

Applying for Master's degree programmes at ETH Zurich: Binding standards for submitting transcripts and diplomas from France

The following information on the prevailing standards for documents should help you to assemble the transcripts and diplomas for your application. Please read the guidelines carefully and make sure that your documents correspond to these standards.

Matriculation certificate/ upper secondary school-leaving certificate

Submit a non-certified copy of the matriculation certificate (e.g. Diplôme du baccalauréat général, IB Diploma). If the matriculation certificate is originally not issued in German, French, English or Italian (e.g. Gaozhong, Diploma de Ensino Medio) a certified translation must be submitted.

Transcripts

What is a transcript?

A transcript (bulletin de notes/relevé des résultats) is an official written document which lists and verifies previous academic achievements and examination results, with grades; provides details of the degree programme and the academic level; and explains the grading system applied. It may also disclose the GPA (grade point average) for individual semesters and/or for the entire degree programme.

What transcripts should be submitted with the application?

- Transcripts from all universities attended – with no exceptions – must be submitted. Transcripts must be included from interrupted or non-completed degree programmes, changes of degree programme or university, and exchange studies. Academic programmes in disciplines not relevant to the application must also be fully documented with transcripts.
- If no examinations were undertaken in a degree programme and/or no transcript was issued, an official confirmation from the university is required in place of a transcript.
- All academic levels (Classes préparatoires, Bachelor's, Gradué en Ingénierie, Licence, Ingénieur diplômé, Maîtrise, PhD etc.) must be documented.
- Academic achievements or credits must always be confirmed by the university where they were actually acquired. For mobility and exchange programmes, a transcript from the host university is required; mobility or exchange credits recognised on the transcript of the home university are not sufficient.
- If study achievements or credits were obtained in joint degree, double-degree (e.g. France and China, France and Brazil, France and USA etc.) or trinational study programmes (e.g. F/ DE/CH) a transcript from each participating university, with a description of the programme, is required. Please note that you are still subject to proof of the language proficiency according to <http://www.ethz.ch/en/studies/registration-application/master/application/admission-prerequisites/language-requirements.html> and possibly GRE Test <http://www.ethz.ch/en/studies/registration-application/master/application/how-to-apply/application-documents.html>.

How should transcripts be submitted?*Formation Grandes Écoles*

- Transcripts of preparatory classes (Classes préparatoires) must be submitted in the original in French: les relevés des résultats/bulletins de notes including l'attestation du parcours de formation/ mention globale obtenue. If they are available in English they may be submitted in addition. If just one original transcript was issued, i.e. a unique copy, a certified copy from the issuing institution may be submitted.
- An original transcript must feature at least one of the following security elements:
 - It must be printed on the university's security paper (e.g. with microprint, watermark or hologram).
 - It must carry the original stamp and the original signature of the Registrar/le Proviseur.
- Certified copies of transcripts of preparatory classes must always carry the original stamp and original signature of the authorized institution (e.g. Lycée or the Grande École) indicating that the copy replicates the original document.
- Transcripts of the Grande École (Relevé de notes/ fiche d'évaluation of all subjects and examination results, including a confirmation of the GPA) for each year of studies must be submitted in the original. If the school uses the French grading system (1-20), transcripts must be submitted in this grading system.
- An original transcript must feature at least one of the following security elements:
 - It must be printed on the university's security paper (e.g. with microprint, watermark or hologram).
 - It must carry the original stamp and the original signature of the Registrar/ Dean of Studies.
 - It must be submitted in an envelope which has been sealed and endorsed by the issuing institution.

Formation Université

- Transcripts of the university (relevés de notes officiels) from all years of study are required in the original in French. If just one original transcript was issued, i.e. a unique copy, a certified copy from the issuing institution may be submitted.
- An original transcript must feature at least one of the following security elements:
 - It must be printed on the university's security paper (e.g. with microprint, watermark or hologram).
 - It must carry the original stamp and the original signature of the Registrar.
- Certified copies of transcripts must always carry the original stamp and original signature of the issuing institution indicating that the copy replicates the original document.

Note:

Students of a joint degree, double-degree or trinational study programme consult additionally the binding standards for the submission of transcripts and diplomas of the respective country on <http://www.ethz.ch/en/studies/registration-application/master/application/how-to-apply/standards.html>.

If the university gives you the transcript in a closed envelope, please do not open the envelope.

ETH Zurich does not accept the following transcripts:

- Scans, colour copies or downloads of originals or certified copies: they count as simple copies
- Certified copies of transcripts from third parties (e.g. notaries, consulates or other universities)
- Printouts from online credit point accounts or student information accounts (with the exception of the ETH Zurich transcript of records from www.mystudies.ethz.ch)
- Electronic transcripts sent by email or fax
- Transcripts which lack one of the above security elements and which must be validated by the recipient (e.g. via online validation or digital stamp)

Diplomas

For completed academic programmes a certified copy of the academic degree (e.g. Gradué en Ingénierie, Diplôme d'État or Diplômes visés par l'État with the final distinction (Mention)) including a Diploma Supplement, if one is issued by the respective university is required in addition to the transcript. If the diploma certificate has not been issued by the time of application an official confirmation of completion by the respective university is sufficient.

Diploma Supplement

What is a Diploma Supplement?

The Diploma Supplement describes the knowledge, skills and competences which graduates have achieved in their studies and is issued by European universities in addition to the degree or diploma certificate. For examples see <http://europass.cedefop.europa.eu/de/documents/european-skills-passport/diploma-supplement/examples>.

Translations

When is a translation required?

A translation is required for every document not originally written in German, English, French or Italian. The translation must be submitted in the original.

If one of your application documents requires a translation please consult the binding standards on <http://www.ethz.ch/en/studies/registration-application/master/application/how-to-apply/standards.html>.

Certified copies

What is a certified copy?

A certified copy is a copy of the original document which features an endorsement (original stamp and original signature of the presiding official) which confirms that the copy replicates the original and that nothing has been changed. A stamp indicating 'certified copy' or similar is not sufficient.

Standards for certified copies

A certified copy may be obtained from the following offices/persons:

- The issuing university/school
- A Swiss notary, embassy or a consular representative
- A French diplomatic or consular representative in Switzerland
- Offices in France entitled to endorse documents with the Hague Apostil
- Officials in France who are entitled to certify copies (e.g. notaries)

In addition please note:

- Certified copies must carry an endorsement stating that the copy replicates the original.
- Copies of all pages of the original document must be included, including copies of any text/stamps on reverse sides of pages.
- Certification of certified copies must proceed via one of the offices/persons listed above. The presiding official's role and his/her address must be clearly visible. An official stamp, office stamp or letterhead of the presiding official who certifies the copy is required (e.g. an official stamp and a signature). All details of the official stamp and the signature must be clearly legible.
- An apostil is not required.
- Transcripts which are only issued as unique documents may only be certified and submitted by the issuing university.
- Certification requires no attestation of the authenticity or significance of the original document provided, but must only confirm that the copy replicates the original.