

Applying for an Exchange at ETH Zurich, academic year 2019/20: Instructions for worldwide exchange students

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1. Preparation (before online application) and application deadlines

Prior to applying at ETH Zurich, you must to be nominated for the worldwide exchange by your home university. Please note the respective application deadlines and requirements.

The application deadlines at ETH Zurich are as follows:

- ➔ **1 April for the Autumn Semester** and **1 September for the Spring Semester** (online application completed and submitted, including all documents).
- ➔ Students coming to ETH Zurich for projects only (no courses) may apply up until **3 months before the planned starting date** (online application completed and submitted, including all documents).

2. Important information about exchange studies ETH Zurich

Semester dates	Autumn semester 2019	Spring semester 2020
Official semester dates	16.09.2019 – 14.02.2020	17.02.2020 – 28.08.2020
Lectures	16.09.2019 – 20.12.2019	17.02.2020 – 29.05.2020
End-of-semester exams	09.12.2019 – 20.12.2019 and 06.01.2020 – 17.01.2020	18.05.2020 – 12.06.2020
Session exams	20.01.2020 – 14.02.2020	03.08.2020 – 28.08.2020

When planning your exchange at ETH Zurich, be aware of the semester dates and examination periods! See [website on study planning](#) for further details about the examinations.

Visa and residence permit

Depending on nationality, you may need a visa for Switzerland. **The Student Exchange Office of ETH Zurich provides assistance with visa applications. More details will be sent to you once you have been admitted for an exchange at ETH Zurich.** Do not enter Switzerland with a tourist visa or with a Schengen residence permit: these allow you to travel to Switzerland as a tourist, but not to study there!

Regardless of your nationality, to obtain a residence permit you must register with the appropriate authority within 14 days of your arrival in Switzerland. You will find more information about this procedure in your ETH Zurich admission letter.

Health Insurance

Everyone who lives in Switzerland for at least three months (90 days) is required by law to have health and accident insurance coverage from a Swiss insurance company. If your insurer is acknowledged by the Swiss authorities, you may be exempted from having to take out compulsory health insurance in Switzerland. If you are not exempted, which will most likely be the case, some Swiss insurance companies offer special packages for foreign students. Further details will be provided after your arrival in Switzerland. Additional information is listed under '[Living in Zurich](#)' and on [this website](#).

Studying with a disability

Please contact the [disability advisory service](#) at an early stage for information on support options and procedures. This is particularly important with regard to study conditions, examination arrangements and the housing situation in Zurich.

Accommodation

Finding accommodation in Zurich is difficult and time-consuming. You will receive detailed information about registering for accommodation in Zurich after having been accepted. If you register within the set deadlines and come for a full semester you should usually be allocated one of the limited rooms available for exchange students. Note that students coming for a research project or thesis outside the usual semester dates need to find housing on their own. Please see our [website](#) for information on accommodation for exchange students in Zurich and its surroundings.

Living costs in Zurich

Please be aware that living costs in Switzerland are very high, and especially so in Zurich. The Immigration Authorities identify a sum of CHF 1750.- per month as necessary to support oneself financially. Your expenses will depend largely on your monthly rent. Finding cheap housing in Zurich is difficult. For more information see the information on our [website](#).

German courses

The joint [Language Center of the University and ETH Zurich](#) offers semester courses in '[German as a foreign language](#)' for all levels of proficiency, as well as intensive German courses for three levels of proficiency in Spring and Autumn (in the two weeks before the respective semester starts). Mobility students may take the intensive German course plus one semester course. Pre-registration on the website of the Language Center is necessary and course fees apply. In addition, there may be a charge for copies and other course materials. Details are given in this [leaflet](#).

Arrival and enrolment at ETH Zurich

Students need to register at the [helpdesk of the Student Exchange Office](#) after arrival. There is also an official welcome and information event on the first Monday of the semester in week 38 (Autumn) or the Friday just before the semester starts in week 7 (Spring). Its exact time and location will be specified at a later stage.

Department of Biosystems Science and Engineering (D-BSSE) in Basel

Note that certain conditions and services differ substantially for students applying for the department of Biosystems Sciences and Engineering (D-BSSE) which is located in Basel. Refer to the separate [factsheet of D-BSSE](#) for important details on immigration policies, housing, catering, sports facilities, etc. If you wish to do a research project/thesis in D-BSSE, note also the special information on projects in the section 'application procedure'.

