

## Application guide

Bachelor and Master students studying at EPFL for one or two semesters or for a project in a lab

This document aims to guide you through the process of completing the online application form.

1. Documents to have ready before starting your application
  - a. [if you are coming for courses](#)
  - b. [if you are coming for a project/internship in a lab](#)
2. Step-by-step instructions to complete the application form

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Registrar's Office  
Student Exchange Office

How to fill out the [registration form](#)?

Click on New User to create a personal account.



EXCHANGE  
STUDENT

ONLINE  
APPLICATION

Exchange student > > Application

English only

## EXCHANGE STUDENT IDENTIFICATION

Help



Welcome to the EPFL's Exchange Student online application. All material that you submit on this web site will be treated confidentially to the extent that normal procedures allow (there are no special security measures applied to this web site, and by submitting your application you agree not to hold EPFL liable for any misuse by others of the information you provide).

Please note that you are entitled to apply for an exchange, only if you have been selected for an exchange at the EPFL by your home university.

You can either complete the form during one session or sign in again later to finish it. Please be aware that your application will be erased if it has not been completed and validated after three weeks.

### NEW USER ?

Create your personal account

OK

### RETURNING USER ?

Email

Password

OK

[Password forgotten ?](#)



Enter a valid email address and password and select ok to access the registration form.

## EXCHANGE STUDENT IDENTIFICATION

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### NEW USER

Email

Password

Confirm your password

.....

Click on New Form to open the registration form

A new user account has been created for this email address : firstnamelastname@gmail.com



You have successfully connected to the online application.

A new user account has been created for the email : firstnamelastname@gmail.com

This session will remain open during one hour. To logout, please close all the opened windows of your browser, especially if you use a public computer.

Once you have validated your application, there is no possibility to modify it.

## New Form

To create a new form, click below :

+ New

## Form in process

◆ Your application form can be changed and has to be completed.

◆ Your application form has been definitely submitted and cannot be changed.

An email has been sent to request the validation of your nomination to the exchange coordinator that you mentioned in the application form. Your application will be considered once your exchange coordinator has validated on-line your application.

◆ Your exchange coordinator has validated your application. The Registrar's office will handle your application in due time.

◆ The Registrar's office is dealing with your application.

To modify or consult your application, select following link :

*You have not created any form yet.*

## 1. Studies planned at EPFL

### Section at EPFL

- Select from the drop-down list the EPFL section (department) in which you plan on taking the majority of courses (not credits). This should normally be the section in which you have been nominated by your home university and for which there is an agreement between EPFL and your home university.

### Purpose of your study at EPFL

- Select "Courses (including semester projects)" if you are coming for one or two semester of courses. If you plan on doing a semester project beside the courses, this is also the option to select.
- Select "Project/Internship" if you plan on doing a full time project in a lab and that you have already found an EPFL professor who has agreed to supervise your project/internship.  
If you plan on taking 1-2 courses beside your project, this is possible, however, please inform your EPFL professor.
- Select both boxes if you plan on doing one semester of courses followed by one semester of project in a lab or vice-versa and if you have already found an EPFL Professor who has agreed to supervise your project.

My form Help

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### Studies Planned at EPFL

Section at EPFL *	<input type="text"/>
Purpose of your study at EPFL *	<input type="checkbox"/> Courses (including semester projects) <input type="checkbox"/> Project / Internship (must be required by the home institution as part of the curriculum)

\* Mandatory fields

Save this step and go ahead

## 2. Personal information

**Family name:** write here your family name(s) as mentioned in your passport.

**First name:** write here your first name **and middle names**, if any, as mentioned in your passport.

**Maiden name:** if you are married and changed your last name, please mention your maiden name. Leave blank if this does not concern you.

### Copy of passport or ID

Please upload a valid passport or ID in pdf format and less than 2 MB

**Email:** please note that this is the email address where we will send the acceptance letter once we have handled your registration.

