



**Application for matriculation at the University of Zurich for  
a. General Doctorate or b. Structured Doctoral Program / Graduate School  
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    |

**Study program / Major subject**

Study program:  a. General Doctorate  b. Structured Doctoral Program

Major subject: \_\_\_\_\_

**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 subject 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 subject? [ ] 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

There are two types of doctoral degrees at the University of Zurich

- a. General Doctorate and
- b. Structured Doctoral Programs / Graduate Schools

The application procedures and application documents vary. Please read the following information carefully.

### 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!**)
- **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 copies of your Master'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 current transcript of records** (if your university degree / Master's 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 and their grading scale
- **General information on completed university studies** (address, links, contact addresses of university units responsible for questions about study program, modules, credits)
- **Confirmation of a place of study in a PhD program at your home university** stating that the degree awarded (Master's degree) would qualify you for admission to a PhD program in the same field of study
- **Form *Doctoral student's confirmation*** signed by your PhD supervisor:  
[http://www.uzh.ch/studies/application/doktoratphd\\_en.html](http://www.uzh.ch/studies/application/doktoratphd_en.html)

**Please note that most faculties require additional documents for certain programs. Please check the information on the following pages.**



### Faculty of Theology

a. General Doctorate

No additional documents are required.

b. Structured Doctoral Program / Graduate School

- **Letter of acceptance** for the chosen study program issued by the program committee

The following documents on page 3 ("Documents to be submitted") are **not required**:

- **Workload**
- **General information on completed university studies**
- **Confirmation of a place of study in a PhD program at your home university**

### Faculty of Law

a. General Doctorate

No additional documents are required.

The following documents on page 3 ("Documents to be submitted") are **not required**:

- **Confirmation of a place of study in a PhD program at your home university**

b. Structured Doctoral Program / Graduate School

- **Letter of acceptance** for the chosen study program issued by the program committee

The following documents on page 3 ("Documents to be submitted") are **not required**:

- **Workload**
- **General information on completed university studies**
- **Confirmation of a place of study in a PhD program at your home university**

### Faculty of Economics – Economics and Business (Track A, B, C)

b. Structured Doctoral Program / Graduate School

- **Letter of acceptance** for the chosen study program issued by the program committee

The following documents on page 3 ("Documents to be submitted") are **not required**:

- **Workload**
- **General information on completed university studies**
- **Confirmation of a place of study in a PhD program at your home university**

### Faculty of Economics – Informatics

a. General Doctorate

No additional documents are required.

The following documents on page 3 ("Documents to be submitted") are **not required**:

- **Workload**
- **General information on completed university studies**
- **Confirmation of a place of study in a PhD program at your home university**

### Faculty of Medicine

a. General Doctorate

- **Confirmation of recognition issued by the MEBEKO** (The Federal Office of Public Health)  
<http://www.bag.admin.ch/themen/berufe/00406/index.html?lang=en>

The following documents on page 3 ("Documents to be submitted") are **not required**:

- **Workload**
- **General information on completed university studies**
- **Confirmation of a place of study in a PhD program at your home university**



### Faculty of Medicine

b. Structured Doctoral Program / Graduate School

- **Letter of acceptance** for the chosen study program issued by the program committee

The following documents on page 3 (“Documents to be submitted”) are **not required**:

- **Workload**
- **General information on completed university studies**
- **Confirmation of a place of study in a PhD program at your home university**

### Vetsuisse Faculty

a. General Doctorate

- **\*Legalized copy of your licence to practice veterinary medicine (Approbation)** with legalized translation if the licence is in a language other than German, English, French

For Applicants with a degree in veterinary medicine from recognized university in **Germany** the following documents on page 3 (“Documents to be submitted”) are **not required**:

- **Workload**

b. Structured Doctoral Program / Graduate School

- **Letter of acceptance** from the program committee for the chosen study program

### Faculty of Arts

a. General Doctorate

- **Letter of request for recognition of foreign degree**, including the subjects studied and your planned field of study
- **Diploma thesis (Master thesis)**, printed final version and an abstract in English, if thesis was written in a language other than German, English, French
- **Form Provisorische Betreuungsbestätigung Allgemeines Doktorat**, filled in and signed by main supervisor, to be obtained directly at the corresponding institute  
<http://www.phil.uzh.ch/studium/studium/doktorat/zulassung.html>

The following documents on page 3 (“Documents to be submitted”) are **not required**:

- **Form Doctoral student's confirmation** signed by your PhD supervisor

b. Structured Doctoral Program / Graduate School

- **Letter of request for recognition of foreign degree**, including the subjects studied and your planned field of study
- **Diploma thesis (Master thesis)**, printed final version and an abstract in English, if thesis was written in a language other than German, English, French
- **Form Provisorische Aufnahme ins Doktoratsprogramm**, filled in and signed by main supervisor, to be obtained directly at the corresponding institute  
<http://www.phil.uzh.ch/studium/studium/doktoratsprogramme/zulassung.html>

The following documents on page 3 (“Documents to be submitted”) are **not required**:

- **Form Doctoral student's confirmation** signed by your PhD supervisor



### Faculty of Science

Please note: The legalization of the documents can also be performed by the corresponding institute.

b. Structured Doctoral Program / Graduate School

- **Diploma thesis (Master thesis)**, final version on CD and an abstract in English, if the thesis was written in a language other than German, English, French
- **Form Application for the recognition of foreign degrees at the MNF**  
<http://www.mnf.uzh.ch/en/studies/students/doctoral-studies-at-mnf.html>  
(s. Requirements for doctoral studies at MNF)
- **Letter of acceptance** for the chosen study program issued by the program committee or the institute

For applicants with a master degree in the same field of study from a recognized university in **Germany, Austria, France or Italy** the following documents on page 3 ("Documents to be submitted") are **not required**:

- **Workload**
- **General information on completed university studies**
- **Confirmation of a place of study in a PhD program of the home university**
- **Diploma thesis**

Applicants for **MD/PhD programs** submit additional to the documents on page 3 ("Documents to be submitted"):

- **Letter of acceptance** for the chosen study program issued by the program coordinator

The following documents on page 3 ("Documents to be submitted") are **not required**:

- **Workload**
- **General information on completed university studies**
- **Confirmation of a place of study in a PhD program of the home university**
- **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: 31 July

Spring semester: 31 January

Late applications will not be considered.

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 doctoral students

Per semester: CHF 289.-

The fee includes:

- Semester fee CHF 189.-
- 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](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](http://www.astti.ch)
- translation companies employing certified translators, e.g. [www.allingua.ch](http://www.allingua.ch) or [www.sprachwelten.ch](http://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.