Living/Studying outside of the canton of Zurich

Information provided by the Student Exchange Office concerning visa, residence permit and health insurance only applies to mobility students who live and study in the canton of Zurich. Mobility students in D-BSSE in Basel (canton Basel-Stadt) should consult the separate [fact sheet](#). Mobility students with a place of residence or place of study in another canton are responsible on their own to clarify the necessary conditions, carry out the respective formalities and respect the regulations that are applicable. The Student Exchange Office cannot assist mobility students not living in the canton of Zurich or the canton of Basel-Stadt with respective questions.

3. Documents required for online application

ETH Zurich uses the tool Mobility-Online to manage its exchange applications. See the chapter on the [application procedure](#) for information on how to start your online application. All documents except the photo should be uploaded as PDFs.

Study plan

Please read the information on [preparing a study plan](#) carefully. Any changes to the study plan need to be made online at the start of the semester and need to be re-approved by your Departmental Exchange Coordinator at ETH Zurich.

Nomination of your home university

To confirm your nomination as a worldwide exchange student, you can either upload a confirmation of nomination from your home university during your online application, or your home university can send us the nomination by email directly.

Confirmation: D-BSSE project compulsory (if applicable)

If you plan on undertaking a research project in the department of Biosystems Science and Engineering (D-BSSE) in Basel you need to confirm that your project is a compulsory part of your study programme at your home university (particularly applicable to students from non-EU/EFTA countries). During your application process in Mobility-Online, a specific form will be provided which you will need to download, fill in and sign.

Confirmation of supervisor (where applicable)

Students who come to ETH Zurich to conduct a research project or prepare a thesis must upload a confirmation letter or email from the professor who will act as their supervisor at ETH Zurich, including the approximate start and end date of the project. The application cannot be completed without the supervisor confirmation. You are responsible for [finding a project supervisor](#). Please apply directly with professors of ETH Zurich.

Transcript of records

You must upload a complete transcript of records in English or German of all your studies to date, i.e. including your Bachelor's degree studies if you are already a Master's degree student. **The transcript must contain a grading key / legend** explaining the grading system of your home university.

List of courses to be completed prior to mobility studies

You are required to upload a list of the courses that you plan to take at your home university before your exchange at ETH Zurich and which are not yet listed on your transcript of records. You may make your own list or use the template [here](#).

Language skills

To be active in an academic context, you will need at least a B2 language level as defined by the [Common European Framework of Reference for Languages](#); however, we strongly recommend that you have a C1 level. Depending on the language of instruction of your choice of courses, you must have these language skills in English and/or German.

You are NOT required to upload a confirmation/certificate of your language skills, though you may do so if you have one. **By submitting your application, you confirm that you have the necessary language skills to study in English and/or German.**

Passport

You will also be required to upload a scan of your passport: page(s) with your photo and personal details (name, date of birth) only.

Photo

You must upload a photo for your student ID card. Make sure that the picture quality is good and that you are recognisable in the photo (full-face, well-lit, neutral background, etc.). The photo may be no larger than 800x600 pixels (height x width) and 1 MB maximum.

CV

You are required to upload a curriculum vitae (CV) in English or German. Please make sure that it is up-to-date.

Motivation Letter

You must upload a motivation letter in which you state your motivation for an exchange at ETH Zurich. Maximum 1 page (A4), in English or German.

4. Preparing a Study Plan

The study plan is the list of courses you plan on taking at ETH Zurich. It is an essential part of your application and determines which department you are applying to.

In order to prepare your study plan you must read the following information thoroughly and carefully:

- [Study Plan Guidelines](#)
- [Conditions set by the departments](#)

5. Application procedure

Begin your application process by clicking [here](#) and follow the procedure outlined below.

Search portal

First select your country, home institution, exchange program*, study field** and the desired academic year.

