# Checklist for your exchange

## ETH Zurich
- Attend the **Infomarkt**
- Attend the departmental student exchange information **event** (if any)
- Check the **general prerequisites** and the **department conditions** (grade point average!)
- Select **exchange programme** and the host university → Check prerequisites (grade point average, language certificate, academic level, range of courses)
- Look into financial arrangements, take increased costs into account → **seek potential support**
- Discussion with the **Departmental Exchange Coordinator** (study plan, examination planning)
- Apply via **Mobility-Online** → Collect documents, note application deadlines (including possibly an earlier internal application in your department)

## DECISION OF ETH
- Attend the **Get Ready to Go!** event (invitation received by email)

## Host university
- Apply to the host university (Collect and submit documents, note application deadlines)

## DECISION OF HOST UNIVERSITY
- Organise accommodation (possibly taken care of at the time of application to the host university)
- Is a visa necessary? If so: gather information from the host country’s consulate; get the required documents from the host university; obtain the visa

## Possibly:
- Find out about shifting your examinations and request this
- Scholarship contract received by email, signed and uploaded in **Mobility-Online**
- Possibly apply for **travel allowances**

## Organise travel
- (travel documents, transport, insurance)
- **Possibly: Sublet your apartment/room**

## Possibly:
- Enrol in **myStudies** (information received by email)
- Enter changes to study plan in **Mobility-Online**
- Submit final documents (Required for payment of rest of scholarship)
- **Recognition** by the department of academic achievements abroad
- Attend the **Infomarkt** as an expert
- Attend the **Get Ready to Go!** event as an expert

## START OF THE EXCHANGE
- Organise the transcript of records

## END OF THE EXCHANGE

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www.outgoing.ethz.ch | exchange@ethz.ch | Dec 2021