

Applying for an exchange at ETH Zurich, academic year 2021/22: Instructions for exchange students within the Swiss-European Mobility Programme (previously Erasmus)

Important Information on COVID-19

Your mobility stay will likely look somewhat different from what the experience would be like in a “normal” mobility stay. Please read the following [information leaflet](#) with the most important points thoroughly and carefully.

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1. Preparation (before online application) and application deadlines

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

The application deadlines at ETH Zurich are as follows:

- **15 April for the autumn Semester or full academic year**
- **15 October for the spring Semester**
The online application must be completed (including all documents) and submitted until the above deadline
- Students coming to ETH Zurich for projects only (no courses) may apply up until **2 months before the planned starting date** (online application completed and submitted, including all documents). **Students who need a visa for Switzerland should submit their application earlier, because the visa application process may take up to 3 months and cannot be started without the official letter of acceptance issued by the Student Exchange Office.**

2. Important information about exchange studies at ETH Zurich

Semester dates

	<i>Autumn semester 2021</i>	<i>Spring semester 2022</i>
Official semester dates	20.09.2021 – 18.02.2022	21.02.2022 – 02.09.2022
Lectures	20.09.2021 – 24.12.2021	21.02.2022 – 03.06.2022
End-of-semester exams	06.12.2021 – 24.12.2021 and 10.01.2022 – 21.01.2022	23.05.2022 – 17.06.2022
Session exams	24.01.2022 – 18.02.2022	08.08.2022 – 02.09.2022

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

- **Citizens of the European Union or EFTA states do not require a visa** for Switzerland, therefore they do not need to do anything in this regard before their arrival.
- **Citizens of other countries must check with the Swiss Embassy whether they need a visa for Switzerland. You are responsible for determining whether you need an entry visa and, if applicable, for obtaining the visa; you will receive detailed information about the visa application process and the necessary official confirmation from us if your application to ETH Zurich is successful.** Please note that the process of obtaining a student visa will take up to 3 months, so timely application for your visa is essential!

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.

Any questions regarding the visa requirements or visa process must be addressed directly to the respective Swiss embassy/consulate abroad. The Student Exchange Office cannot provide any visa advice nor support with the visa application process.

Regardless of your nationality, you must register with the appropriate authority within 14 days of your arrival in Switzerland to obtain a **residence permit (mandatory for all students)**. You will find more information about this procedure in your ETH Zurich letter of acceptance.

Health Insurance

Everyone who lives in Switzerland for at least three months is required by law to have health and accident insurance coverage from a Swiss insurance company. In the framework of the Bilateral Agreements between the EU and Switzerland, exchange students from EU and EFTA countries can [apply for an exemption](#) from the Swiss compulsory health insurance, provided that they obtain the 'European Health Insurance Card' in their home country. 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. In the spring Semester the availability of student housing is usually better than in the autumn Semester. You will receive detailed information about accommodation in Zurich with your letter of acceptance. 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, compared to most countries, especially in Zurich. The Immigration Authorities set the amount of 1750 Swiss francs per month as the necessary funds 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. For more information, see the information on our [website](#).

Scholarship

Exchange students within the Swiss-European Mobility Programme receive a scholarship from the Swiss Government, paid by ETH Zurich. You apply for this scholarship automatically when you submit your exchange application, no separate application is necessary. You can find the scholarship rates in the relevant document on our [website](#). The scholarships are paid as **fix semester scholarships**, i.e. 5 rates per semester (independent of the exact duration of stay).

Project/thesis/internship students (nominated without a spot within the exchange agreement) with a starting date on or after 1.06.2021 will no longer received a SEMP scholarship.

German courses

The joint [Language Center of the University of Zurich and ETH Zurich](#) offers semester courses in '[German as a foreign language](#)' for all levels, as well as intensive German courses for three different levels in the autumn and spring semester. Intensive courses take place during the two weeks before the respective semester starts. Mobility students may take the intensive German course and 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 (see details 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 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.

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 in other cantons

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-City) should consult the separate [fact sheet](#). Mobility students with a place of residence or place of study in another canton are responsible for clarifying if different conditions apply, carry out the respective formalities and respect the regulations that are applicable in their canton of residence/study. The Student Exchange Office cannot assist mobility students not living in the canton of Zurich or the canton of Basel-Stadt with such questions.

3. Documents required for online application

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

Study plan and Learning Agreement

Please read the detailed [study plan guidelines](#) on the following pages carefully. Additionally you will find useful information on [preparing a study plan](#).

A Learning Agreement signed by ETH Zurich will be emailed to you after your application has been approved. You may need to hand in this document at your home university. Any changes to the study plan need to be made online **after** the first two weeks of the semester. All changes need to be approved by your Departmental Exchange Coordinator at ETH Zurich; only then can we issue an updated signed Learning Agreement.

Nomination of your home university

Your home university must send us your nomination for an exchange period by email. You may upload your nomination in your application if you wish.

Confirmation: D-BSSE project compulsory (if applicable)

If you plan on doing 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.

Supervisor's Confirmation (where applicable)

If you intend to do a project or a thesis during your exchange period at ETH Zurich, you are responsible for [finding a project/thesis supervisor](#) before applying. Please apply directly with professors of ETH Zurich. Once you have found a supervising professor, have the form 'Confirmation of Thesis / Research Project Supervisor for Incoming Mobility Project Student' filled in and signed by your supervising ETH professor before uploading it in Mobility Online. You may either use:

- a) the [\(unpersonalised\) version](#), or
- b) the (personalised) version, which you will download as a part of the application process.

Other confirmations forms will not be accepted.

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.

