



Application for matriculation at the University of Zurich – Master’s degree for applicants with foreign qualifications

Begin of Studies

Fall semester Spring semester

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Type of matriculation

I have already been matriculated at a university abroad
 I have already been matriculated at the University of Zurich and/or another Swiss university:

Matriculation no. - -

Faculty

<input type="checkbox"/> Faculty of Theology	<input type="checkbox"/> Faculty of Medicine	<input type="checkbox"/> Vetsuisse Faculty
<input type="checkbox"/> Faculty of Law	<input type="checkbox"/> Human medicine	<input type="checkbox"/> Faculty of Science
<input type="checkbox"/> Faculty of Economics	<input type="checkbox"/> Dental medicine	<input type="checkbox"/> Faculty of Arts

Course of study / Study program (Study programs are listed on <http://www.degrees.uzh.ch/index.php?lang=en>)

Course of study: Master of _____ (Arts, Science, Law, etc.)

Major subject (or study program): _____ ECTS _____

Specialization: _____

Only Faculty of Arts: Minor subject: _____ ECTS _____

Minor subject: _____ ECTS _____

Personal data

Mr. Ms.

Last name _____ First name _____

Date of birth _____ Nationality _____

Native language German French Italian English Other

Residency status in Switzerland

No residence permit yet Residence permit B Diplomatic status
 Residence permit C Refugee status

First address (correspondence address)

Extra line (c/o) _____

Street / house no. _____ Telephone _____

Postal code / city _____ Mobile _____

Country _____ Email _____

Second address (if applicable)

Extra line (c/o) _____

Street / house no. _____ Telephone _____

Postal code / city _____ Mobile _____

Country _____ Email _____



Details of secondary school education

Country _____
Name of school _____
Title of secondary school-leaving certificate _____
Date of secondary school graduation (d.m.y) _____
Address at the time of school graduation (city / country) _____

Previous university education

Field(s) of study _____
Name of university _____
City / country _____
Matriculated (dd.mm.yyyy) from . . . to . . . from . . . to . . .
Degree(s) earned _____
(Bachelor/Master/Diploma/Doctorate)
Date of degree(s) _____
Final result(s) _____
(passed/failed/provisional)

Have you ever been excluded from study in the chosen subjects (major and minor subjects) on account of failing an examination or violating examination regulations? [] Yes [] No

Are any examinations outstanding whose failure or non-attendance could lead to an exclusion from the chosen subjects? [] Yes [] No

Comments

I hereby declare that the information provided is accurate and complete. I am aware that any false statements may lead to exclusion from studies. I also consent to the fact that the information given may be passed on to the State Secretariat for Education and Research.

Date _____ City / Town _____ Signature _____



Information on application procedure for applicants with foreign qualifications

For information on study programs and fields of study please refer to following site:

<http://www.degrees.uzh.ch/index.php?lang=en>

Application for matriculation

An application fee of CHF 100 must be paid to the following account before your application can be processed:

University of Zurich, Finanzabteilung, Anmeldegebühr
IBAN-No. CH76 0070 0110 0007 6127 5, Swift-Code: ZKBKCHZZ80A
Zürcher Kantonalbank, CH-8001 Zurich, Account no. 1100-0761.275, BC-No. 700

Be sure to include your name!

Documents to be submitted:

- **Completed form *Application for matriculation at the University of Zurich***
- **Proof of payment** of the application fee of CHF 100 (money transfer only, **no checks accepted!**)
- **Signed and dated letter of application / motivation**
- **CV / Resume** with a photograph
- **Copy of personal identification** (passport, identity card)
- ***Legalized copy of your secondary school-leaving certificate** with a legalized translation if the certificate is in a language other than German, English, French
- ***Legalized copies of your Bachelor's degree diploma, Diploma Supplement and Academic Record** (final transcript of records) with legalized translations if the documents are in a language other than German, English, French
- ***Legalized copy of your university degree** if it is not a Bachelor's degree (Diploma, Master), with a legalized translation if the documents are in a language other than German, English, French
- ***Legalized copy of transcript of records** (if your university degree has not yet been awarded) stating: your current level of study, amount of credits earned and still outstanding, number of semesters studied, examinations taken, ECTS credits, grading scale, course hours; with a legalized translation of the transcript if in a language other than German, English, French
- **Workload:** a summary issued or officially certified by your home university of: course content; information on seminars, examinations, assignments, presentations; the grading scale
- ***Legalized copy of your English or German certificate**, depending on the language requirements of the program. You can find a list of recognized certificates on:
http://www.uzh.ch/studies/application/generalinformation/unterrichtssprache_en.html
- **General information on completed university studies** (university address, links, contact addresses of university units responsible for questions about study program, modules, credits)
- **Confirmation of a place of study in a Master's degree program at your home university** stating that the degree awarded (Bachelor's degree) would qualify you for admission to a Master's degree program in the same field of study

