

# Exchange for ETH students: Application instructions

## 1. Preparation (before applying online)

- Start your application early to have sufficient time for queries.
- Read the [application process and checklist](#) and [websites of the Student Exchange Office](#): Which conditions apply? What do I have to consider? How does the process work? What documents do I need (see last page)?
- Obtain the **mandatory** agreement of your [departmental exchange coordinator](#).

## 2. Application window

- The window opens [after the Infomarkt event](#).
- Check if [your department has a pre-selection](#) before applying to the Student Exchange Office. Note the deadlines for the pre-selection (if applicable).
- The deadlines set by Student Exchange Office depend on the programme: [Programme sites of the Student Exchange Office](#).

## 3. Finding and selecting exchange options

You start the application via [Mobility-Online search portal](#): Search by various criteria to display valid exchange programs and agreements.

**Preselection exchange possibilities - Outgoing - Student**

Home institution	ETH Zürich
Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher / Staff
Program	<-- Select all -->
Study field	<-- Select all -->
Academic year (*)	<-- Please select -->
Country	<-- Select all -->
Partner institution	<-- Select all -->

**You may not apply for more than one exchange programme or programme type simultaneously.** (Example: All priorities in the worldwide ETH-wide programme must be worldwide ETH-wide partner universities.)

	Home institution	Host country	Partner institution
	ETH Zürich	Belgium	Universiteit Gent (Ghent University)
	ETH Zürich	Denmark	Danmarks Tekniske Universitet (Technical University of Denmark) - Lyngby
	ETH Zürich	Germany	Technische Universität München (TUM)
	ETH Zürich	France	EURECOM - Sophia-Antipolis

**Online application**  
(red = currently closed for applications)

**Detailed information on agreement and university**  
(for [SEMP](#): relevant documents and / or link to partner university)

Your search data will be transferred to your application form (exchange programme, institution, academic year, etc.). Modifications of this data are no longer possible.

**Tip:** Check details of programme and partner university (worldwide ETH-wide programme: First priority is displayed)

## 4. Application procedure

### 4.2 Application form

- Entry to the application form via search portal (see above)
- Authentication with ETH user account via SWITCH-aai (personal data is transferred, application form mostly pre-filled)

Add:

- Entire section “Details of planned exchange period”
  - Dates of your exchange = planned dates of your stay at the partner university (semester dates or dates of your project, incl. welcome weeks / preparatory courses at the partner university but **without** travel / holidays)
  - Definitive semester dates not yet published? Refer to the current academic calendar.
- Desired language of communication under “Personal details” (irrespective of this, certain documents or emails are only issued in one language)
- “Language skills”
- “Details of previous studies” (refers to the point in time at which you wish to begin the exchange [≠ date of application])
  - Total years of study at university level
  - Degrees already obtained (if applicable)

By submitting the application form, you only create an application and a user account. You do not, however, submit your completed application. This is a later step.

#### What is next?

You receive an email with information on how to log in to Mobility-Online. You have to complete and submit your application.

- Submission is only possible after completing all necessary steps, including uploading all documents.
- Application must be submitted in full by the specified application deadline.

### 4.3 Login

After having submitted the initial application form: Access your application on the [login page](#) via SWITCH-aai (bottom half of page, “ETH Zurich Login”).

ETH zürich

MOBILITY-ONLINE

Language: English

Username:

Password:

Reset Login

Forgot your password?

ETH Zurich | 8092 Zurich, Rämistrasse 101, Schweiz  
Tel +41 44 632 61 61 | [exchange@ethz.ch](mailto:exchange@ethz.ch) | [www.exchange.ethz.ch](http://www.exchange.ethz.ch)

**Login ETH-Outgoings & Staff**

Sie müssen eine Bewerbung anlegen, bevor Sie sich einloggen können.  
Bitte lesen Sie die Informationen auf [www.outgoing.ethz.ch](http://www.outgoing.ethz.ch).  
**You must first create an application before you can log in.**  
Please read the information at [www.outgoing.ethz.ch](http://www.outgoing.ethz.ch).

ETH Zurich Login →

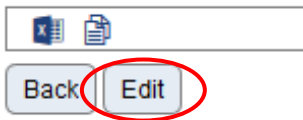
SWITCH-aai session remains active as long as the browser remains open, which enables access to other ETH applications (e.g. myStudies) without logging in again. For security reasons (especially when working on a computer that is not your own), close the browser completely to end the session (closing the current tab is not sufficient).

Apple users: Activate setting "always activate scroll bar". (Otherwise, the scroll function may be partially deactivated, which may lead to an incorrect display of the workflow.)

Click on the link to the corresponding step to execute a step (right side, below "Direct access via following link").