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### Personal information

Please complete your names, sex and date of birth as they appear in your passport or official identity document

Family name *	<input type="text"/>	Maiden name	<input type="text"/>
First Name *	<input type="text"/>		
Sex *	<input type="radio"/> Female <input type="radio"/> Male		Date of Birth (dd.mm.yyyy) *
			<input type="text"/>

Uploading additional document

Copy of passport or ID card (pdf format, less than 2MB) \*

Permanent address		Contact person in case of emergency	
Country *	<input type="text"/>	Country *	<input type="text"/>
Address *	<input type="text"/>	Address *	<input type="text"/>
Postal Code *	<input type="text"/>	Postal Code *	<input type="text"/>
City *	<input type="text"/>	City *	<input type="text"/>
County / Province / State	<input type="text"/>	County / Province / State	<input type="text"/>
Telephone *	<input type="text"/>	Telephone *	<input type="text"/>
Email *	firstnamelastname@gmail.com	Family name *	<input type="text"/>
Mobile phone	<input type="text"/>	First name *	<input type="text"/>
		Relationship *	<input type="text"/>
		Email address *	<input type="text"/>

**If you are not a Swiss citizen, do you already hold a Swiss residence permit?**

Only select yes if you already have a valid residence permit.

Nationality (country of citizenship) *		<input type="text"/>	
If you are not a Swiss citizen, do you already hold a Swiss residence permit ?		<input checked="" type="radio"/> No <input type="radio"/> Yes	
AVS number (only for Swiss citizens or C permit holders)		<input type="text"/>	
<small>You will find this number on your <u>AVS-AI insurance certificate</u> or on your <u>health insurance card</u>.</small>			
Place of birth (town) *	<input type="text"/>	Country of birth *	<input type="text"/>
Marital status *	<input type="text"/>	Number of children *	<input type="text" value="0"/>
Do you have a disability or a chronic illness that requires:		<input type="radio"/> Yes <input type="radio"/> No	
<ul style="list-style-type: none"> <li>• study needs arrangements (courses, practical works)</li> <li>• exam needs arrangements (example: supplementary time, etc...)</li> <li>• the use of specific equipment during courses and/or exams (examples: glucose measuring device, asthma device, etc...)</li> </ul>			
<b>This information will not be communicated to the commission that evaluates your application and will remain confidential.</b>			
<small>If you answer "Yes", our specialist department will contact you to inform you about the procedure, the deadline and will help you to set up your arrangement.</small>			
<small>If you answer "No" but finally need an arrangement, only the procedure and its deadlines will prevail.</small>			
<small>( <a href="http://sae.epfl.ch/study-arrangements">sae.epfl.ch/study-arrangements</a>)</small>			

\* Mandatory fields

Save this step and go ahead

### 3. Student ID Card

Please make sure to upload a picture that corresponds to the requirements (click on "passport photo quality criteria"). This picture will be used for your student card.

My form
Help

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2. Personal information
3. Student ID Card
4. Languages
5. Current / previous studies
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7. Validation

Famliy name First name 01.01.2000 / Application # : IN2598706189 / Computer Science

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#### Student ID Card

Passport photo quality criteria : photograph (portrait with the face and neck, taking up the whole picture) must be in a vertical 3/4 format (240x320 pixels minimum, 2 MB maximum). Your face must be centred and clearly visible, with no hat, and against a neutral background. The picture should be sharp, with no alteration nor mark (stamps, signatures, etc.). Pictures that do not meet these criteria will be refused.


Passport photo \*

Parcourir...

I confirm that my displayed passport photo is meeting the above requirements \* ☐

---



**Etudiant**  
**Valable jusqu'au : XX.XX.XXXX**



NOM      Famliy name

PRENOM      First name

N° SCIPER      XXXXXX

**URGENCES +41 21 693 30 00**

Pivot

Save this step and go ahead



## 4. Languages

We do not require any proof of language, however, please keep in mind that Bachelor programs are mostly taught in French (depending on the program some courses are taught in English) and Master programs are mostly taught in English (depending on the program some courses taught in French).

We highly recommend a B2 level in French and/or English.

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### Languages

List languages you know and your level in written and oral expression									
	Mother tongue *	Written				Oral			
		fluent	fair	poor	none	fluent	fair	poor	none
English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
French	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

French courses are available for all accepted EPFL exchange students prior to the beginning of the semester. For further information and registration, please refer to the Language Center website <http://langues.epfl.ch>  
We would like to draw to your attention that French is the everyday language spoken on the campus and in Lausanne.

\* Mandatory fields

Save this step and go ahead

## 5. Current/previous studies

### Federal Matricule

If you have studied or are studying in a Swiss institution, a Federal Matricule number has been assigned to you. If you are not sure where to find it, please contact the Registrar's Office of the Swiss school/university you have studied at.

### Current studies

If your home university has got an exchange agreement with EPFL (you can verify it [here](#)), please choose your university from the drop down list.

