SEMP Projects & Traineeships: Application instructions

1.   Preparation (before applying online)

- Application deadlines: website of the Student Exchange Office

- Applications submitted after the start of your stay abroad cannot be considered.

- Read application process and checklist and websites of the Student Exchange Office → Which conditions apply? What do I have to consider? How does the process work? What documents do I need (see the last page)?

- Start your application early to have sufficient time and opportunity for queries.

2.   Access to the application portal (Mobility-Online)

- SEMP Europe Projects & Traineeships and SEMP worldwide Projects & Traineeships: Application via the direct link on the programme website
- Authentication with an ETH user account via SWITCH-aai: Personal data is transferred (most of the application form pre-filled)

You may not apply for more than one exchange programme simultaneously.

3.   Application procedure

3.2   Application form

Complete with the following data:

- Host institution (select from list if available)
- Entire section "Details of planned exchange period"
    - dates of your exchange = planned dates of your stay at the host institution (dates of your project / traineeship)
- Desired language of communication under "Personal details" (irrespective of this, certain documents or e-mails are only issued in one language)
- „Language skills"
- "Details of previous studies" (refers to the point in time at which you wish to begin the exchange [≠ date of application])
    - Total years of study at university level
    - Degrees already obtained (if applicable)

By submitting the application form, you only create an application and a user account. You do not, however, submit your completed application. This is a later step.
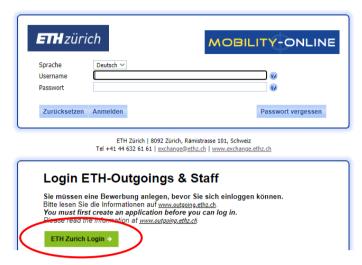
What is next?

Email with information on how to log in to Mobility-Online → complete and submit your application
- Submission is only possible after the completion of all necessary steps, including uploading all documents.

- Application must be submitted in full by the specified application deadline.

3.3 Login

After having submitted the initial application form: Access your application on the login page via SWITCH-aai (bottom half of page, "ETH Zurich Login").

SWITCH-aai session remains active as long as the browser remains open, which enables access to other ETH applications (e.g. myStudies) without logging in again. For security reasons (especially when working on a computer that is not your own), close the browser completely to end the session (closing the current tab is not sufficient).

Click on the link on the right to the corresponding step to execute it.

3.4 Adding data

Add the following information.
- Contact person for emergencies
- Bank account details (IBAN without spaces between number blocks

3.5 Documents

- Different documents are required depending on the exchange program (see the websites of the Student Exchange Office [details on the exchange programme / partner university] and the summary of documents on the last page).
- Only PDF files in good resolution are accepted.

3.6 Submitting the application

- Ensure that all information is filled out, all documents are uploaded.
- Complete the application with the last step: "I confirm that the application is complete and hereby submit it".
- You will receive an automatic confirmation by email.

4. Next steps

- Evaluation of your application for formal and academic criteria by the Student Exchange Office. This may take several weeks. Therefore, it is important to submit well in time.

- You will receive an e-mail upon acceptance of the application.

- Independent clarification of the entry modalities and registration processes at the host institution. The Student Exchange Office cannot advise in this matter.

Mobility-Online shows you where you are right now, and which steps are next.

5. List of application documents by exchange programme

Exchange programme	Study plan[1] (provisional): Enter online or use form in the application	Transcript of records[2] (Engl.) → print as a PDF from myStudies	List[3] of courses planned before starting the exchange (Engl.)	Cover sheet for language requirements[4]	Letter of motivation[5] (Engl.)	CV[5] (Engl.)	Further documents	Only applicable to projects: Confirmations of the ETH and host university supervisors
Worldwide ETH-wide exchange	3 – 4 courses per university (form: download during application	X	X	X	Form (download during application)	X		X
Worldwide departmental exchange	X	X	X	X	X	X		X
SEMP exchange (SMS)	X	X	X	(X)[6]	X	X		X
SEMP Europe Projects & Traineeships SEMP Worldwide Projects and Traineeships		X				X	SMT training agreement (download during application)	SMT training agreement (download during application)
Swiss Mobility	X	X	X		X	X		X
IDEA League		X			X	X	Letter of recommendation from the ETH supervisor	X (only supervisor at host university)

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[1] A provisional study plan mandatory for all exchange programs with the purpose of course attendance. The plan will be checked by the department (departmental exchange coordinator), and prior agreement is necessary (at least in the broad outline). Subsequent changes at the start of the exchange are possible, provided your department approves them.

[2] You can set the language version of the transcript in myStudies at the top right.

[3] Template for download during application; or printout of currently registered course units from myStudies (only possible for exchanges in HS). In English, so it can be shared with the partner university.

[4] Worldwide programmes: Language certificate must be submitted by the deadline.

[5] In English, so it can also be submitted to the host university later (if required).

[6] Some SEMP universities require a language certificate / confirmation that must be submitted upon application to the host university (not required upload Mobility-Online).