



Congratulations: Your future starts now

Welcome to Business and Hotel Management School Switzerland!

It's time to start preparing for your trip to Lucerne, Switzerland!
We can't wait to meet you!



Important dates to remember

Official Start Dates 2024	Expected Arrival	Orientation Day
8 January	1-4 January	5 January
26 February	19-22 February	23 February
8 April	1-4 April	5 April
21 May	13-16 May	17 May
1 July	24-27 June	28 June
19 August	12-15 August	16 August
30 September	23-26 September	27 September
18 November	11-14 November	15 November



PART 1

Travel arrangements and arrival in Switzerland

Flights to Switzerland

Please book your flight to **Zurich International Airport**.

Once you have made your travel arrangements, please inform us at **admission@bhms.ch** about your travel details (airline, flight code, and arrival time).



After Collecting your Luggage

Please proceed to the **Arrival Hall** where you will be met by a **B.H.M.S. staff member holding a B.H.M.S. sign.**

If you cannot find our representative, please contact the airport information counter who will be able to assist you.



Delayed flight or change of flight details?

Please inform us immediately:

Tel. +41 41 248 70 70

Or

Contact City Campus:

Tel. +41 41 248 6070 / 24 hrs.

Travel Clothes:

Remember to dress comfortably for traveling. Bring something warm to wear for when you get off your flight, like a **warm jacket** and **closed shoes – not sandals** (for winter intake).



PART 2

On arrival at B.H.M.S.

We will drive you to our campus in Lucerne

This will take approximately **40 minutes by car**.
On arrival at City Campus, you will be able to make
a **free-of-charge call to your parents** to inform
them of your safe arrival.

We will then accompany you to your room and
introduce you to your roommate.



PART 3

Orientation day

Orientation day

On mandatory Orientation Day there will be an official Residency and Academic Orientation.

You will meet with the Director and Academic Dean, as well as key staff members and will be introduced to rules and regulations.

You will also receive your individual schedule and your textbooks. A tour of our various campus buildings is included. You will also be given information about your study permit, insurance policy and how to open a bank account.

Business dress is mandatory during orientation day.



Communicating with management, lecturers and staff

During orientation day you will be introduced to all key department heads, staff, and communication channels.

Stay informed about what is happening on campus through the information screens and on E-campus.

We will also keep in touch with you via e-mail, WhatsApp and SMS in case of an emergency.



PART 4
City tour



Chapel bridge



Lion monument



Lucerne train station

Lucerne

B.H.M.S. is located in the very heart of the beautiful city of Lucerne, within walking distance of many well-known locations.

PART 5

A special welcome dinner

Celebrate your arrival with a feast

Orientation day culminates in a grand Welcome Dinner where our team of culinary artists prepares a feast worthy of a king.



PART 6

Personal finances



Managing your finances during your studies and your internship

All your meals are included in your school fees.
Your accommodation is equipped with a kitchenette and fridge.

You will need **CHF 500 per month** to cover expenses such as laundry, telephones, local travel, and other expenses.



Swiss Half Fare Travelcard

We strongly recommend you purchase a **Swiss Half Fare Travelcard for CHF 120 a year** (CHF 185 for age above 25 years).

With the Half Fare Travelcard, you can travel for half price on all SBB routes and most other railways as well as on **boats, postbuses and trams.**

Another option is the **Night GA Travelcard:** Enjoy unlimited travel on most public transportation **from 7 pm to 5 am.**

[Swiss Half Fare Travelcard](#)

[Night GA Travelcard](#)



PART 7

Laundry facilities

Laundry

Our fully equipped laundry facilities use key card-operated machines allowing you to wash, dry, and iron your personal clothes.

The key cards are available to you at the City Campus Front Office with a **refundable deposit of CHF 20.00** and then loadable up to CHF 30.00 to use.

The price for one wash varies between **CHF 1.00 and 2.50** depending on the chosen program. Detergent tabs are available in any of the nearby shops.



