Instructions for ETH students on applying for a student exchange

1. Preparation (before applying online)

BEFORE you apply online, use our explanation of the application process and the checklist (in German).

Do not begin the online application right before the application deadline! You may not finish on time, and if you have problems you may not be able to ask questions.

2. Finding and selecting student exchanges in the Mobility-Online portal

Read the information on exchange programmes on the Student Exchange Office website in advance. Only apply when you have obtained the approval of the Departmental Exchange Coordinator in your department.

All students start the application process via the search portal. All current exchange programmes and agreements are displayed there. You may search according to various criteria.

Important: You may not apply for more than one exchange programme simultaneously. Please note that for ETH-wide programmes and UNITECH you may only enter host universities within the respective programme as choices.

ETH Zurich uses the Mobility-Online system to administrate exchange programmes. You apply for an exchange via Mobility-Online, and if your application is successful you then continue to use it for further administrative steps. You are guided through the process, and can see at any time what you need to do and the status of your registration.

Mobility-Online can be accessed after the Infomarkt event. The application deadlines of the respective programmes are found on the Student Exchange Office website.
Display of exchange possibilities in detail:

Clicking on the paper icon next to the university will open detailed information on exchange agreement and university.

Clicking on the green button will open the online application. If the button is red, application is not currently possible. The search data (exchange programme, institution, academic year etc.) will be taken over from the search process and can no longer be changed in the application form. For this reason make sure that the exchange programme entries are correct and that you have entered the right host university (worldwide agreements, ETH-wide programmes and UNITECH: 1st priority).

3. Application procedure

3.1 Application form

Authentication proceeds when you enter your nethz login details in SWITCH-aai. Your personal data will be taken over and can no longer be changed. The application form is thus largely filled out in advance. You should add:

- The entire section on Details of planned exchange period. As the dates of your exchange please enter the planned dates of your stay at the host university (semester dates or the dates of your project, including any welcome weeks/preparatory courses at the host university, but not travel days or holidays).
- Under Personal details, the desired language of communication (note that some documents or emails are only issued in one language, regardless of the desired communication language).
- Language skills
- Under Details of previous studies, the number of academic years completed plus (if applicable) any completed degrees. Both entries relate to the date when you wish to begin the exchange.

After you send the form you will receive an 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 your complete application must be submitted by the given application deadline.

3.2 Login

When logging in via SWITCH-aai, always enter your details on the lower half of the page:
Important: Your SWITCH-aai session will remain active as long as the browser is open (this enables you to access further ETH applications (e.g. myStudies) without logging in again). For security reasons it is therefore essential to close the browser completely when you have finished working, especially if you are not on your own computer. This is the only way to end the SWITCH-aai session; closing the current tab is not enough.

Note for MAC users: Activate the setting 'Always activate scrollbar' beforehand. Otherwise – depending on the browser setting – the scroll function may be deactivated and you may not be able to view your workflow correctly.

After you log in the main window will appear, showing your workflow and the next steps to be taken. Execute these steps by clicking on the link to the corresponding step on the right. The compulsory steps must be taken in the designated order.

3.3 Adding data
Add a contact person for emergencies, and supply your bank or postal account details (enter the IBAN number with no spaces between groups of numbers). When indicated click on the 'edit' button to make changes.

3.4 Study plan
The next step is to enter the study plan. The Departmental Exchange Coordinator in your department will check it after you submit the application, and you therefore need to have discussed it in advance.

Important: You are required to obtain at least 20 ECTS (or the equivalent in the local credit point system) per semester.

For programmes with priority-based selection procedures (worldwide agreements, ETH-wide programmes and UNITECH) provisional information on possible courses is supplied in a separate document which you download during the application process. The definitive study plan is in that case only entered upon starting the exchange period.

Enter the title of the course at the host university, the number of credits the host university allocates it, and (if known) the course number. Where applicable, enter the details on the ETH course unit which the course at the host university will replace.

3.5 Projects (if applicable)
Applies only to students doing projects during their exchange period (e.g. Bachelor or Master thesis). Design studios/courses in Architecture do not count as projects. Please note that some exchange programmes or host universities (certain worldwide programme universities, UNITECH) exercise restrictions on research projects/theses. If in doubt, contact the Student Exchange Office before you apply.

Important: All projects must be entered in the study plan as course units; more precise details of the project must then also be supplied in a separate step. Enter the number of credits which you anticipate earning for the project at ETH Zurich.

The confirmations of both supervisors (professors at ETH Zurich and the host university, respectively) must be uploaded with the documents to complete your application. Emails are usually sufficient.