***Exchange Program: Select the type of the exchange program that is shown in the dropdown window**

****Study field: Please make sure you choose the department in which you wish to be enrolled and where you take two thirds of your course credits (see [study plan guidelines](#)).**

Preselection exchange possibilities

Country <-- Select all -->

Home institution (*) <-- Please select -->

Host institution ETH Zürich

Type of application Incoming Outgoing

Type of person Student Teacher

Exchange program (*) <-- Please select -->

Study field <-- Select all -->

Academic year (*) <-- Please select -->

Study level Doctorate (PhD)
 Bachelor
 Master




Close Reset Show exchange details

Then click on the button 'show exchange details' on the below right and view the search result:



Close Reset Show exchange details

This leads to the detailed display of exchange possibilities:

Exchange program: Weltweite Abkommen - ETH-weite Programme
Partner institution: Purdue University - West Lafayette, IN
Type of application: Incoming
Academic year: 2015/2016
Home institution: ETH Zürich
Type of person: Student
Study field: Biologie

 To apply for the listed study field in a partner institution, click on the green icon.
 Red marked agreements are not accepting applications at this time!
 portal.help.select.details.coop not found

Show 25 entries Search:

	Partner institution	Partner no.	Home country	Home institution	Inst.no	Study field
 	ETH Zürich	ZURICH07	United States of America	Purdue University - West Lafayette, IN	WESTLAF01	Biology

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Back to Preselection Back to Preselection (with same selection)

To apply, click on the green button, which calls up the online application function. If the button is red, this means that application is currently not possible. Clicking on the paper icon next to the university name calls up detailed information regarding contract and university.

Application form

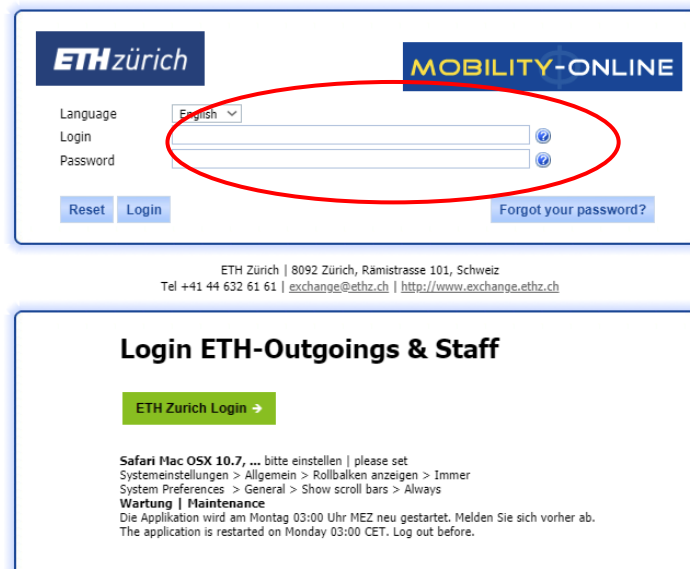
Enter the required information and submit the form. As your email address it is preferable to give your student email address from the home university (universities are normally less restrictive in sorting potential spam

than private providers) and/or to set the domain ethz.ch on your whitelist, so that you are sure to receive ETH Zurich emails.

After submitting your form you will receive an email which details how to set up a user account. After setting it up you will receive a further email with details of how to log in to Mobility-Online **to complete your application**. You may only submit the application when you have completed all the necessary steps! Please note that you must submit it **by the given deadline**.

Login

Always enter Mobility-Online by entering your details in the upper half of the login page (even after you begin your stay at ETH Zurich):



Note for Mac users: Please first activate the ‘Always show scrollbar’ setting; otherwise, depending on your browser setting, the scrollbar function may be deactivated and you may not be able to view your workflow correctly.

Logging in will call up your workflow with all pending steps. Complete these steps by clicking on the link to the corresponding step on the right. The compulsory steps must be completed in the designated order:

Notwendige Schritte	Erledigt	Erledigt am	Erledigt von	Direktzugriff über folgenden Link
Online Bewerbungsformular	<input checked="" type="checkbox"/>	27.11.2013	Ochsner Patent	Bewerbung anzeigen/ändern
Bestätigungsmail online Bewerbungsformular	<input checked="" type="checkbox"/>	27.11.2013	Automatisch erstellt	
Online-Registrierung	<input checked="" type="checkbox"/>	27.11.2013	Ochsner Patent	
Kontaktdaten für Notfälle erfasst	<input type="checkbox"/>			Kontaktdaten für Notfälle erfassen
Personenstammdaten erfasst	<input type="checkbox"/>			
Motivationsschreiben und Kursliste ausgedruckt				
Motivationsschreiben und Kursliste hochgeladen	<input type="checkbox"/>			
Bestätigungen der beiden Supervisor hochgeladen (ETH und Gastuni)	<input type="checkbox"/>			
Leistungsüberblick hochgeladen	<input type="checkbox"/>			
Liste Kurse Heim-Hochschule vor Austausch hochgeladen	<input type="checkbox"/>			
Sprachnachweis hochgeladen (optional)	<input type="checkbox"/>			
Lebenslauf, Empfehlungsschreiben oder andere Dokumente hochgeladen	<input type="checkbox"/>			
Bedingungen und Konditionen ausgedruckt	<input type="checkbox"/>			
Unterschiedene Bedingungen und Konditionen hochgeladen	<input type="checkbox"/>			
Bewerbung eingereicht, wird von ETH Zürich geprüft	<input type="checkbox"/>			

