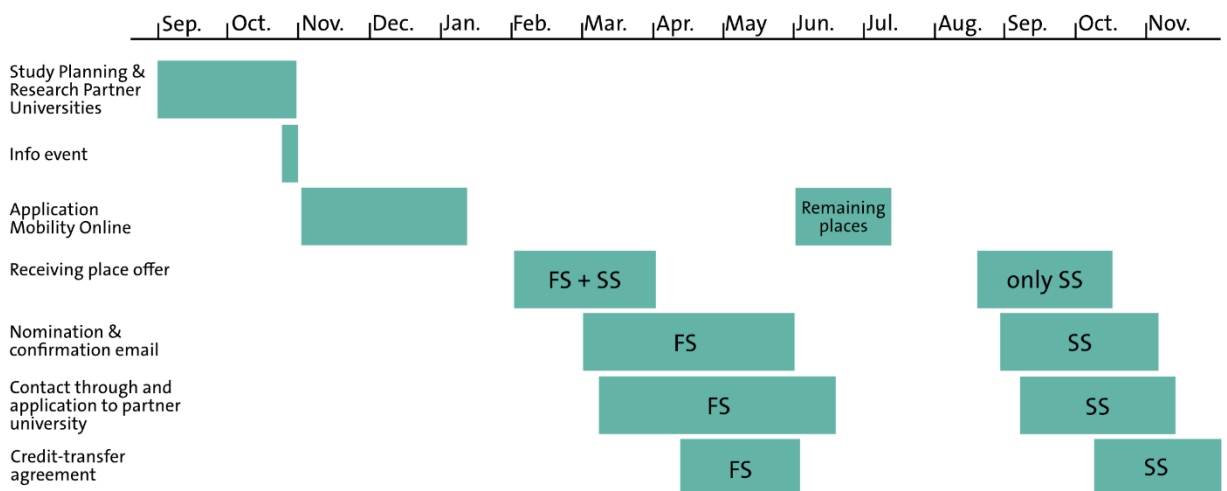




Checklist for your exchange at a partner university

Milestones at a glance

FS = Fall Semester
SS = Spring Semester



Before your exchange

Planning

- Optional, but highly recommended: Attend the [OecMobility informational event](#) for outgoing students.
- Find out about potential partner universities, their course offerings and requirements (incl. language certificates): [Search for exchange possibilities](#) / [experience reports](#) / [map with all partner universities](#)

Application process

- The [application deadline](#) for next HS and next FS for all partner universities is only once a year from 1 November to 15 January (in July there is an additional application window for remaining places. All students will be informed by mail in time about the deadline).
- Register on [Mobility Online](#) and indicate your selected partner universities (note that you have to log in via another [link](#) after registration).
- Prepare your [application](#), check if all required documents are available and the application is complete and upload it in Mobility Online.
- You will receive your place offer by e-mail, which you must accept or reject within 5 days. In case of change requests, do not reject the offer, but contact the OecMobility team (mobility@oec.uzh.ch).
- Your nomination at the partner university will be carried out by the OecMobility team after the acceptance of the place offer. After successful nomination you will receive a confirmation email from the OecMobility team. This can take about 2-3 months due to the nomination deadlines of the partner university for the exchange in the next HS, for the FS possibly even longer.
- Check and prepare the application for the partner university (according to information on the partner university website). Please also clarify any necessary language requirements.
- After being contacted by the partner university, you must submit the application documents.



After confirmation from partner university

- Check course offerings and make course selection. Please also pay attention to collisions of examination dates.
- Fill out the [credit-transfer agreement](#) and send it to anrechnung@oec.uzh.ch at least four weeks before the start of the mobility semester, as a verification can take up to four weeks (does not have to be uploaded in Mobility Online). Without a review of this kind (credit-transfer agreement), it is only possible to transfer credits to the free elective area.
- (SEMP) Fill out the [Learning Agreement](#) in Mobility Online, sign and mail it to mobility@oec.uzh.ch for a signature from the OecMobility team. The learning agreement is an important factor in obtaining grants, but it does not have any bearing on the eligibility of transferring credits to your studies at our Faculty.
- Optional: For exchange semesters with faculty agreement (overseas) or university-wide agreement, apply for a [scholarship](#) at the Heyning-Roelli Foundation. Students doing their exchange with a SEMP agreement usually receive an automatic grant to cover travel and living expenses.
- Further: Ensure [health insurance coverage](#) abroad, organize accommodation and clarify [entry formalities](#).

During your exchange

- (SEMP) Have the Learning Agreement signed by the responsible person at the partner university by the end of the 2nd week of lectures at the latest (with date!) and upload it to Mobility Online.
- (SEMP) If required by the partner university, upload an updated Learning Agreement signed by all parties to Mobility Online.
- If you wish to take additional modules that have not been confirmed in the credit-transfer agreement, a [supplementary agreement](#) must be submitted and sent to anrechnung@oec.uzh.ch. Changes are possible up to a maximum of four weeks after the start of the courses at the partner university.
- Attend on-site information sessions.
- (SEMP) Obtain a Certificate of Attendance from the partner university and upload it to Mobility Online. Template available in Mobility Online or use form from partner university.

After the exchange

- The Transcript of Record is sent by the partner university either directly to Global Student Experience (GSE), the OecMobility team or to the student. In the latter case, it must be forwarded to the OecMobility team (mobility@oec.uzh.ch).
- Wait for notification of credit transfer.
- (SEMP) Write your experience report in Mobility Online (payment of remaining scholarship amount after submission).
- If you want to maintain an international network or keep the international feeling at home, you can join [ESN](#) or register with [fvoec](#) as a buddy for incoming students.