



Checklist for your exchange

ETH Zurich

- Attend the [Infomarkt](#)
- Attend the departmental student exchange information [event](#) (if any)
- Check the [general prerequisites](#) and the [departmental conditions](#) (minimum grade average, etc.)
- 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 (including possibly an earlier internal application in your department)

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

- Organize travel (travel documents, transport, insurance)
- [Check reporting status with authorities](#)
- Possibly: [Sublet your apartment / room](#)

- Possibly: Find out about [shifting your examinations](#) and request this
- Scholarship contract received by email, signed and uploaded in [Mobility-Online](#)
- Enrol in myStudies (information received by email)
- Enter changes to study plan in [Mobility-Online](#)
- 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

START OF THE EXCHANGE

- Organise the transcript of records

END OF THE EXCHANGE