Faculty of Economics

For an application to a Master's degree program at the Faculty of Economics **you must submit additionally:**

- **Completed *Recommendation Form (original)*** signed by a professor at your home university
http://www.oec.uzh.ch/studies/general/admission/master_en.html.
- **GMAT scores** (<http://www.gmac.com/gmac/thegmat>) or **GRE scores** (<http://www.ets.org>)
- ***Legalized copy of English language certificate** for the specializations "Management and Economic", "Banking and Finance", "Economics", "Multimodal and Cognitive Systems" and "Software Systems".
You can find a list of recognized certificates on:
http://www.uzh.ch/studies/application/generalinformation/unterrichtssprache/englisch_en.html

Faculty of Arts (Philosophische Fakultät)

For an application to a Master's degree program of the Faculty of Arts **you must submit additionally:**

- **Proof of Latin language skills** for all fields of study in languages, philosophy and history
- **Diploma thesis**



Address

Please send your application for matriculation to the following address:

University of Zurich, Admissions Office, KOL F107, Rämistrasse 71, CH-8006 Zurich

Application deadlines

Fall semester: 30 April

Spring semester: 30 November

Late applications will not be considered.

If visa for Switzerland is required, following deadlines are recommended:

Fall semester: 28 February

Spring semester: 30 September

All applications will be individually assessed and a written reply will be sent. Applications will **only be processed after receipt of the registration fee of CHF 100 and only complete applications will be reviewed.**

Processing takes **1 - 3 months** after receipt of the documents and no preliminary answer can be given. The binding and final decision is based on the documents submitted.

Fees for students

Per semester: CHF 789.-

The fee includes:

- Semester fee CHF 689.-
- Surcharge for students with foreign qualifications CHF 100.-

Accommodation

Information on accommodation is available on following link:

http://www.uzh.ch/studies/studentlife/accomodation_en.html



*Legalized copies and translations

Legalized copies of official documents

Applicants must submit legalized copies of the relevant documents required for their application to matriculate at the University of Zurich (secondary school-leaving certificate, university degrees, proof of study, transcript of records, etc.).

A copy has been **legalized** if one of the following offices has confirmed the copy's conformity to the original document with stamp and signature:

Legalization in Switzerland

Legalizing documents in Switzerland is performed by:

- the diplomatic or consular representation of the applicant's home country in Switzerland;
- a notary public; or
- an office authorized to legalize documents (e.g. county or municipal office).

Legalization outside of Switzerland

Legalizing documents outside of Switzerland is performed by:

- the diplomatic or consular representation of the Swiss Confederation in the applicant's home country;
- the diplomatic or consular representation of the applicant's home country in a third country; or
- an office in the applicant's home country authorized to legalize documents with the Apostille of the Hague Convention.

Text and stamp of the legalization must be in German, English or French.

Legalized translations

If the original documents are in a language other than German, English or French, legalized translations in German, English or French must be submitted along with a certified copy of the original documents. Translations must uphold the following **formal requirements**:

- The translation must be based on a certified copy of the document in question (or the original document). Both the translation and the certified copy of the original document are to be submitted, and the document providing the basis for the translation must be named explicitly.
- The University of Zurich requires a literal translation of: names of diplomas, university degrees and titles, names of institutes of higher learning and universities, other schools. The original name or title must be placed in brackets.
- **Both translation and stamp must be in German, English or French.**

Translations in Switzerland

The University of Zurich recognizes translations performed by the following:

- ASTTI members (Swiss association for translation, terminology and interpretation), see www.astti.ch
- translation companies employing certified translators, e.g. www.allingua.ch or www.sprachwelten.ch (list not complete)

Translations outside of Switzerland

The University of Zurich recognizes translations performed by certified translators outside of Switzerland if the translations are legalized by one of the following authorities:

- the diplomatic or consular representation of the applicant's home country;
- the diplomatic or consular representation of the Swiss Confederacy in the applicant's home country; or
- an office in the applicant's home country authorized to legalize documents with the Apostille of the Hague Convention.

Please note: The University of Zurich reserves the right to verify the authenticity of all documents at the place of their issue. The university also reserves the right to reject faulty translations or to verify a translation's accuracy through the University of Zurich translation service. In questionable cases, the applicant may be called upon to assume costs for having the accuracy of the translation verified.