

## Student Personal Data Form – Important Information

### What is the Student Personal Data Form?

All prospective students must complete the Student Personal Data Form. It is used to determine which canton is responsible for financing your studies under the Intercantonal Agreement on Universities of Applied Sciences (FHV).

### How do I fill out the Student Personal Data Form?

If you have been admitted to the program, you will receive an email on November 24, 2025 (by the evening at the latest) containing a link and instructions on how to complete the Student Personal Data Form in the application portal. Please also check your spam folder if necessary! If you have not received an email by that date, you can also access the Student Personal Data Form directly through the [application portal](#).

### How do I know which attachment(s) I need to upload?

After you have completed the Student Personal Data Form online, you will be informed which attachments need to be uploaded. This information can also be found on the second page of the generated PDF file. Depending on the item (A, B, C, D, E1, E2, or F), a different attachment is required. Therefore, carefully check the instructions for your specific item to see which attachment applies in your case.

### Procedure and deadlines

- Complete and upload the Student Personal Data Form online by December 08, 2025.
- Submitting the Student Personal Data Form and attachments by post: Your Student Personal Data Form must first be reviewed online by the administration. Therefore, please wait with this step until you receive the email containing the official request and detailed instructions for submitting the documents by post.
- Pay the tuition fees: Once the Student Personal Data Form (including attachments) submitted by post has been reviewed, you will receive an email from us with the payment request.

### Important definitions for answering the questions correctly

- **Financial independence:**  
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 living expenses (such as living costs, rent, tuition fees, etc.). Individuals who live with their parents are generally not considered financially independent, even if they pay rent.
- **Place of residence / domicile:**  
Swiss Civil Code (ZGB), Art. 23 (1) – A person's domicile is the place in which he or she resides with the intention of settling; residence for the purpose of education does not by itself establish domicile.

### Additional important information

- 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. Please do not complete these unanswered questions by hand.
- Provide your full address and your parents' full address, including street and house number, postal code, city, and canton.
- When providing information about your parents, please write their full names (first and last name).
- If a confirmation of your domicile is required in your case, it must not be dated more than three months before the start of your studies. Earliest possible issue date: November 24, 2025.
- If, at the time of completing the Student Personal Data Form, you do not yet have a place of residence in Switzerland, please provide your current place of residence abroad.
- If you are assigned the item E1 and 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 or family certificate).

If you have any questions, please first refer to the FAQs of the Student Personal Data Form on the following website: [All set for starting your MSE](#).

If you have any further questions, please do not hesitate to write an email to [personalienblatt.engineering@zhaw.ch](mailto:personalienblatt.engineering@zhaw.ch).