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, which are not yet listed on your transcript of records. You may make your own list or use the template [here](#). Alternatively, depending on when the exchange will begin, you may upload a screenshot of your courses from your home university's electronic course management system.

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 chosen courses, you must have this level of proficiency 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 / identity card

You are required to upload a scan of your passport or identity card: page(s) with your photo and personal details (name, date of birth) only.

Photo

You must upload a photo of yourself in portrait format, which will be used for your ETH student 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. Study plan guidelines

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](#) (for the German version of the search portal, please click [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	<input type="radio"/> Incoming <input type="radio"/> Outgoing
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher
Exchange program (*)	<-- Please select -->
Study field	<-- Select all -->
Academic year (*)	<-- Please select -->
Study level	<input type="radio"/> Doctorate (PhD) <input type="radio"/> Bachelor <input type="radio"/> Master

Close Reset Show exchange details

Then click on the button 'show exchange details' (bottom of the page on the right) and view the search result:



This leads to the detailed display of exchange possibilities:

Partner institution	Partner no.	Home country	Home institution	Inst.no	Study field
ETH Zürich	ZURICH07	Denmark	Danmarks Tekniske Universitet (Technical University of Denmark) - Lyngby	LYNGBY 01	Chemistry
ETH Zürich	ZURICH07	Denmark	Danmarks Tekniske Universitet (Technical University of Denmark) - Lyngby	LYNGBY 01	Food Science
ETH Zürich	ZURICH07	Denmark	Danmarks Tekniske Universitet (Technical University of Denmark) - Lyngby	LYNGBY 01	Environmental Engineering
ETH Zürich	ZURICH07	Denmark	Danmarks Tekniske Universitet (Technical University of Denmark) - Lyngby	LYNGBY 01	Environmental Sciences

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.

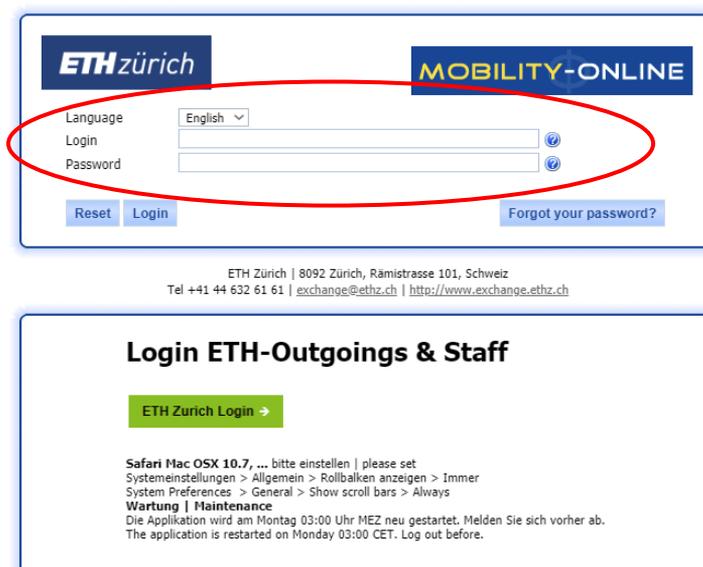
Application form

Enter the required information and submit the form. It is preferable that you enter your student email address from your 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 emergency. Click on the 'edit' button to make changes. Make sure to include the right international phone code of your emergency contact's phone number.

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](#), otherwise it will be rejected.

First, select your courses in the [ETH Zurich Course Catalogue](#), where you will find detailed descriptions, information about prerequisites, etc. Add each of your 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 the "autocomplete function" will fill in the rest (title and number of credits). A search function is also available.

If you wish to take courses from other institutions (e.g. the University of Zurich), you must enter the full course details, 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.

Research projects and bachelor/master 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 ECTS. If necessary, you can also combine different course units. If you are unsure about the correct amount of ECTS, discuss the scope (i.e. workload) of the project with your supervisor beforehand. 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 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/thesis must be entered in the study plan as course units, not manually (see above). In addition, you must enter details about the project in a separate step and tab ("Project").**

You are responsible for [finding a project supervisor](#). Please apply directly with professors of ETH Zurich. Once you have found a supervisor, have the form 'Confirmation of Thesis / Research Project Supervisor for Incoming Mobility Project Student' filled in and signed by your supervising ETH professor before uploading it in Mobility Online. You may either use:

- the [\(unpersonalised\) version](#), or
- the (personalised) version, which you will download as a part of the application process.

Other confirmation forms will not be accepted.

Students being nominated to spend two semesters who wish to conduct a project during their second semester but have not found a research group/supervisor yet, should apply for one semester only. Once you have found a supervising professor, we will grant you access to adjust your data in Mobility-Online and proceed with your application for the second semester.

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) which must be declared from the very beginning of your application process.

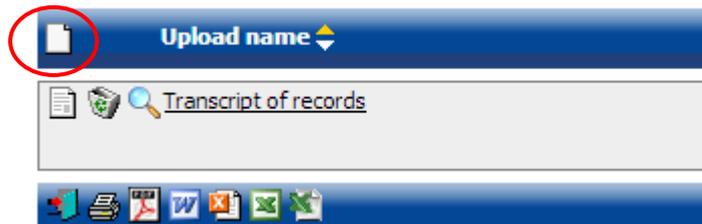
Documents

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

→ **Only PDF documents are accepted, with no images (exception: photo for student card).** Make sure that the resolution is good and that scans are of 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:



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 takes several weeks after the application deadline 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. Applications received will only be processed after the application deadline. Applicants are usually informed about the admission decision a few weeks later.

If your application 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.