Necessary steps	Done	Done on	Done by	Direct access via following link
Online application form	✓	28.11.2018		<a href="#">Show/edit application</a>
Confirmation e-mail online application form	✓	28.11.2018	Automatically generated	
Online registration	✓	28.11.2018		
Emergency contact data added	✓			<a href="#">Add emergency contact data</a>
Bank account details added	✓	30.11.2018		<a href="#">Add bank account details</a>
Question swap of accommodation? answered	✓	30.11.2018		<a href="#">Answer question swap of accommodation?</a>
Study plan added	□			<a href="#">Add study plan</a>
Transcript of records uploaded	□			

## 4.4 Adding data



Click on "Edit" to make changes.

- Contact person for emergencies
- Bank account details (IBAN without spaces between number blocks)

## 4.5 Study plan

You are required to obtain **at least 20 ECTS** (or the equivalent in the local credit point system) per semester.

- Enter your study plan after a consultation with your [departmental exchange coordinator](#).
- Programmes with priority-based selection procedures ([worldwide ETH-wide exchange](#)): Provisional course selection takes place on a separate document (download in the application process).

Enter:

- Title of the course at the partner university
- Number of credits at the partner university
- Course number (if known)
- optional: ETH course unit, which the course at the partner university will replace

## 4.6 Projects (if applicable)

- Enter all projects in the study plan as course units. In a separate step, provide more detailed information on the project, incl. the number of credits expected to be credited.
- Upload confirmations of both supervisors (professor at ETH, professor at the partner university) in documents (email confirmation usually suffices)

Note:

- This only applies to research projects (e.g. Bachelor's or Master's thesis) during exchange.
- D-ARCH: Design studios are not projects, but courses.
- Restrictions apply to some exchange programmes / partner universities (some universities of worldwide programmes). In case of doubt, contact the Student Exchange Office before applying.

## 4.7 Documents

- Different documents are required depending on the exchange program (see the [websites of the Student Exchange Office](#) [details on the exchange programme / partner university] and the summary of documents on the last page).
- Courses planned before the exchange: [Use template](#) or – depending on the planned start of the exchange – a view of your myStudies course registration details (PDF export).
- Only PDF files in good resolution are accepted.
- Upload documents in the correct application step. Additional documents in the same category: Upload by clicking on the plus sign in the top left corner.



## 4.8 Submitting the application

- Ensure that all information is filled out, all documents are uploaded.
- Complete the application with the last step: "I confirm that the application is complete and hereby submit it".
- You will receive an automatic confirmation by email.

## 5. Next steps

- Mobility-Online shows you where you are, and which steps are next.
- The Student Exchange Office and your departmental exchange coordination check your application for formal and academic criteria. This may take several weeks.
- You will receive an email letting you know whether your application was accepted or not. If it is accepted: You are officially registered at ETH for the exchange and will be nominated to the partner university in due time.
- Some further steps depend on the exchange programme. You will receive an email with information on each step. (Worldwide exchange programmes: [If required, you must upload a language certificate by the given deadline.](#))
- You will have to take care of the registration process with the partner university and may have to submit further documents.
- The final confirmation of the exchange lies with the partner university.

## 6. List of application documents by exchange programme

Exchange programme	Study plan <sup>1</sup> (provisional): Enter online or use form in the application.	Transcript of records <sup>2</sup> (engl.) → Print as a PDF from myStudies.	List <sup>3</sup> of courses planned before starting the exchange (engl.)	Cover sheet for language requirements <sup>4</sup>	Letter of motivation <sup>5</sup> (engl.)	CV <sup>5</sup> (engl.)	Further documents	Only applicable to projects: confirmations of the ETH and partner university supervisors
<a href="#">Worldwide ETH-wide exchange</a>	3 – 4 courses per university (form: download during application)	X	X	X	form (download during application)	X		X max. 10 KP combined with courses
<a href="#">Worldwide departmental exchange</a>	X	X	X	X	X	X		X max. 10 KP combined with courses
<a href="#">SEMP exchange (SMS)</a>	X	X	X	(X) <sup>6</sup>	X	X		X
<a href="#">SEMP Europe Projects &amp; Trainee. SEMP Worldwide Projects &amp; Trainee.</a>		X				X	SMT training agreement (download during application)	Learning Agreement for Traineeships
<a href="#">Swiss Mobility</a>	X	X	X		X	X		X
<a href="#">IDEA League</a>		X			X	X	letter of recommenda- tion from the ETH supervisor	X (only supervisor at partner university)

<sup>1</sup> A provisional study plan mandatory for all exchange programs with the purpose of course attendance. The plan will be checked by the department (departmental exchange coordinator), and prior agreement is necessary (at least in the broad outline). Subsequent changes at the start of the exchange are possible, provided your department approves them.

<sup>2</sup> You can set the language version of the transcript in myStudies at the top right.

<sup>3</sup> Template for download during application; or printout of currently registered course units from myStudies (only possible for exchanges in HS). In English, so it can be shared with the partner university.

<sup>4</sup> Worldwide programmes: Language certificate must be submitted by the deadline.

<sup>5</sup> In English, so it can also be submitted to the partner university later (if required).

<sup>6</sup> Some SEMP universities require a language certificate / confirmation that must be submitted upon application to the partner university (not required upload Mobility-Online).