



Frequently Asked Questions

Frequently asked questions about registration for publications on www.swissabroad.ch.

Your data will be compared with the database of the representation (embassy or consulate general) where you are registered.

Changes such as change of address or name are to be registered officially with your representation and cannot be made via this registration site.

1. The data of your registration could not be identified:

The data were compared with the database and do not correspond to the registered data. You will receive an error message to this effect.

Please note the following points and use an official document such as your Swiss passport, your ID card or a birth certificate as an aid for the entry:

- Do not confuse the headings Name and First name or Name and née.
- Use only double names (Müller Meier oder Müller-Meier), if these are the names entered in official documents
- Note the entry format for the date of birth: day / month / year, as the date is written differently in some countries
- Pay attention to umlauts when making an entry. Use "ä" or ae but not "äe" or other versions.
- Do not use titles in the name field. Titles are not registered in the database
- Check the correctness of your data and check for typing errors before you send off the registration
- Check the entry for the area of residence. The list uses areas of residence, not countries (Saint-Martin, not France)
- Do not copy the mail address into the second entry field. Enter the mail address once again. This prevents typing errors from being copied. A check of the first and the second entry can show this.

2. My home commune is not on the list

A number of smaller communes in Switzerland have merged, and the name of your place of origin in the list has automatically been changed. A simple Internet search (for example www.wikipedia.org) using the name of the commune will generally provide additional information as well as the name of the "new" commune. You will receive further information in the next edition of the Swiss Review.

3. What does head of household mean?

One person in each family is defined in the database as the head of household. This is the person to whom all official communications in written and in electronic form will be sent. This means that publications will not be sent to different family members and the dispatch costs are reduced as a result. We therefore ask you to register only the data of those persons to whom publications such as the Swiss Review have been sent in paper form up to now.

When you receive the mail with the announcement of the new edition of the Swiss Review or of other publications from us, you can send the mail to other family members. They will not need to be registered separately in order to read the publication.

4. Children and young people

If you are under 18, you are not entitled to receive your own copy of the Swiss Review. One person per household is entitled. If you are older than 18 and live with your parents, please contact the representation. Please also note point 3 of this list.

5. Error report on activation

If you receive the error report *Document not found* or *Technical error*, when after receipt of our mail you wish to confirm or to reject registration by clicking. Copy the link into your mail (the text between the two pointed brackets) into the address line of your web browsers. Please make sure that everything is on the same line without interruption and then press enter to perform the operation.

6. Choice of language

The registration page is available in 5 languages (German, Italian, French, English and Spanish). You can change the language by clicking on the grey bar on the top right.

In future you will be able to choose the language of the electronic version of the Swiss Review. You will receive an e-mail to inform you that the current edition of the Swiss Review has appeared. For dispatch we will use the correspondence language entered in the database. By clicking on the desired language in the link mentioned in the e-mail, you can read the magazine in German, French, English or Spanish.