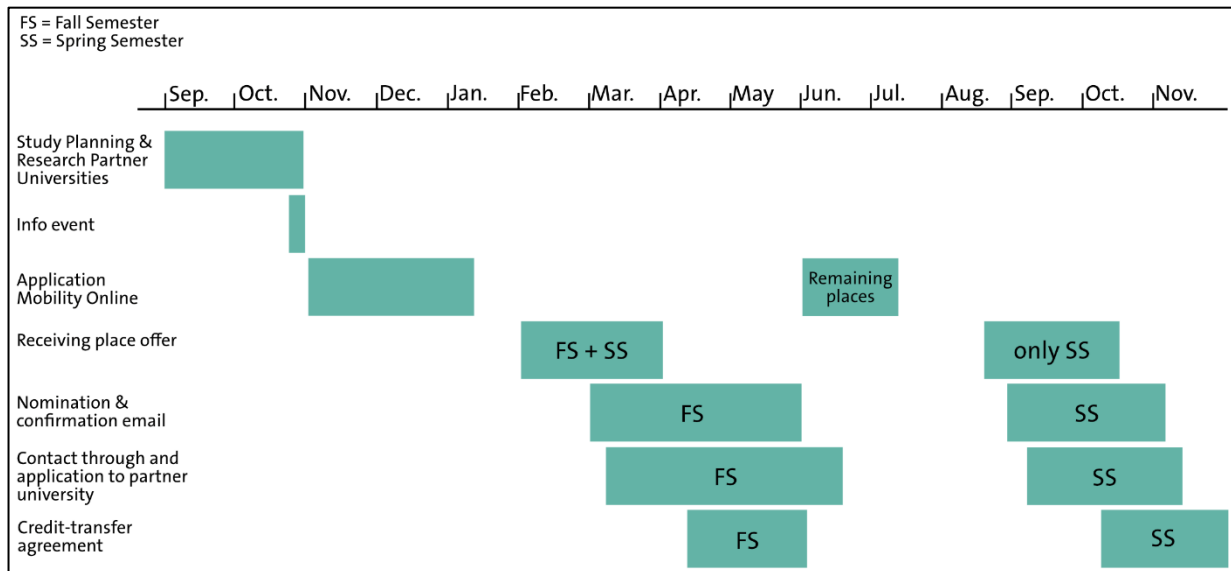




## Checklist for exchange semesters at WWF partner universities

### Milestones at a glance



### Planning

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

### Application process

- The [application deadline](#) for next fall and spring semester for all partner universities is only once a year from 1 November to 15 January (in July there is an additional application opportunity for remaining places. All students will be informed by e-mail well in advance of the second application deadline).
- Register on [Mobility Online](#) and indicate your selected partner universities (note that you have to log in via another [link](#) after registration to upload your application documents).
- Prepare your [application](#), make sure to have all required documents at your disposal and upload them into Mobility Online.
- You will receive your place offer by e-mail, which you must accept or reject within 5 days. This decision is binding. In case of change requests, do not reject the offer, but contact the OecMobility team ([mobility@oec.uzh.ch](mailto:mobility@oec.uzh.ch)).
- After accepting the place offer, the OecMobility-team will nominate you at the partner university, upon which you will receive a confirmation e-mail. Due to differing nomination deadlines of our partner universities this may take up to two or three months in the case of fall exchange semesters, for spring exchange semesters up to six or seven months.

- Prepare your application documents according to requirements published on partner university websites as early as possible. Please also check language certificate requirements.
- After having been contacted by the host university you must submit the application documents.

## After confirmation from partner university

- Check course offer and complete course selection, avoiding any course and exam date clashes.
- If attendance at the partner university is required before the end of the UZH exam session: check directly with the partner university whether simultaneous UZH exams with on-site proctoring are possible. If so, please contact [mobility@oec.uzh.ch](mailto:mobility@oec.uzh.ch) within the UZH module booking period.
- Fill out the [credit-transfer agreement](#) and send it to [anrechnung@oec.uzh.ch](mailto:anrechnung@oec.uzh.ch) at least four weeks before semester begin abroad, as its review may take up to four weeks (DO NOT upload into Mobility Online). Without a credit-transfer agreement credits may be transferred exclusively to the free elective area.
- (SEMP) Fill out and sign the [Digital Learning Agreement](#) (DLA) in Mobility Online, after which it is signed online by the UZH and host university exchange coordinators. UZH requires a DLA for SEMP scholarship application, which has no bearing whatsoever on credit transfer.
- Optional: For exchange semesters at faculty overseas or university-wide partner universities, apply for a scholarship at the [Heyning-Roelli Foundation](#). SEMP exchange students on the other hand usually automatically receive a scholarship to cover travel and living expenses.
- Ensure [health insurance coverage](#) abroad, organize accommodation and clarify [entry formalities](#).

## During the exchange semester

- (SEMP) Have the Digital Learning Agreement signed in Mobility Online by the exchange coordinators of the home and host universities by the end of the 2nd lecture week at the latest.
- (SEMP) If required by the partner university, update the Digital Learning Agreement in Mobility Online and have it signed by all parties.
- If you wish to take additional modules that have not been confirmed in the credit-transfer agreement, submit a [supplementary agreement](#) to [anrechnung@oec.uzh.ch](mailto: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. Alternatively use form supplied by partner university).

## After the exchange semester

- The Transcript of Record must be forwarded to [anrechnung@oec.uzh.ch](mailto:anrechnung@oec.uzh.ch) to have the credits transferred.
- Wait for notification of credit transfer.
- Submit your experience report on Mobility Online (SEMP only: payment of remaining scholarship amount after submission of report).
- Optional: for networking purposes and maintaining contact with the international student community, join [ESN](#) or register with [fvoec](#) as a buddy for incoming students.