



Administrative fees charged by the University of St.Gallen

issued by the Board of Governors of the University of St.Gallen on 29 April 2013 pursuant to Art. 3 of the Fee Regulations of the University of St.Gallen (Consolidated Statute Book of the Canton of St.Gallen, No. 217.43)¹.

A. Non-chargeable services

The usual degree-course-related services are basically included in the tuition fees, and no separate fees are charged. Such services are, in particular²:

- standard notifications, such as notifications of grades;
- regular confirmations/permits;
- changes of address;
- issuance of a student ID per semester;
- crediting;
- regular enrolments;
- general information;
- confirmations of matriculation without signature;
- one confirmation of exmatriculation;
- confirmation of internship (without *Convention de Stage*);
- utilisation of group rooms;
- welcoming (enrolment) service.

B. Chargeable services

Separate fees are charged for individual and special services that are not covered by the tuition fees:

1. Certain chargeable individual services		
1.1. All Levels, particularly Bachelor's and Master's Levels:		
Template-based confirmations	CHF 5.00	per copy
Individual confirmations/lists/academic records, etc.	CHF 50.00	per request
Confirmations of equivalence	CHF 10.00	per copy
Authentication of grade transcripts	CHF 10.00	per copy
Bachelor's/Master's degree certificates (second print-out, b/w)	CHF 20.00	per copy
Bachelor's/Master's degree certificates (second print-out, original paper)	CHF 50.00	per copy
<i>Convention de Stage</i> (HSG template, English)	CHF 30.00	per copy
<i>Convention de Stage</i> (individual)	CHF 150.00	per copy
Notification on request	CHF 150.00	per copy
Late enrolment	CHF 50.00	per time
Replacement of a lost student ID	CHF 20.00	per copy
Provision of access to official records or information about their contents outside a proceeding to be concluded by a notification or decision	CHF 50.00	per request
1.2. Doctoral Level: certain chargeable individual services³		
Doctor's degree certificate with tube	CHF 260.00	per copy
Confirmation of doctoral examination (old Regulations)	CHF 25.00	per copy
Doctor's degree certificate (English/German)	CHF 25.00	per copy
Evidence of examination results (English/German)	CHF 25.00	per copy
1.3. Licentiate: certain chargeable individual services		
Surcharge on services in accordance with points 1.1. and 1.2.	CHF 50.00	per request

¹ Effective as from 1 August 2013. The fee rates of 27 February 2006 will be repealed as from 1 August 2013.

² This list is not exhaustive.

³ in addition to 1.1., specific fees for the Doctoral Level.

1.4. All Levels: fees for further certain chargeable individual services		
Fee for further services provided by the University Administration, as fixed by the Executive Director	CHF 50.00 max.	
Individual degree-course-related translations	Actual costs	
EDIS provision	CHF 450.00	per copy
Cantonal residence fees	Actual costs	one-off
Compulsory indemnification for withdrawal from an allocated place at a partner university without an important reason	CHF 500.00	
Housing Office: commission	CHF 250.00	
Administrative charges	CHF 100.00-250.00	
Participation in a single course	CHF 100.00	one-off per Level
2. Indeterminate chargeable services		
2.1. All Levels: copies and print-outs		
Stamp/seal charge	CHF 5.00	per stamp
Lump-sum for the first copy or the first print-out	CHF 5.00	per re-request/application
Each further copy or further print-out (hard copy)	CHF 0.10 CHF 0.20 CHF 0.40 CHF 0.80 CHF 0.20 CHF 0.40 CHF 0.80 CHF 1.60	A4 b/w /simplex A4 b/w / duplex A4 coloured /simplex A4 coloured / duplex A3 b/w /simplex A3 b/w / duplex A3 coloured /simplex A3 coloured / duplex
Every further print-out (electronically as a PDF with e-mail dispatch or storage on a storage medium ⁴)	CHF 0.10	per page
2.2. All levels: postage		
Domestic mail	Included	
International mail	Actual costs	per shipment

C. Encashment and debt collection expenses

Fees have to be paid in advance or immediately at the desk as a matter of principle.

Encashment and debt collection expenses are invoiced at cost. All fees and costs are inclusive of VAT.

Please note: Pursuant to Art. 123 of the University Statutes of 25 October 2010 [No. 217.15, Consolidated Statutes of the Canton of St.Gallen], only the German version of these Regulations shall be legally binding.

⁴ The storage medium is not made available by the HSG.