

Roadmap for your mobility studies

Start		what you need to do	applies to	
your stay starts in Autumn Semester APR MAY JUN JUL AUG SEP your stay starts in Spring Semester OCT NOV DEC JAN FEB	semester timeline*	<input type="checkbox"/> follow visa instructions received from Student Exchange Office <input type="checkbox"/> establish a budget for your stay at ETH <input type="checkbox"/> apply online for student housing pool for exchange students (observe the deadlines you will be informed about) <input type="checkbox"/> health and accident insurance coverage: EU/EFTA countries: get European Health Insurance Card Non-EU/EFTA countries: check website , attend health insurance event (see below) <input type="checkbox"/> obtain additional travel insurance <input type="checkbox"/> as soon as you have received your ETH user account and email : change your initial password and continually check your ETH student email account at least twice a week <input type="checkbox"/> apply online for pre-semester intensive German language course <input type="checkbox"/> as soon as you have received the instructions: enrol online in myStudies and register for chosen courses <input type="checkbox"/> check with your home university about any documents you need to have signed while at ETH and bring these with you <input type="checkbox"/> apply online for German language semester course	students requiring a visa all exchange students all all all all students arriving at semester start all all all students staying full semester	
		arriving in Switzerland / at ETH Zurich	<input type="checkbox"/> add all the events to your calendar, attend at least the mandatory ones <input type="checkbox"/> pick up your student card at the Student Exchange Office <input type="checkbox"/> register with authorities for residence permit <input type="checkbox"/> change your postal address in myStudies to your new address in Switzerland <input type="checkbox"/> contact your departmental exchange coordinator to introduce yourself and discuss study plan <input type="checkbox"/> add and drop period for courses (week 1 + 2 of semester), keep course registration in myStudies up to date <input type="checkbox"/> sign up for ESN (Erasmus Student Network) newsletter	all all all, except students staying less than 90 days all students taking courses students taking courses all

* The timeline is not applicable for students arriving during the semester.

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		what you need to do	<input type="checkbox"/> mandatory / <input type="checkbox"/> recommended	applies to
<p>your stay starts in Autumn Semester</p> <p>OCT</p> <p>your stay starts in Spring Semester</p> <p>MAR</p>	<p>NOV</p> <p>semester timeline</p> <p>MAY</p>	<p>during your stay</p>	<input type="checkbox"/> finalize your course selection , update and submit your study plan in Mobility-Online for approval by the departmental exchange coordinator (end of week 2 of semester)	all students taking courses
			<input type="checkbox"/> register for exams online in myStudies (week 3 + 4 of semester)	all students taking courses
		<input type="checkbox"/> obtain Swiss health insurance		all students without European insurance
		<input type="checkbox"/> apply for exemption from Swiss health insurance		all students with European insurance
		<input type="checkbox"/> <i>obtain personal liability insurance</i>		all
		<input type="checkbox"/> register for preponement or rescheduling of examinations with the Examinations Office (including exams as distance exams)		all exchange students who need to shift exams
		<input type="checkbox"/> check your ETH student email account at least twice a week		all
<p>your stay ends in Autumn Semester</p> <p>MAR</p> <p>your stay ends in Spring Semester</p> <p>SEP</p>	<p>FEB</p> <p>semester timeline</p> <p>AUG</p>	<p>leaving ETH Zurich</p>	<input type="checkbox"/> cancel your rental agreement (if rental period is not already limited)	all
			<input type="checkbox"/> check with your home university about documents you need to have signed before leaving	all
		<input type="checkbox"/> de-register with the authorities (max. 30 days before departure)		all, except students staying less than 90 days
		<input type="checkbox"/> cancel your Swiss health and accident insurance policy after having deregistered with the authorities, if applicable		all with Swiss insurance
		<input type="checkbox"/> change your postal address in myStudies to the address in your home country/country of studies		all
		<input type="checkbox"/> contact the Study Administration Office of your Department to obtain your official transcript of records (give detailed address if you need it sent in a sealed envelope to a certain office)		all, except students coming for a project only
		<input type="checkbox"/> complete and upload the study report to the Student Exchange Office (if requested via email)		required students fill in report
<p>End</p>				