If you are coming for a project at EPFL and that your home university does not have any agreement with EPFL, please mention the name of your university under "Other university".

### Current study level

This registration form is only for Bachelor and Master students. In case you are no longer enrolled in a university or if you are a PhD student, please contact the lab in which you will do your project to inquire which form to use.

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### Current / previous studies

For those people who have previously been enrolled in Swiss higher education (university, HES, etc...)  
This number is to be found on a sticker at the back of your school leaving diploma (swiss maturité)

Federal Matricule

### Current studies

Home University \*

If your university is not in the list, it means no bilateral agreement exists between the EPFL and your institution.

Complete the "other university" fields

Other university \*

Country \*

Address \*

City \*

Major field of study

Current study level \*

Number of study semesters completed at your home university before coming to study at EPFL (1 year = 2 semesters) \*

## Exchange coordinator at your home university

Kindly mention here the contact details of the student exchange office or an academic advisor from **your home university** who is able to confirm the details mentioned in this registration form. After validate this form, an email will be sent to that person asking them to validate it.

## High School Diploma / Baccalaureat

Under "Official diploma" kindly indicate the complete title of the diploma, in the original language.

### Exchange coordinator at your home institution

Family name *	<input type="text"/>
First name *	<input type="text"/>
Email *	<input type="text"/>

### High School Diploma / Baccalaureat

Country *	<input type="text"/>
Institution name *	<input type="text"/>
City *	<input type="text"/>
Official diploma. Indicate the complete title *	<input type="text"/>
Date (mm.yyyy) *	<input type="text"/>
Type *	<input type="text"/>
Country of diploma delivery *	<input type="text"/>

Save this step and go ahead

\* Mandatory fields

## 6. Studies at EPFL

a) For courses

If you are coming for **courses** (including a semester project):

### Academic year :

Select from the drop-down list the academic year for which you have been nominated to study at EPFL. You can find [here](#) the academic calendar.

### Study period :

Select from the drop-down list if you have been nominated for the full academic year, for the autumn semester or for the spring semester.

### Draft study plan:

List here the courses and semester project (if any) you would like to enroll in at EPFL during your exchange:

- Code: ie. ME 465
- Course title: ie. advanced heat transfer
- Number of credits ie. 3

Kindly note that your study plan must contain a majority of courses from the section in which you have been nominated and are registered at EPFL.

Visit [this webpage](#) to see the course codes and the corresponding section.

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### Studies at EPFL

**Courses**

Academic year \*

Study period \*

Draft study plan (Learning Agreement). The students must register online for the courses at the arrival at EPFL.

	Code *	Course title (as indicated in the EPFL catalogue of courses). It is expected that exchange students earn between 20-30 ECTS per semester. *	Number of credits *
01.			
02.			
03.			
04.			

**French course:**

If you plan to enroll in a French course, kindly note that only French courses during the semester are worth 3 ECTS and can count towards the 20 ECTS minimum requirement per semester. There are no code for French courses. Simply write NA in the code field.

**Courses from the University of Lausanne (UNIL)**

If you plan to take 1-2 courses at UNIL, please mention UNIL courses, number of ECTS in total and NA for the course code.

**Semester project:**

If you wish to do a semester project that is not offered in our study plan simply write NA in the code field.

Please note that this is a temporary list and that you will have to register for courses at the beginning of the semester. This will be the opportunity to make slight changes if needed.

Finally, only fill out your priority courses in the application (no more than 35 ECTS per semester). It is a very good practice to have a list of reserved courses in case anything happens, and you will have the opportunity to make final decisions at the start of the semester. However, your reserved courses list should not appear in the application.

**Students who will be registered in the Architecture section:**

Year of Bachelor (or equivalent title): mention here the year in which you have obtained or will obtain your Bachelor's Degree (ie. 2020)

**Students registered in Architecture** can take only one Studio and one Teaching Unit (UE) per semester

In order to allow you to register in the appropriate projects and teaching units during your exchange at the EPFL, please answer the following questions.

How many studios/projects in Architecture have you successfully attended at your home university ? \*

How many semesters did you achieve with success at your home university ? \*

Year of Bachelor (or equivalent title) \*

b) For a project in a lab

If you are coming for a **project or internship** in a lab:

### Professor responsible for your project at EPFL:

Please mention here the name of the EPFL professor in charge of the lab (it cannot be the name of a scientific collaborator, although your supervision might be delegated to them.)