Adding data

Add a contact person in case of emergencies. Click on the ‘edit’ button to make changes.

Study plan

The next step is to enter the study plan where you list all courses and/or projects you plan on taking. Your Departmental Exchange Coordinator will check it after you submit your application; it is an important part of the application. Be sure to adhere to the [study plan guidelines](#) and to the [conditions set by the departments](#).

First, select your courses in the [ETH Zurich Course Catalogue](#), where you will find detailed descriptions, information about prerequisites, etc. Add each of the chosen courses to your study plan in Mobility-Online by clicking on "Enter further courses". You only need to type or copy/paste the course number from the Course Catalogue and autocomplete will fill in the rest (title and number of credits). A search function is also available.

You must, however, enter in full any courses of other institutions (e.g. the University of Zurich): these are not automatically linked. You must enter them manually in the study plan: Click on "Enter further courses" and add the title of the course, the amount of ECTS and, if known, the course number.

Projects (e.g. Bachelor's or Master's thesis) must also be entered as course units. There are special project course units for mobility students for 5 / 10 / 15 / 20 / 25 / 30 / 60 ECTS credits. One month of full-time project work corresponds to 5 credits. If necessary, you can also combine different course units. If you are unsure about the correct amount of credits, discuss the scope (i.e. workload) of the project with your supervisor. To search the project course units in the [course catalogue](#), enter the desired project scope/credits under "course unit", e.g. "30 Credit Project". You can add these projects to your study plan in Mobility-Online by entering the course number from the course catalogue. Note that design courses in Architecture do not count as projects.

Projects (if applicable)

- **All projects must be entered in the study plan as course units (see above). In addition, you must enter details about the project in a separate step.**

The confirmation of the ETH Zurich supervisor must be uploaded to the documents, completing the application. You are responsible for [finding a project supervisor](#). Please apply directly with professors of ETH Zurich.

Special conditions as outlined in the [separate factsheet](#) apply for students undertaking a research project/thesis in the department of Biosystems Science and Engineering (D-BSSE) in Basel. Projects in Basel have to be a compulsory part of your study programme at your home university (particularly applicable to students from non-EU/EFTA countries) and must be declared from the very beginning of your application process.

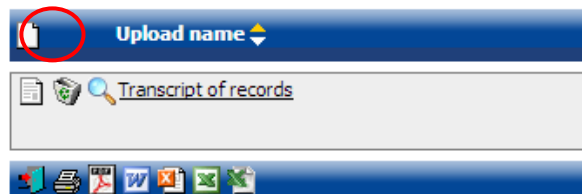
Documents

Depending on the exchange programme, different documents should be uploaded: see the information [above](#).

- **Only PDF documents are accepted, no images (exception: photo for student card).** Ensure that the resolution is good and that scans are high-quality.

Upload the documents according to the respective step in the application procedure.

If you wish to submit more than one document in one category, you may upload the second (and any following) document by clicking on the paper icon on the top left in the workflow step:



A template for the list of courses planned before the exchange stay may be found [here](#). Alternatively, depending on when the exchange will begin, you may upload a view of your courses from your home university's electronic course management system.

Submitting the application

After entering all of your information and uploading the documents, finish the application by confirming that it is complete and submitting it. You will receive an automatic confirmation by email. It normally takes a few

weeks for the Student Exchange Office and the responsible person in the department to process your application.

Next steps

Your application will now be perused in form and content. If it is accepted you will receive an email which states that ETH Zurich has officially admitted you for your mobility period. Depending on the programme, there will be various further steps; you will receive a corresponding email which describes them. You may log in to Mobility-Online at any time to view what information has already been sent, and which step comes next.