ETH
Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich

Applying for an exchange at ETH Zurich 2024/25: Instructions for worldwide exchange students

1.   Nomination & application deadlines

You need to be nominated for the exchange by your home university.

The application opens two months prior to the respective application deadline. The application deadlines are as follows:

- **1 April for Autumn Semester**
- **1 September for Spring Semester**
- **Three months before the start date for projects** only (no courses).
  Note: The minimum duration for a Bachelor / Master / Diploma thesis/research project is eight weeks.

This means that you must have uploaded all the required documents and submitted your complete application by that date.

2.   Important information about an exchange at ETH

2.1   Semester dates & exam periods

Semester dates	Autumn Semester 2024	Spring Semester 2025
Official semester dates	16.09.2024 – 14.02.2025	17.02.2025 –29.08.2025
Lectures	16.09.2024 – 20.12.2024	17.02.2025 – 30.05.2025
End-of-semester exams	09.12.2024 – 20.12.2024 and 06.01.2025 – 17.01.2025	19.05.2025 – 13.06.2025
Session exams	20.01.2025 – 14.02.2025	04.08.2025 – 29.08.2025

When planning your exchange at ETH, **consider the semester dates & exam periods.**

2.2   Visa for Switzerland

Depending on your nationality or if you hold a valid Schengen residence permit or Schengen D visa, you may or may not need a visa for entering Switzerland.

The Student Exchange Office assists you with your visa application. Once you have been admitted for the exchange, we will send you, **further information if a visa is required or not, and how to proceed.**

Do not enter Switzerland with a tourist visa as it only allows you to travel to Switzerland as a tourist, but not to study.

2.3   Residence permit

Regardless of your nationality, once you are in Switzerland you require a residence permit for an exchange of more than 90 days. Your residence permit will be issued for the duration of your stay as confirmed by ETH. The day you enter Switzerland, the duration of your stay starts.

Therefore, never enter Switzerland before the start date stated on your official confirmation of acceptance, even if the issued visa allows an earlier entry to Switzerland. Otherwise, you risk that your permit expires before your departure and that you are thus not able to write your final exams or finish your project/thesis.

Prior to your arrival in Switzerland, the Student Exchange Office will send you further information on how to obtain your residence permit. Please follow these instructions and register with the appropriate authority within 14 days after arrival in Switzerland.

2.4   Health insurance

Swiss law requires all persons staying for more than 90 days in Switzerland to have a health and accident insurance according to Swiss health standards.
Swiss insurances offer special packages for foreign students. You do not need to do anything before arrival, as further details will be provided at the special health insurance event.

For information see the website on health insurance.

2.5   Studying with a disability

Please contact the Disability Advisory Service at an early stage for information on support and procedures. This is particularly important about study conditions, examination arrangements and the housing situation.

2.6   Living costs in Zurich

Living costs in Switzerland, especially in Zurich, are very high. The Immigration Authorities identify a sum of CHF 1750 per month as necessary. You can learn more about the living cost on our website.

2.7   Accommodation

As a worldwide exchange student for a full semester and if you apply within the set deadline at the Housing Office, we are usually able to offer you a room. You will receive detailed information about accommodation in Zurich after you have been accepted. You can find information on accommodation online.

2.8   German courses

The joint Language Center of the University Zurich and ETH offers semester courses in German as a foreign language, as well as an intensive German courses (in the two weeks before the semester starts).

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 plus possible fees for copies and other course materials apply. We will send you a reminder before registration opens.

Details can be found in this leaflet.

2.9   Arrival & welcome day at ETH

After arrival, you will need to visit the desk of the Student Exchange Office to collect the student card needed for your registration with the authorities.

The official welcome event is mandatory to attend. For the date, see the semester dates. You will be informed about the exact time and location via email shortly before the semester start.

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

Note that certain conditions and services differ for students applying for the department of Biosystems Sciences and Engineering (D-BSSE), which is in Basel. Refer to the fact sheet of D-BSSE for details on immigration policies, housing, catering, sports facilities, etc.

If you wish to do a research project/thesis in D-BSSE, note the information on projects under important on the first page of the fact sheet.

2.11 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 students who live and study in the canton of Zurich or the canton of Basel-Stadt. Students living in or doing a project/thesis in another canton are responsible on their own to clarify the necessary conditions, carry out the respective formalities and respect the applicable regulations.

3.   Application procedure

Have you been nominated and informed that you can apply at ETH? If so, start your application in Mobility-Online – the software ETH uses to manage all student mobilities.

Begin your application by clicking here and follow the steps below

3.1   Portal

Select your **home institution, study field*, and academic year** in which you want to stay at ETH. Then click on "Show details".

* 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).

Then click on the green button.

Red button means that the application is closed.

3.2 Form

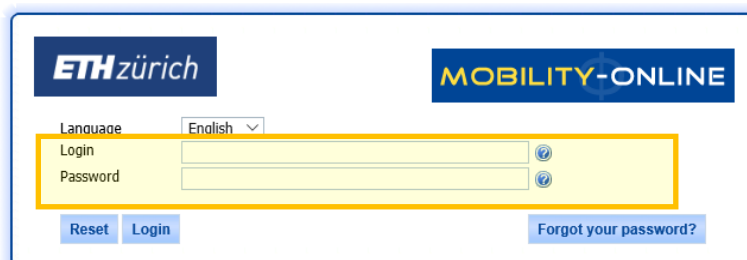Enter the required information and submit the form.

