIFR MOBILE APP

Download the [official Unifr mobile app](#) on your mobile phone. The app will guide you throughout your stay at Unifr.

7. ONLY FOR ISEP PROGRAM - OPENING A BANK ACCOUNT

To receive the **ISEP scholarship**, you must have a Swiss bank account.

- ➔ Before the beginning of the semester, you will receive an email from us with all the information and steps you need to take to open a bank account.
- ➔ Please also consult the “Scholarship” section on our [website](#).
- ➔ Once you have opened a bank account, enter your bank details on the MyUnifr portal as part of the follow-up process.

8. HOUSING

Your chances of finding good accommodation in Fribourg are pretty high, but we recommend you book a room as soon as you have received the confirmation of your admission.

- ➔ For more information, please visit our [website](#).

9. HEALTH INSURANCE

You will need to be covered by health and accident insurance for the entire duration of your stay in Switzerland. Make sure you prepare all the necessary documents.

- ➔ For all students, please visit our [website](#).
- ➔ For EU/EFTA nationals, please also check the following link: www.kvg.org.
- ➔ For **special needs**, please visit the website [Studies and Disability](#) and contact handicap@unifr.ch.

10. LEARNING AGREEMENT & LANGUAGE SKILLS

If you have not established your learning agreement yet, please follow the instructions on the page below. Before you arrive in Fribourg, please make sure that your learning agreement has been signed by the study coordinator at your home university, by yourself, and by your Unifr study advisor(s).

→ For detailed information on the learning agreement, please visit our [website](#).

Language requirements: No language proficiency test is required for exchange students, but you are expected to have reached a **B1 level** in the language(s) of instruction of your chosen courses by the time you arrive. You must also complete the 'Language passport' during the application process. You can choose to study in German, French, or English, depending on the options available, and you can also combine these languages.

The university's **Language Centre** offers [free language courses](#) during the semester. **Before** the semester begins, there are [intensive courses](#) in French and German (which are not free of charge).

→ For more information on those language courses, please visit the Language Centre's [website](#).

11. GETTING TO FRIBOURG

Fribourg is located in the centre of Switzerland and is easy to reach with public transportation

→ For more information on how to get to Fribourg, please visit our [website](#) and that of [Fribourg Tourism](#).

UPON YOUR ARRIVAL

12. HOUSING/STATE OF THE APARTMENT

When a tenant moves in or out, the landlord and tenant review the state of the apartment together. To protect your interests, we recommend that you **take part in this process and take photos**. Please clean your accommodation regularly to avoid an additional final cleaning, which could be very expensive.

→ For more information, please visit our [website](#) (under "Important information about rental").

13. WELCOME DAY

A few weeks before you arrive, you will receive the Welcome Day Program by email. Please note the dates of the Welcome Days coinciding with your arrival in Fribourg now. **Participation in one of the Welcome Days is mandatory for all incoming students.** The following documents will be provided by IRO on Welcome Day:

- Your certificate of registration at the University of Fribourg
- A welcome bag with useful information about the University, Fribourg, and its region

→ For more information, please visit our [website](#).

14. MANDATORY STEPS UPON YOUR ARRIVAL

14.1. REGISTRATION WITH SPOMI (SERVICE OF IMMIGRATION) AND YOUR MUNICIPALITY OF RESIDENCE

You have the obligation of registering with SPOMI (the Office in charge of migration in Fribourg - "Service de la population et des migrants/Amt für Bevölkerung und Migration") within 14 days of your arrival in Fribourg. You must also apply for a residence permit at that time. Further information and details on the fees can be found via the link below. As soon as you have received your residence permit, you **must** register with your local municipality.

→ For more information, please visit our [website](#).

14.2. ONLY FOR ISEP PROGRAM - MONTHLY REGISTRATION FOR THE SCHOLARSHIP AND ABSENCES

In order for us to transfer your monthly scholarship, you **must** come to our office on specific days each month to sign the attendance list.

→ We will send you a monthly email with various suggested dates for signing.

Any period of absence from Switzerland of more than two weeks, (even during the university holidays) **must** be reported to IRO by writing to international-incoming@unifr.ch.

15. SHARE YOUR EXPERIENCE

We would like to share your photos and/or testimonials on our website and on our social media channel. If you agree, please send us some photos with a brief description of the highlights of your exchange experience in Fribourg to international-incoming@unifr.ch.

Your international experience is rich in academic, personal, and social terms. Share it with others! Follow us on [Instagram](#).

→ For more information, please visit our [website](#).

ACADEMIC INFORMATION

16. ACADEMIC CALENDAR

→ For information about the **important dates**, such as the welcome day and the beginning of the autumn and spring semester, please visit our [website](#).