Laundry services

Your professional kitchen uniforms are cleaned by the school in a separate laundry facility at no charge.

Your towels and bed linen can be cleaned by our housekeeping crew once a week.



PART 8

Staying healthy



Your insurance cover

Your insurance covers **accident, illness,** and **medical treatment** and usually covers a CHF 1'000'000 limit per illness.

You are also covered for assistance in case of medical emergency; transportation, repatriation, evacuation, and first aid care. You are **covered worldwide** for the duration of the insurance but **limited to 30 days per year in the USA, Canada, and Japan.**



If you get sick

The annual deductible is CHF 100. This means that for any medical consultation, you must pay the first CHF 100.

Any costs beyond this will be refunded through your health insurance policy.



Personal hygiene

It is also important to observe strict personal grooming standards by ensuring personal hygiene.

This is done by showering daily, shaving, proper hair care, daily change of clothes and keeping a clean, well aired and maintained bedroom at all times.

This is particularly important as you are preparing to be a future manager and **managers are well-groomed.**



PART 9

Staying in touch with friends and family



Stay connected

During your stay in Switzerland, you should be able to stay in touch with your friends and parents. The cheapest way to do so is via Internet as the school **is fully WLAN enabled.**

You are also able to purchase a mobile telephone card allowing cheaper calls from your cell phone. Upon arrival you will get a **Swiss SIM card** with a bonus of **CHF 40 for data transfer.**



PART 10

What to bring with you

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You do not need to bring bed linen or towels as they are provided by BHMS.

You are expected to attend classes in suitable business attire.

Your nametag, which will be provided by B.H.M.S., is part of the business dress and must always be worn.

You are always also expected to carry your student ID.



What to bring with you

You are expected to bring your own laptop, as well as a sturdy bag to carry your textbooks and other learning materials.

Your school bag should be carried to all classes, as you will be expected to take notes during all lectures!



Business Professional Attire : **Female Student**

- Two dark two-piece business suits (either with pants or skirts, black, dark blue or anthracite, pin-striped or plain)
The skirt should be conservative and not shorter than 3 cm above the knee.
- Five white tucked-in blouses – no cleavage
- Black pumps with a heel height of max 4 cm, closed-tipped
Sneakers or tennis shoes are not acceptable for any class attendance.
- Black blazer or jacket
- Pantyhose when wearing a skirt
- Stud earrings only (not bigger than 5 cent piece)
- Low-key facial make-up with a light blush, natural lipstick and eyeliner
- Visible piercings and/or tattoos will not be tolerated.
- One warm overcoat and winter jacket
- Smart casual clothes for weekends that would include jeans, pants or slacks, and shirts with collars.

Please be aware of the different climate in Europe and be sure to check local weather websites to know how to dress accordingly. Click [here](#) for more details



Business Professional Attire : **Male Student**

- Two dark two-piece business suits (black, dark blue or anthracite, pin-striped or plain)
- Five white dress shirts
- Black leather belts (non-fade)
- Black socks (no sneaker socks)
- Black leather business shoes
Sneakers or tennis shoes are not acceptable for any class.
- Good selection of neckties
- Visible piercings and/or tattoos will not be tolerated.
- One warm overcoat and winter jacket
- Smart casual clothes for weekends that would include jeans, pants or slacks, and shirts with collars.

Please be aware of the different climate in Europe and be sure to check local weather websites to know how to dress accordingly. Click **here** for more details



PART 11

Contact options

Contact options

Upon request, parents/sponsors may be provided with a periodical progress report on your performance. This will include your **class attendance, academic and professional performance.**

We will also communicate with you and your parents/sponsors if there is a need to discuss important issues and/or we need their help to assist you to progress.

**If they need to contact B.H.M.S., please have them call
Tel. : +41-41-248 70 00**

The number is available 24 hours a day, but we would prefer a call during office hours.

City Campus: Guetschstrasse 2 – 6 | 6003 Lucerne | Switzerland

Lakeside Campus: Loewenstrasse 16 | 6004 Lucerne | Switzerland