As email address, preferably enter the email address of your home university (usually less restrictive than private providers regarding spam) and/or add the domain ethz.ch to your whitelist so you will receive emails from ETH.

After submitting the form, you will receive an email with details how to set up a user account.

After setting it up, you will receive another email with details of how to log in to Mobility-Online **to complete your application**.

3.3 Login

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

Mac users: Activate the "Always show scrollbar" setting. Otherwise – depending on your browser settings you might not be able to view your workflow correctly.
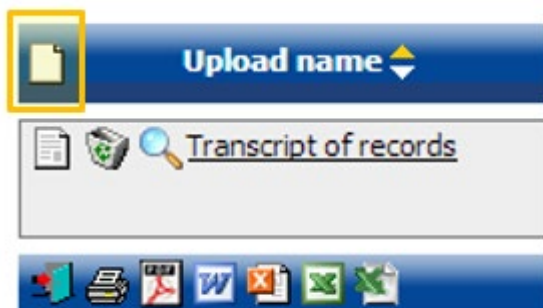
3.4   Adding data & upload documents

After logging in, you will see the workflow with its pending steps. Complete them by clicking on the link on the right, e.g. to add a contact person in case of emergencies. The compulsory steps must be completed in the designated order.

When uploading documents, make sure that the resolution is good, and the scans are of high quality. **Apart from the photo for the student card, all documents must be PDF.**

If you wish to submit more than one document in one category, you can do so by clicking on the paper icon on the top left corner in the workflow step.

Step	Description
Study plan	The study plan is the list of courses and/or projects you plan to take. It is an important part of your application and determines which department you are applying to.
	1. Read the following information carefully and adhere to it:
	• **Study plan guidelines**
	• **Conditions set by the departments**
	2. Enter all the courses and/or projects by clicking "Enter further courses". Then type or copy / paste the course number from the Course Catalogue and auto-complete will fill in the rest (title and number of credits).
	3. Enter courses of other institutions (e.g. German language or UZH courses) manually because these are not automatically linked. Click "Enter further courses" and add the title of the course, the number of ECTS and, if known, the course number.
	4. Your departmental exchange coordinator will check your study plan academically after you have submitted your application.
	5. Changes to the study plan are possible within the first two weeks of the semester and must be approved by the departmental exchange coordinator.

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Nomination of your home university (if applicable)	If your home university has already nominated you directly to us, then you do not need to upload anything. Otherwise, you can upload a confirmation email.
Projects (if applicable)	Projects (e.g. Bachelor's or Master's thesis) must be entered **in the study plan**. One month of full-time project work corresponds to 5 ECTS. If you are unsure about the credits, discuss the workload with your supervisor. There are project course units for exchange students for 5/10/15/20/25/30/60 ECTS available, which you can combine. To search the project course units in the Course Catalogue, enter the desired project credits under "course unit" (e.g. "30 Credit Project"). Then add the course number from the Course Catalogue. In a next step, enter details about the project. **Architecture**: Design courses do **not** count as projects but are courses.
Confirmation of supervisor for projects/thesis (if applicable)	You are responsible for finding a project supervisor on your own. Once you have found a supervisor, have the form **"Supervisor confirmation for incoming mobility student undertaking a project at ETH Zurich"** 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. No other confirmations will be accepted.
Confirmation: D-BSSE project compulsory (if applicable)	Special conditions as outlined in the separate fact sheet apply for students undertaking a research project / thesis 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.
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	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 transcript. You may

exchange	upload a view of your courses from your home university's course management system or use this template. If all the courses are already listed on the transcript, upload the transcript once again.
Language confirmation / certificate (optional)	You do not need to upload a confirmation / certificate of your language skills, though you can if you have one. In an academic context, you will need at least a B2 language level. However, we strongly recommend C1. By submitting your application, you confirm that you have the necessary language skills to study in English and/or German depending on the language of instruction of your courses.
Passport	Upload a scan of your valid passport or identity card: page(s) with your photo and personal details (name, date of birth) only. **Important: The passport must be valid for at least 3 months beyond the official end of the semester, including session examinations.**
Photo	Upload a photo of your face in portrait format. 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 cannot be larger than 800 x 600 pixels (height x width) and 1 MB.
CV	Upload an up-to-date curriculum vitae (CV) in English or German.
Motivation letter	Upload a motivation letter in which you state your motivation for an exchange at ETH. Maximum one page (A4), in English or German.
Terms and conditions	The terms and conditions need to be downloaded, signed, and uploaded.

3.5   Submitting

After you have entered your information and uploaded all the documents, finish the application by confirming that it is completed and then submit it. You will receive an automatic confirmation.

Note that you must submit it by the given deadline (see 1.   Nomination & application deadlines).

4.   Next steps

Applications will only be processed after the application deadline. It normally takes a few weeks for the Student Exchange Office and the departmental exchange coordinator to review your application. Therefore, it will take some time until you will be informed about the admission.

If your application is accepted, you will receive an email which states that ETH has officially admitted you for your exchange.

There will be various further steps and you will receive emails that describe them.

You may log in to Mobility-Online at any time to view what information has already been sent, and which step comes next.