

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

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. Leaving Certificate of the Department of Education/Statement of Provisional Results, IB Diploma). If the matriculation certificate is originally not issued in German, French, English or Italian (e.g. Gaozhong, Attestat) a certified translation must be submitted.

Transcripts

What is a transcript?

A transcript (statement of results) 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 (Foundation, Bachelor's, Master's, doctorate 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 or double-degree programmes a transcript from each participating university, with a description of the programme, is required.

How should transcripts be submitted?

- Transcripts must be issued and sent directly from the university in a closed and sealed envelope to the ETH Zurich Admissions Office.

Note: Students of a joint degree or double-degree 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>.

ETH Zurich does not accept the following transcripts:

- 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)
- Digitally signed transcripts (e-transcripts)
- Electronic transcripts sent by email or fax
- Transcripts labelled 'valid without signature' which are not printed on security paper
- Scans, colour copies or downloads of transcripts are not accepted: they count as simple copies
- Certified copies of transcripts from third parties (e.g. notaries, consulates or other universities)

Diplomas

For completed academic programmes a certified copy of the academic degree (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 diplomatic or consular representative of Ireland in Switzerland
- Offices in Ireland entitled to endorse documents with the Hague Apostil
- Officials in Ireland 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.