17. CAMPUSES AND LIBRARIES

17.1. CAMPUSES

The University of Fribourg has several campuses located throughout the city. The most important ones are listed below:

- ❖ [Miséricorde \(MIS\)](#): Dean's offices, academic and administrative offices, IRO, Faculty of Law, Faculty of Arts and Humanities, Faculty of Theology, Language Center, Uni-Info, AGEF – ESN – AIESEC – ELSA offices, Mensa, sport facilities, Service Desk (IT-support).
- ❖ [Pérolles \(PER\)](#): Faculty of Social and Economic Sciences and Faculty of Sciences and Medicine, AGEF - AIESEC offices, Mensa, Uni-Info, sport facilities, Service Desk (IT-support).
- ❖ [Régina Mundi \(RM\)](#): Departments of Psychology and Education Sciences, Mensa, sport facilities.

- ❖ **Beauregard (BQC/BRG):** Institute of European Law, Institute for Federalism, Departments of Law, Languages and Literatures, [Spectrum](#), [ciné club](#).

Here is a link to a [virtual tour](#) of the University of Fribourg.

17.2. LIBRARIES

The main library of the University of Fribourg is the Canton and University Library (BCU: www.fr.ch/bcu). There are also other libraries in each faculty. You can find a list of these libraries here: <https://www.unifr.ch/biblio/en/>.

To borrow books, use your Campus Card, which also serves as your library card (your reader number is located on the back of the card, under the barcode).



18. COURSES AND EXAMINATIONS

18.1. COURSES AND EXAMS

Various types of courses are available, including lectures, block courses, seminars, and excursions. The [course catalogue](#) lists all the courses offered by the University of Fribourg. You will find a guide on how to register for courses on our website under 'Academic Information'.

Exams take place at the end of the semester (end of December to mid-February/ end of May to mid-July), sometimes during the last week of lectures and often in the weeks that follow.

Important: Please note that each faculty has its own regulations and exam calendar. **Check the dates and the registration deadlines on each faculty's website!** Remember to register for both courses **AND** exams.

➔ For more information on courses and examinations, please visit our [website](#).

18.2. GRADING SYSTEM AND CREDITS

The University of Fribourg uses the European Credit Transfer System (ECTS) as its credit system.

➔ For more information, please visit our [website](#).

19. UNIVERSITY SERVICES

| | |
|---------------------------------|--|
| ESN | The student organisation ESN Fribourg (Erasmus Student Network) supports exchange students and helps them settle in. ESN Fribourg offers a Buddy System and organises trips, meetings, and parties, among other things. You can find all the information you need on their Instagram and Facebook pages. |
| UNI-INFO | Useful website with practical information related to studies and life in Fribourg. |
| HELP | In case of personal, legal, or financial issues, this webpage will provide you with potential solutions and useful links. |
| AGEF | The goal of this association is to represent and preserve the interests of all the students enrolled at the University of Fribourg. The association offers other services such as discounts, good deals, and support. |
| UNISPORT | On this website you can find the schedule of sport classes. Many activities can be practised during the academic year. Most classes are free, but you will have to pay for the access to the fitness rooms and some sports. |
| LANGUAGE CENTRE | At the Language Centre, you have the opportunity to follow different language courses, regardless of which faculty you study in. |

CULTURAL AND SOCIAL LIFE

If you feel like unwinding or just want to clear your head after lectures, the University of Fribourg offers a wide range of cultural and social opportunities. Check out the [Centre Fries](#) which is a good place to meet other students and relax between or after the courses.

PRACTICAL INFORMATION

20. PRACTICAL INFORMATION IN FRIBOURG

- **Public transport** is generally very well developed in Fribourg and in Switzerland, but it is costly. On our website you will find information on various mobility offers for train or bus tickets or for bicycle rental.
- The **opening hours** of shops, banks, and post offices are not as extensive in Fribourg as in other cities.
- **Electricity**: alternating Current (AC) is 220 V / 50 Hz.
- **Cost of living**: we recommend students should have a budget of CHF 1600-1900/month.



→ For more information, please visit our website for [practical information](#) and [cost of living](#).

21. EMERGENCIES

Emergency calls, doctors, and hospitals:

Here are the main emergency phone numbers:

| What? | Emergency phone numbers |
|---------------------------|-------------------------|
| European emergency number | 112 |
| Ambulance | 144 |
| Police | 117 |
| Fire | 118 |

→ You can find all the emergency phone numbers, as well as an explanation of how medical expenses are paid, on our [website](#).

22. DISCOVER FRIBOURG AND ITS REGION

It is quite impossible to be bored in Fribourg! The city and its surrounding area offer countless recreational activities.

→ For information on Fribourg, its region and the city, please visit our [website](#) - under "Discover Fribourg".

