Applying for an exchange at ETH Zurich: Instructions for CH mobility exchange students

1.   Nomination & application deadlines

1.2   Courses (or courses with project)

Prior to applying at ETH Zurich, you must be nominated for the exchange by your home university. Note the respective application deadlines and requirements. We accept stays from three months, 91 days, onwards.

The application deadlines at ETH are as follows:

- **30 April for the Autumn Semester**
- **31 October for the Spring Semester** (online application completed and submitted, including all documents)

In the case of courses plus project, [the semester dates at ETH must be respected](#).

1.3   Project only (project mobility students)

Students coming to ETH Zurich for projects only (no courses) are not considered Swiss mobility students at ETH. They have the status of **project mobility students** and must refer to the [specific information for project mobility students on our website](#).

2.   Important information about exchange studies at ETH Zurich

2.2   Semester dates & examination period

[Consider the academic calendar at ETH.](#) You can find additional information about examinations at ETH on the [website on study planning](#).

2.3   Residence permit (& visa)

If you already have a residence permit within Switzerland, you might wish to consider the option of a weekly resident. In this case, your health insurance remains in the main place of residence. You have to gather your information before entering the exchange.

Citizens of countries other than the European Union or EFTA states: Make sure that your residence permit is valid when coming to Zurich.

If you need a visa because you enter Switzerland from abroad, make sure that you meet the necessary deadlines and begin the process early enough.

2.4   Health Insurance

If you already have a residence permit within Switzerland, you might wish to consider the option of being a "weekly resident". In this case, your health insurance remains in the main place of residence. Gather your information before beginning your exchange.

Swiss law requires all persons residing for more than three months in Switzerland to be covered by adequate health insurance. The procedures for EU/EFTA and non-EU/EFTA students are different.

- Students with EU/EFTA citizenship may be exempted under certain circumstances, provided they apply for an exemption ("European Health Insurance Card").
- Students with non-EU/EFTA citizenship are required to be covered according to Swiss health standards as set by Swiss law.

The website on health insurance provides you with more information, a video, and FAQ. We also recommend reading the information sheet on insurance provided by ETH's Academic Services.

2.5   Studying with a disability

Contact the disability advisory service at an early stage for information on support options and procedures. This is particularly important regarding study conditions, examination arrangements and the housing situation in Zurich.

2.6   Living costs in Zurich

Be aware that living costs in Switzerland are very high, especially so in Zurich. The Immigration Authorities identify a sum of CHF 1750 per month as necessary to support oneself financially. The actual amount needed may be slightly lower; this will depend largely on your monthly rent. Finding cheap housing in Zurich is difficult. Visit our website for more information.

2.7   Accommodation

Finding accommodation in Zurich is difficult and time-consuming; it is important that you start in advance. See our website for information on accommodation for exchange students in Zurich and its surroundings.

Note that the Housing Office of University of Zurich (UZH) and ETH have a very limited number of rooms for exchange students. Your chance of gaining access to one of these rooms is extremely low.

2.8   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 and intensive German courses for three levels of proficiency in spring and autumn (in the two weeks before the semester start). Exchange 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.

2.9   Arrival and welcome day at ETH

Students need to pick up their student card and a few welcome documents at the physical desk 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 Semester) or the Friday just before the semester starts in week 7 (Spring Semester). The exact time and location of the event will be published at a later stage on our website.

2.10   Living and studying outside 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. Application procedure

Have you received an e-mail informing you that you can now apply at ETH? If so, get to know Mobility-Online – the software ETH uses to manage its exchange applications.

Begin your application process by clicking here and follow the steps outlined below.

3.2 Search portal

First select your home university, your study field (if applicable) and the desired academic year:

Then click on the button "Show details" on the below right and view the search result.

The detailed display of exchange possibilities is as follows:

Clicking on **the green button** calls up the online application function. If the button is red, this means that application is currently not possible.

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

3.4   Login in Mobility-Online

Always access Mobility-Online by entering your details in the upper half of the login page (even after your exchange has started):

(Note for Mac users: Activate the "Always show scrollbar" setting. Otherwise, depending on your browser setting, you may not be able to view your workflow correctly.)

3.5   Adding data & uploading required documents

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.

When uploading a document, make sure that the resolution is good and the quality is high. All documents must be .pdf apart from the photo for the student card.
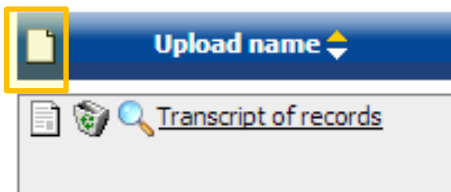
If you wish to submit more than one document in one category, you can do so by clicking on the paper icon at the top left corner in the workflow step.

Step	Description
Adding data	Add a contact person in case of emergencies. Use the "edit" button for 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 follow the **rules of the study plan guidelines**. You will also need **the Course Catalogue where the courses and projects are described** (prerequisites, the language of instruction, performance assessment, etc.) and the **conditions set by ETH departments**.
	Now, enter all the courses and / or projects you plan to take. Add each of the 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. language courses at the University of Zurich) because 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 number of ECTS and, if known, the course number.
	Your departmental exchange coordinator at ETH will check your study plan after you have submitted your application.

Projects (if applicable)	If you want to conduct a research project or thesis (in the second semester only), you must <u>find a supervisor on your own.</u>
	Projects (e.g. Bachelor's or Master's thesis) must be entered as course units.
Confirmation of supervisor for projects / thesis (if applicable)	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 you are unsure about the correct number of credits, discuss the workload of the project with your supervisor. To search the project course units in the <u>Course Catalogue</u>, enter the desired project 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.
	You must upload a signed "Confirmation of thesis / research project supervisor for incoming mobility project student". <u>Use this form and have your supervising ETH professor sign it.</u> (No other confirmations will be accepted.)
Transcript	Upload a transcript of records in English or German of all your studies to date, i.e. including your Bachelor's degree if you are already a Master's student. The transcript must contain a grading key / legend explaining the grading system of your home university.
List of courses to be completed before the exchange	Upload a list of the courses that you plan to take at your home university before your exchange at ETH and which are not yet listed on your current transcript. You may upload a view of your courses from your home university's course management system or use the <u>template</u>.
Language confirmation / certificate (optional)	You do not need to upload a confirmation / certificate of your language skills, though you can if you have one. By submitting your application, you confirm that you have the necessary language skills to study in English and / or German.
	You will need at least a B2 language level in an academic context. However, we strongly recommend the C1 level. Depending on the language of instruction of your courses, you must have these language skills in English and / or German.
Passport / identity card	Upload a scan of your valid passport or identity card: page(s) with your photo and personal details (name, date of birth) only.
CV	Upload a curriculum vitae (CV) in English or German.
Motivational letter	Upload a motivation letter in which you state your motivation for an exchange at ETH. Maximum 1 page (A4), in English or German.

3.6   Submit your application

After entering all your information and uploading the documents, finish the application by confirming that it is complete and submit it. You will receive an automatic confirmation by email.

4.   Next steps

It normally takes a few weeks for the Student Exchange Office and the department exchange coordinator to process your application. You will be informed as to the outcome of the application in due time. You may access Mobility Online any time to view what the next step might be.