### Duration of your project:

**From – to:** Mention the exact start and end date of the project as previously agreed with your EPFL professor. These dates do not necessarily have to follow semester dates.

### Number of credits ECTS:

Fill in a number between 0 and 60. If you will not get any credits for this project select 0.

Please note that this is a temporary registration of your credits and that if you do need an EPFL grade and Transcript of Records for your project, you will need to register for that on your student portal at the beginning of your project. You will then have the opportunity to confirm again the number of credits.

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### Studies at EPFL

#### Project

Professor responsible for your project at your home university

Title *			
Family name *		First name *	
Email *		Telephone *	

#### Professor responsible for your project at EPFL

You will be accepted only if you find a professor at the EPFL who will supervise your project prior to your arrival.

Professor responsible \*

#### Duration of your project

From (dd.mm.yyyy) *		to (dd.mm.yyyy) *	
Number of credits of the project		Place of the project at EPFL *	

Have you already received an Erasmus scholarship in the past? \*

☐ Yes ☐ No

If yes, for an exchange at Bachelor or at Master level?

☐ Bachelor ☐ Master

The applicant gives permission to the EPFL student exchange office to give his/her electronic address to students interested in international exchanges \*

☐ Yes ☐ No

\* Mandatory fields

Save this step and go ahead

## 7. Validation

### a) For courses

Make sure to validate your application form. You will then receive an email with the summary sent to the email address you mentioned under “personal information” (see page 6).

The exchange coordinator at your home institution will receive an email asking them to confirm the details of your registration form.

EPFL's Student Exchange Office will be able to handle your registration only if it has been validated by the exchange coordinator of your home university.

### The acceptance letter is sent by email:

- between May and June for exchanges starting in September
- between the end of October and December for exchanges starting in February

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### Validation

☐ I agree that the EPFL may communicate to my home university my academic results and, where applicable, information relating to disciplinary proceedings concerning me or about amounts that I have not paid during my exchange stay at EPFL (reimbursement scholarship, rent, or other unpaid sums in connection with my exchange stay).

Once you click on the Validation button below, you will have no more possibility to modify the content of your application form.

An e-mail will be sent to the Exchange coordinator you mentioned in the application form : adsf asdf (lkj@gmail.com) asking him/her to validate on-l your application.

With your validation, you declare that all the statements you made on this form are correct and complete.

[Validate definitively this form](#)



b) For a project in a lab

Have the Enrolment Letter signed and stamped by the student exchange office or academic advisor at your home university and upload the signed form.

Make sure to validate your application form. You will then receive an email with the summary sent to the email address you mentioned under "personal information" (see page 6).

The exchange coordinator of your home institution and the EPFL professor will both receive an email asking them to confirm the details of your registration form.

EPFL's Student Exchange Office will be able to handle your registration only if it has been validated by the exchange coordinator of your home university and your EPFL professor.

**The acceptance letter** is sent by email 2-3 months before the beginning of your project which provides sufficient time for a visa request if you need one.

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## Validation

<p><b>1</b> Download the PDF and sign it...</p> 	<p><b>2</b> Upload the signed file</p> <p><a href="#">Parcourir...</a> Aucun fichier sélectionné.</p>
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☐ I agree that the EPFL may communicate to my home university my academic results and, where applicable, information relating to disciplinary proceedings concerning me or about amounts that I have not paid during my exchange stay at EPFL (reimbursement scholarship, rent, or other unpaid sums in connection with my exchange stay).

Once you click on the Validation button below, you will have no more possibility to modify the content of your application form. An e-mail will be sent to the Exchange coordinator you mentioned in the application form : adsf asdf (lkj@gmail.com) asking him/her to validate on-line your application.

With your validation, you declare that all the statements you made on this form are correct and complete.

[Validate definitively this form](#)

## 8. Follow up of your registration

Once you have validated your application you can follow up the status by logging in with the login details you used to register and by looking at the color of the tab.

Please note that if you are coming for a project, this page does not show whether your EPFL professor has validated your registration form.

### EXCHANGE STUDENT IDENTIFICATION

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An email has been sent to request the validation of your nomination to the exchange coordinator that you mentioned in the application form. Your application will be considered once your exchange coordinator has validated on-line your application.
  - ◆ Your exchange coordinator has validated your application. The Registrar's office will handle your application in due time.
  - ◆ The Registrar's office is dealing with your application.
- To modify or consult your application, select following link :
- ◆ [24.07.2019 Computer Science \(pending by your coordinator\)](#)