3.6 Documents
Depending on the exchange programme, various documents must be uploaded. Please see the information on the respective exchange programme or host university on the Student Exchange Office website, plus the summary in section 5.

Important: Only PDF documents are accepted, and no image files. Please see that resolution is good and scans are clean. Documents which are already available in electronic form (unsigned transcripts of record, emails, Word documents etc.) can be converted to PDF files on all ETH computers.

Upload the respective documents at the correct application stages. If you wish to upload several documents in one category, upload the second (and any further) documents by clicking on the paper icon on the above left.
For a model list of courses planned before the exchange see [here](#). Alternatively you may, depending on the timing of the start of the exchange, upload a view of your myStudies course registration details.

### 3.7 Submitting the application

After filling out all the information and uploading your documents, conclude your application by confirming that it is complete and submitting it. You will receive an automatic email message confirming receipt. The Student Exchange Office and the responsible person in the department normally require a few weeks to process the application.

### 4. Next steps

Your application will now be checked for content and completeness. Certain exchange programmes conduct selection procedures, which may take some weeks.

If your application is accepted you will receive a corresponding email. For ETH Zurich you are now officially registered for the exchange, and will be nominated at the host university. For the host university you must normally submit further documents, and if indicated even undergo a registration process. Final acceptance for the exchange lies with the partner university.

Various further steps may be required depending on the exchange programme. You will receive an email informing you of these. You may log on to Mobility-Online at any time to check the status of your application and identify the next steps.
### 5. List of application documents/study plan details by exchange programme

<table>
<thead>
<tr>
<th>Exchange programme</th>
<th>Study plan¹ (provisional): Enter online or use the form in the application</th>
<th>Transcript of records in English (print as a PDF from myStudies)</th>
<th>List² of courses planned before starting the exchange (Engl.)</th>
<th>Cover sheet for language requirements and the respective certificates</th>
<th>Letter of motivation³ (Engl.)</th>
<th>CV (Engl.)</th>
<th>Confirmations of the ETH and host university supervisors</th>
<th>Further documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worldwide ETH-wide exchange</td>
<td>3-4 courses per university</td>
<td>X</td>
<td>X</td>
<td>Download form during application</td>
<td>X</td>
<td>(X)</td>
<td>Only applies to project work</td>
<td></td>
</tr>
<tr>
<td>Worldwide departmental exchange</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X Depends on the university</td>
<td>X</td>
<td>X</td>
<td>(X) Only applies to project work</td>
<td></td>
</tr>
<tr>
<td>SEMP exchange (SMS)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>(X)⁴</td>
<td>X</td>
<td>X</td>
<td>(X) Only applies to project work</td>
<td>SMT Training Agreement</td>
</tr>
<tr>
<td>SEMP traineeship (SMT)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>(= SMT Training Agreement)</td>
<td></td>
</tr>
<tr>
<td>UNITECH International</td>
<td>Included in UNITECH questionnaire⁵</td>
<td>X</td>
<td>X</td>
<td>Included in UNITECH questionnaire</td>
<td>X</td>
<td>(X)</td>
<td>Only applies to project work</td>
<td></td>
</tr>
<tr>
<td>Swiss Mobility</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>(X)</td>
<td>Only applies to project work</td>
<td></td>
</tr>
<tr>
<td>IDEA-League</td>
<td></td>
<td>X</td>
<td></td>
<td>X (Only supervisor at host university)</td>
<td>X</td>
<td>(X)</td>
<td>Letter of recommendation from the ETH supervisor</td>
<td></td>
</tr>
<tr>
<td>Exchange Scholarship for Young Researchers</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>(Only supervisor at host university)</td>
<td></td>
</tr>
</tbody>
</table>

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¹ Study plan: Every exchange programme which will involve attendance of courses at the host university requires a provisional study plan at the point of the application. This will be checked by the departmental exchange coordinator in your department and for this reason at least its basics should be discussed in advance. By the time the exchange at the host university begins all alterations to the study plan must be settled and again approved by the department.

² Printout from myStudies of the course units currently being attended and/or a list of course units planned before the exchange (see the example PDF on the Student Exchange Office website). In English, so that the list may be submitted later to the host university if necessary.

³ Should be written in English because the letter of motivation often must be submitted later during the application at the partner university (the same is true for the CV).

⁴ Some SEMP universities require a language certificate; this must be submitted to the partner university at registration and not uploaded to Mobility-Online.

⁵ The UNITECH questionnaire can be downloaded as part of the application process in Mobility-Online or directly with UNITECH.