AT THE END OF YOUR STAY

23. TRANSCRIPT OF RECORDS (TOR)

Following the examination sessions, IRO will prepare your Transcript of Record. To do this, IRO **requires** the following documents:

- ❖ **Notebook of studies**: it will be sent to you by email during the first few weeks of the semester
- ❖ **Experience survey (for all incoming students)**: You will receive an email containing a link before the end of your stay.

- ❖ **Only for SEMP students: The SEMP Final Report:** available on the last step of the follow-up process on your MyUnifr portal.

Students who have exclusively attended courses in **the Faculty of Law** receive the ToR directly from the Faculty's Erasmus and International Relations Office.

- ➔ For information on the transcript and the dates of issue, please visit our [website](#) – under “At the University of Fribourg”.

24. ANNOUNCE YOUR DEPARTURE

Before leaving Switzerland, you must inform SPOMI and your landlord of your departure and close your Swiss bank account, if you have one.

- ➔ For more information, please visit our [website](#).

CHECKLIST WITH DATES AND DEADLINES

Here is a non-exhaustive list of all the steps you need to take:

| ☐ | STEPS/PROCEDURES after you have been <u>accepted at the Unifr</u> | DATES/DEADLINES | | |
|---------------------|---|--|---------------------------|---------------------------|
| | | Autumn Semester | Spring Semester | Academic Year |
| BEFORE YOUR ARRIVAL | | | | |
| ☐ | If necessary, apply for your student visa (chapter 3) | As soon as possible | | |
| ☐ | Activate your Unifr email account and upload the Unifr App (chapter 4 and 6) | August | January | August |
| ☐ | For ISEP students: open a bank account in order to receive your scholarship (chapter 7) | August | January | August |
| ☐ | Book your accommodation (chapter 8) | As soon as possible | | |
| ☐ | Check the health insurance requirements (chapter 9) | As soon as possible | | |
| ☐ | Send your learning agreement to IRO (chapter 10) | When registering with Unifr or by the beginning of the semester | | |
| UPON YOUR ARRIVAL | | | | |
| ☐ | Check the state of the apartment (chapter 12) | Upon your arrival | | |
| ☐ | If you are a student participating in the intensive language courses , take part in the first Welcome Day organised by the International Relations Office (IRO). (chapter 13) | 25.08.2025 | 02.02.2026 | 25.08.2025 |
| ☐ | Intensive French and German language courses (chapter 10) | 25.08.2025- 12.09.2025 | 02.02.2026- 13.02.2026 | 25.08.2025- 12.09.2025 |
| ☐ | Students not participating in the intensive language courses should participate in the second Welcome Day organised by IRO. (chapter 13) | 12.09.2025 | 13.02.2026 | 12.09.2025 |
| ☐ | Register with SPOMI (chapter 14.1) | Within 14 days after your arrival | | |
| ☐ | Register with the municipality (chapter 14.1) | After receiving your residence permit | | |

| | | | | |
|--------------------------|---|--------------------------------------|----------------------------|-----------------------------|
| <input type="checkbox"/> | Optional: registration for language courses taking place during the semester (chapter 10) | From beginning of Sept* | From the beginning of Feb* | From the beginning of Sept* |
| <input type="checkbox"/> | ESN Party | TBC | TBC | TBC |
| <input type="checkbox"/> | Registration for courses and exams via your MyUnifr portal (chapter 18) * | variable according to the faculties* | | |
| <input type="checkbox"/> | Beginning of courses (chapter 16) | 15.09.2025 | 16.02.2026 | 15.09.2025 |

| DURING THE SEMESTER | | | | |
|--------------------------|---|---|-------------------------|---|
| <input type="checkbox"/> | Only for ISEP students: monthly registration for the scholarship (chapter 14.2) | Every month (according to the ISEP calendar) | | |
| <input type="checkbox"/> | Examination sessions (chapter 18) * | End of December to mid-February* | End of May to mid-July* | End of Dec to mid-Feb & End of May to mid-July* |
| <input type="checkbox"/> | Send us some pictures of your exchange experience in Fribourg (International-incoming@unifr.ch) (chapter 15) | During your exchange semester | | |
| AT THE END OF YOUR STAY | | | | |
| <input type="checkbox"/> | Email your notebook of studies back to IRO (chapter 23) | Until 20.12 | Until 25.05 | Until 25.05 |
| <input type="checkbox"/> | ALL students: Complete the online experience survey Only SEMP-students: Complete the Final Report SEMP (chapter 23) | Not later than the month after the end of your stay | | |
| <input type="checkbox"/> | Inform SPOMI, the bank, and your landlord of your departure (chapter 24) | Shortly before your departure | | |
| <input type="checkbox"/> | Exam retake sessions (depending on the faculty) * | February * | August-September * | August-September * |

***CHECK THE EXACT DATES AND DEADLINES WITH YOUR FACULTY!**



We hope you enjoy your stay in Fribourg! Feel free to get in touch if you have any questions!