

Applying for an exchange at ETH Zurich 2024/25: Instructions for students within the Swiss-European Mobility Programme (SEMP)

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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 or full academic year
- 1 October for Spring Semester

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.

- **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 is successful.** The process of obtaining a student visa will take up to three months, so timely application for your visa is essential.

Any visa requirements or visa process questions 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. 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 obtaining your residence permit. 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 health and accident insurance according to Swiss health standards. 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. [For information, see the website on health insurance.](#)

2.5 Studying with a disability

Contact the [Disability Advisory Service](#) at an early stage for information on support and procedures. This is particularly important regarding 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 cost of living on our website.

2.7 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. [You can find information on accommodation online.](#)

2.8 Scholarship

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

2.9 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. [Learn more about the courses.](#)

2.10 Arrival & welcome day at ETH

After arrival, you will need to visit [the desk of the Student Exchange Office](#) to collect the student card.

The official welcome event is mandatory to attend. [For the date, see the semester dates.](#) You will be emailed about the exact time and location shortly before the semester start.

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

Certain conditions and services differ for students applying for the Department of Biosystems Sciences and Engineering (D-BSSE) 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 in the fact sheet.

2.12 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 must clarify the necessary conditions, carry out the respective formalities and respect the applicable regulations on their own.

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".

* Ensure 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 - Incoming - Student

Country <-- Select all -->

Home institution (*) <-- Please select -->

Host institution ETH Zurich

Type of application Incoming Outgoing

Type of person Student Teacher / Staff

Program <-- Select all -->

Study field <-- Select all -->

Academic year (*) <-- Please select -->

Study level Bachelor Master Doctorate (PhD)

Close Reset Show details

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

The screenshot shows a list of partner institutions. At the top, there are three instructions: a green dot for 'To apply for the listed study field in a partner institution, click on the green icon.', a red dot for 'Applications for the red marked agreements cannot be submitted at the moment.', and an information icon for 'Show details of this cooperation or the partner university.' Below this is a table with columns for 'Partner institution', 'Home country', and 'Home institution'. The first entry is 'ETH Zürich', 'Australia', and 'Australian National Univers'. A green dot is visible next to 'ETH Zürich', and this row is highlighted with a yellow box. At the bottom, it says 'Showing 1 to 1 of 1 entries'.

3.2 Form

Enter the required information and submit the form.

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

After setting it up, you will receive another email detailing 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).

The screenshot shows the login page for Mobility-Online. At the top left is the 'ETH zürich' logo, and at the top right is the 'MOBILITY-ONLINE' logo. Below the logos, there is a 'Language' dropdown menu set to 'English'. There are two input fields: 'Login' and 'Password'. Below the input fields are three buttons: 'Reset', 'Login', and 'Forgot your password?'.

3.4 Adding data & uploading 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, ensure the resolution is good, and the scans are of high quality. Apart from the photo for the student card, all documents must be PDF.

Step	Description
Study plan and Learning Agreement	<p>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.</p> <ol style="list-style-type: none"> 1. Read the following information carefully and adhere to it: <ul style="list-style-type: none"> • 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 autocomplete 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 course title, 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. A Learning Agreement signed by ETH will be emailed to you after your application has been approved. You may need to hand in this document at your home university. 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. Only then can we issue an updated signed Learning Agreement.
Nomination of your home university (if applicable)	<p>If your home university has already nominated you directly to us, you do not need to upload a nomination.</p> <p>Otherwise, you can upload a confirmation email.</p>
Projects (if applicable)	<p>Note: The following information also applies if you only wish to undertake a small project in addition to your coursework.</p> <ol style="list-style-type: none"> 1. Check with your home university if you can do a project and if it will be accredited. 2. Secure a project supervisor. <p>You are responsible for finding a project supervisor on your own.</p> <p>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 use:</p> <ol style="list-style-type: none"> a. the (unpersonalised) version, or b. the (personalised) version, which you will download as a part of the application process. <p>No other confirmations will be accepted.</p>

3. Register your project in Mobility-Online.

Projects (e.g. Bachelor's or Master's thesis as well as small projects in addition to your coursework) must be entered in your study plan.

- a. If you already have secured a supervisor at the time of application (and can upload the supervisor confirmation form): Select "Project" when applying, then go to step 4.
- b. If you do not yet have a supervisor at the time of application: Put together a study plan which includes at least 20 ECTS worth of courses in accordance with ETH regulations.

By the second week of the semester at the latest, you must have secured a supervisor and inform the Student Exchange Office accordingly. We will activate the project tab in Mobility-Online and you will have to modify your study plan. Ensure you have the ["Supervisor confirmation for incoming mobility student undertaking a project at ETH Zurich" form](#) signed to complete your application as described in step 4.

4. Enter the details of your project in Mobility-Online.

- a. Add the project data in your workflow/project tab
- b. Upload the confirmation of your ETH supervisor in your workflow
- c. Enter the project in your study plan

One month of full-time project work corresponds to 5 ECTS credits. If you are unsure about the credits, discuss the workload with your supervisor.

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 your study plan.

There are special project course units for exchange students for 5/10/15/20/25/30/60 ECTS available, which you can combine and you must use. These units start with a "900-" code.

Architecture: Design courses do not count as projects, they are courses.

<p>Confirmation: D-BSSE project compulsory (if applicable)</p>	<p>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).</p>
<p>Transcript</p>	<p>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. (France: include the "classes préparatoires".)</p> <p>The transcript must contain a grading key / legend explaining the grading system of your home university.</p>

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 transcript. You may upload a view of your courses from your home university's course management system or use this template . If all the ongoing and / or planned courses are already listed on the transcript, upload the transcript once again.
Language confirmation / certificate (optional)	<p>You do not need to upload a confirmation / certificate of your language skills, though you can if you have one.</p> <p>In an academic context, you will need at least a B2 language level. However, we strongly recommend C1.</p> <p>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.</p>
Passport	Upload a scan of your valid passport or identity card: page(s) with your photo and personal details (name, date of birth) only. The passport must be valid for at least three months beyond the official end of the semester, including session examinations.
Photo	Upload a photo of your face in portrait format. Ensure that the picture quality is good and that you are recognisable in the photo (full-face, well-lit, neutral background, etc.). The photo cannot exceed 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 stating 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 entering your information and uploading all the documents, finish the application by confirming it is completed and then submit it by the given deadline. You will receive an automatic confirmation.

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 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 further steps, and you will receive emails describing them.

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