

## Student Personal Data Form – FAQs

Question / Statement	Answer
<i>I currently live abroad and do not yet know where I will live at the start of my studies. What should I enter in the field “Place of residence under civil law at commencement of studies (Monday calendar week 8/38)”?</i>	<p>Please enter your current place of residence. If your legal place of residence is moved to Switzerland before the start of your studies, please inform us (<a href="mailto:personalienblatt.engineering@zhaw.ch">personalienblatt.engineering@zhaw.ch</a>) immediately.</p> <p><u>Note:</u> A residence permit issued solely for the purpose of studies (residence purpose “education”) is not sufficient to establish a legal place of residence in Switzerland.</p>
<i>When am I considered “financially independent”?</i>	<p>A period of at least 24 months of financial independence from your parents is decisive. This means that you have your own income sufficient to cover your basic needs (living expenses, rent, tuition fees, etc.). Individuals who live with their parents are generally not considered financially independent. Even if you pay rent, we must assume that it does not cover your actual costs, which means that you are still receiving indirect financial support from your parents.</p>
<i>If I have completed the Student Personal Data Form (generated PDF file) but made mistakes, what steps do I need to take?</i>	<p>The Administration Bachelor &amp; Master can reset the Student Personal Data Form. Please send us an email to <a href="mailto:personalienblatt.engineering@zhaw.ch">personalienblatt.engineering@zhaw.ch</a>.</p>
<i>Not all questions were answered on my Student Personal Data Form, even though I went through the entire process step by step.</i>	<p>That is fine. The interactive online Student Personal Data Form only shows the questions that are relevant to you. As a result, some questions in the final PDF may remain blank.</p> <p><u>Note:</u> Once the Student Personal Data Form has been completed, the generated PDF file must not be altered (no digital edits and no handwritten changes).</p>
<i>Can I send the Student Personal Data Form via email?</i>	<p>No, the Student Personal Data Form must be completed online, signed, and uploaded together with the corresponding attachment in the application portal. Please wait for further instructions after submitting the form.</p> <p><u>Note:</u> Once the Student Personal Data Form has been completed, the generated PDF file must not be altered (no digital edits and no handwritten changes).</p>
<i>Which attachments do I need to submit with the Student Personal Data Form?</i>	<p>After completing the final question of the Student Personal Data Form online, you will be informed which item (A, B, C, D, E1, E2, or F) applies to you. Each item requires a different attachment. Below, you will find an overview of the required attachments, organized by item:</p>

	Item      Attachment
	<div data-bbox="763 379 2054 493"> <p>A      Please enclose an official document confirming that your parents and/or you live abroad and stating your place of origin (to be obtained, depending on the competency, at the Swiss Consulate or another administration in the country concerned).</p> </div> <div data-bbox="763 501 2054 580"> <p>B      Please enclose a copy of your residence permit (if it has not yet been issued, confirmation of the designated canton).</p> </div> <div data-bbox="763 588 2054 638"> <p>C      Please enclose a copy of your residence permit.</p> </div> <div data-bbox="763 646 2054 759"> <p>D      Please enclose confirmation of your residency from the municipality concerned for the period of time given above. This confirmation must be dated <b>no more than three months</b> prior to the commencement of your studies.</p> </div> <div data-bbox="763 767 2054 880"> <p>E1      Please enclose confirmation of the place of residence of your parents or holders of parental authority. This confirmation must be dated <b>no more than three months</b> prior to the commencement of your studies.</p> </div> <div data-bbox="763 888 2054 938"> <p>E2      Please enclose confirmation from the Child and Adult Protection Authority (KESB) responsible.</p> </div> <div data-bbox="763 946 2054 1023"> <p>F      Please enclose a copy of your passport and, if you are resident in Switzerland for the purposes of study, a copy of your residence permit.</p> </div>
<p><i>I need to submit a confirmation of residence as an attachment. What do I need to consider?</i></p>	<p><b>Please note that you only need to submit a confirmation of residence if your item is D or E1.</b></p> <ul style="list-style-type: none"> <li>- The confirmation of residence must not be issued earlier than three months before the start of studies (start of studies: Monday week 8 or 38). Therefore, request the confirmation of residence only from the day the Student Personal Data Form is released.</li> <li>- Note for item D: The confirmation of residence must be issued in your own name as you are financially independent. Submit a confirmation from the respective municipality for each specified period.</li> <li>- Note for item E1: The confirmation of residence must be issued in the name of the father or mother if you are financially dependent on them.</li> <li>- The confirmation of residence can be obtained in person from the residents' registration office or ordered online. You can contact your municipality of residence for this.</li> </ul>

	<ul style="list-style-type: none"> <li>- Residence permits or confirmations of tax residence do not replace the confirmation of residence.</li> <li>- When submitting documents by post, the original confirmation of residence must be enclosed.</li> </ul> <p><u>Note:</u> The submitted original will not be returned, as it must be submitted to the cantonal authorities. The fees are not covered by ZHAW.</p>
<i>The parent providing the confirmation of residence has a different last name. How should I proceed?</i>	If your item is E1 and if you do not have the same last name as the parent from whom you obtain the confirmation of residence, you must also upload a document proving your family relationship (e.g., a family record book, family certificate, birth certificate, etc.).
<i>My Swiss residence permit is about to expire. What steps do I need to take?</i>	The residence permit should be valid at least for the duration of the first semester. If this is not the case, please contact us by email ( <a href="mailto:personalienblatt.engineering@zhaw.ch">personalienblatt.engineering@zhaw.ch</a> ).
<i>Which documents must be sent in their original form by post?</i>	The Student Personal Data Form and the confirmation of residence (if required) must be submitted in their original form. The other enclosures may be submitted as copies. <b>Please note that you only need to submit a confirmation of residence if your item is D or E1.</b>
<i>I will be on vacation during the period when the Student Personal Data Form must be completed. Can I submit it later?</i>	Please contact the Administration Bachelor & Master by email ( <a href="mailto:personalienblatt.engineering@zhaw.ch">personalienblatt.engineering@zhaw.ch</a> ) for the further procedure.
<i>As a weekly commuter ("Wochenaufenthalter"), where is my legal place of residence?</i>	<p>For example, if you live in the city of Zurich (ZH) only during the week (Monday to Friday) for work or study purposes, but your main residence or center of life is in the city of Frauenfeld (TG), then your legal place of residence is Frauenfeld (TG).</p> <p>Weekly commuters (= temporary arrangement) live at their place of work or study only on working or study days and return to their primary residence on non-working or non-study days.</p>