Are ETH prerequisites fulfilled (grade point average, ETH Bachelor)?

Are department conditions fulfilled (grade point average, proper timing of exchange, etc.)?

Check the prerequisites of potential host universities: grade point average, language certificate, academic level, range of courses?

Decide: Application for which exchange programme and at which university?

Is there an internal application process in your department? Note the deadline!

Possibly department-internal pre-selection process

Courses

Mobility to attend courses, carry out a project (or attend a Summer School)?

Are ETH prerequisites fulfilled (grade point average, ETH Bachelor)?

Are department conditions fulfilled (grade point average, proper timing of exchange, etc.)?

Check the prerequisites of potential host universities: grade point average, language certificate, academic level, range of courses?

Decide: Application for which exchange programme and at which university?

Is there an internal application process in your department? Note the deadline!

Possibly department-internal pre-selection process

Exchange programme

Application for UNITECH International

Worldwide ETH-wide programmes: application for up to 3 universities within the ETH-wide programmes

Departmental exchange (SEMP SMS, Worldwide Departmental programmes, Swiss Mobility): Application for 1 university

Inquire at Student Exchange Office about exchange via Worldwide Programmes, SEMP SMS, Swiss Mobility, IDEA League, Exchange Scholarship for Young Researchers

SEMP SMT (Student Mobility for Traineeship)

Apply in Mobility-Online

Apply in Mobility-Online

Apply in Mobility-Online

Apply in Mobility-Online

Application to the host university

Self-organised stay abroad

Project/thesis

Bachelor’s/Master’s thesis: Find an ETH supervisor

Identify potential projects and host institutions

Obtain approval of supervisor at host institution; get agreement of ETH thesis supervisor or person responsible for internships in dept.

Is the host institution an ETH partner university?

Is the host institution in Europe?

Applying for a Summer School? IARU GSP or IDEA League Summer School

Visit the Infomarkt and possibly an information event in your department; read the exchange reports in the IKB

Discuss prerequisites, timing, possible destinations, study plan, exam planning with the Departmental Exchange Coordinator and possibly the tutor

Look at financial arrangements; are costs covered by exchange scholarship? Should you apply for an additional scholarship?

Selection by Student Exchange Office

Selection by Departmental Exchange Coordinator

Selection and Assessment Center

Rejection: Application for another university?

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## Checklist for your exchange

### ETH Zurich
- Attend the **Infomarkt**
- Attend the departmental information event (if any)
- Check the **general prerequisites** and the **department conditions** (grade point average!)
- Select **exchange programme** and the host university → Check prerequisites (grade point average, language certificate, academic level, range of courses)
- Look into financial arrangements, take increased costs into account → **seek potential support**
- Discussion with the **Departmental Exchange Coordinator** (study plan, examination planning)
- Apply via **Mobility-Online** → Collect documents, note application deadlines

### DECISION OF ETH
- Attend the **Get Ready to Go!** event (invitation received by email)

### Host university
- Apply to the host university (Collect and submit documents, note application deadlines)

### DECISION OF HOST UNIVERSITY
- Organise accommodation (possibly taken care of at the time of application to the host university)
- Is a visa necessary? If so: gather information from the host country’s consulate; get the required documents from the host university; obtain the visa

### POSSIBLY
- Organize travel (travel documents, transport, insurance)
- Possibly: **Sublet your apartment/room**

### START OF THE EXCHANGE
- Enrol in myStudies (information received by email)
- Enter changes to study plan in **Mobility-Online**

### END OF THE EXCHANGE
- Submit final documents (Required for payment of rest of scholarship)
- Recognition by the department of academic achievements abroad
- Attend the **Infomarkt** as an expert
- Attend the **Get Ready to Go!** event as an expert

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