



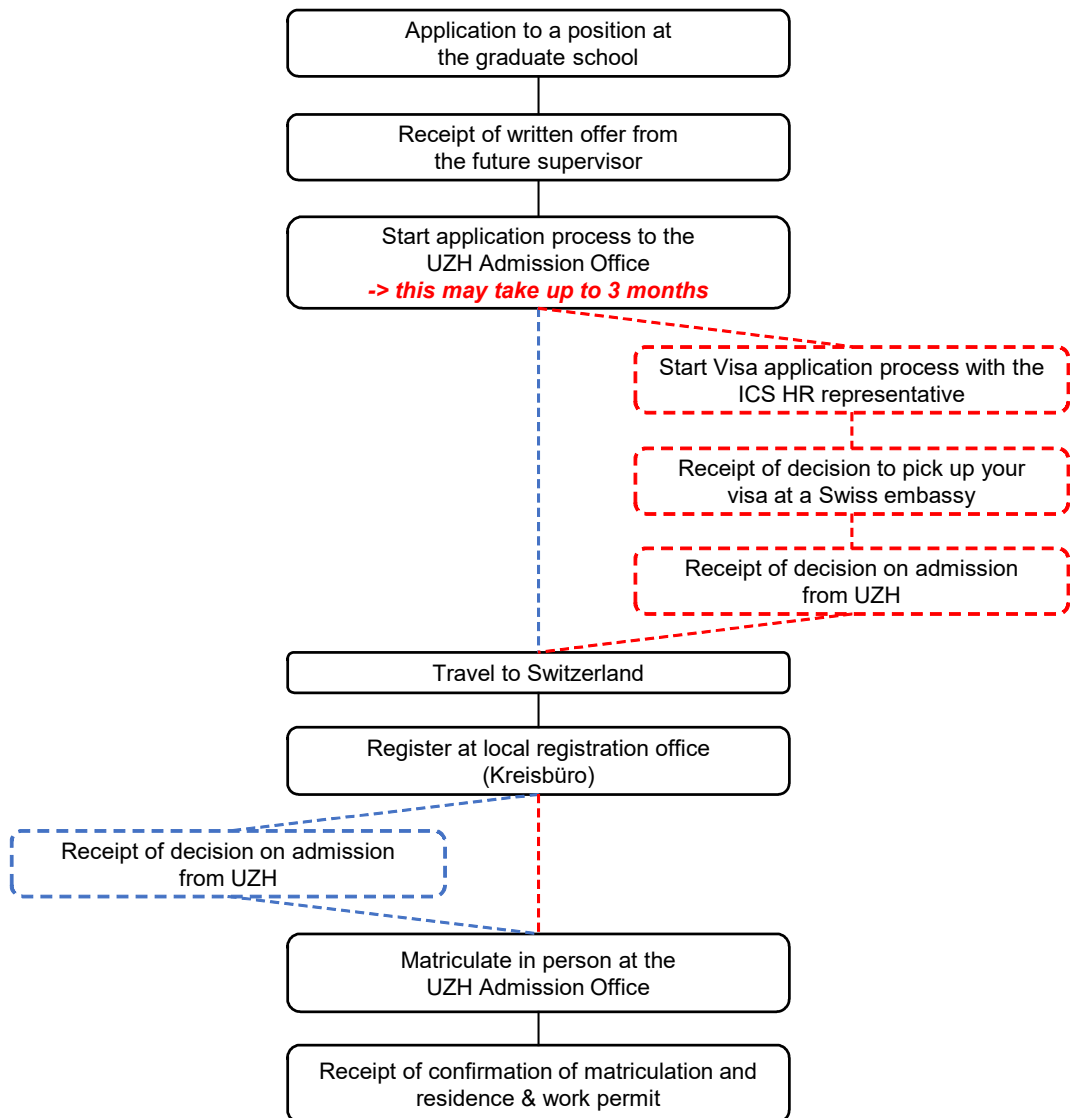
**Admission Procedure**

**Admission to a PhD Program at the Institute for Computational Science (ICS)**

We would like to draw your attention to the fact that **you, as a prospective student, are responsible to follow all the steps of the procedure outlined in this document.**

**Overview**

Please read about the details of the admission procedure on the following 2 pages.



- applies to all foreign students
- - - only applies to students from EU / EFTA
- . - . only applies to students from outside EU / EFTA



## Admission procedure for citizens of [EU / EFTA](#)

1. Application to the graduate school:
  - Apply to a specific open [position](#), to a general call for admission into a PhD program or contact a leader of a [research group](#)
  - Obtain a written confirmation of being provisionally accepted into a doctoral program including the approval of a thesis supervisor for your planned doctoral thesis
  
2. Application to the University of Zurich Admissions Office:
  - Read about the [application procedure and documents to be submitted](#).
  - Fill in the forms “Acceptance Confirmation Structured Doctoral Program” and “Confirmation of Supervision for Doctoral Students at the Faculty of Science” with the needed signatures of your prospective thesis supervisor. They can be found on the website of the [corresponding PhD program](#).
  - Apply via the [application portal](#). Please note the relevant [application deadlines](#). It can take up to **three months** to process your application.  
  
Note: Students currently matriculated at Master’s level at the University of Zurich must request a [change of degree program](#) to doctoral studies under “My Requests” in the student portal and do not need to submit an application.
  
3. You can now travel to Switzerland and register at the registration office (Kreisbüro) in your home district in Zurich within 14 days and apply for a residence permit. The necessary documents regarding your permit will be handed out to you by our HR representative.
  
4. If all admission requirements are fulfilled, you will receive the **decision on admission** from the University of Zurich Admissions Office. You can then **matriculate** (see [point 8 here](#)) at the University of Zurich and begin your doctoral studies.
  
5. After you have started working at ICS, you must fill in the “Doctoral Agreement” with your thesis supervisor. This Document can also be found on the website of the [corresponding PhD program](#).
  
6. You will receive an invitation from the Faculty of Science to the tool “MNF Student Admin” to enter the members of your PhD committee and keep track of your milestones and further duties within the PhD program. Please take a look into the [Checklist](#) for PhD Students from the Faculty of Science.



## Admission procedure for candidates from outside [EU / EFTA](#)

The admission procedure is the same as for citizens of Switzerland or EU/EFTA but a [visa](#) must be obtained to enter Switzerland. The University of Zurich will apply for this visa on your behalf. **In order to ensure a smooth process, it is crucial that you begin with point 2. as soon as possible (at least 3 months before you want to start your PhD).** As soon as you have received the confirmation of being accepted (see point 1.) you will be contacted by our HR representative.

1. Application to the graduate school:
  - Apply to a specific open [position](#), to a general call for admission into a PhD program or contact a leader of a [research group](#)
  - Obtain a written confirmation of being provisionally accepted into a doctoral program including the approval of a thesis supervisor for your planned doctoral thesis
2. Application to the University of Zurich Admissions Office:
  - Read about the [application procedure and documents to be submitted](#).
  - Fill in the forms “Acceptance Confirmation Structured Doctoral Program” and “Confirmation of Supervision for Doctoral Students at the Faculty of Science” with the needed signatures of your prospective thesis supervisor. They can be found on the website of the [corresponding PhD program](#).
  - Apply via the [application portal](#). Please note the relevant [application deadlines](#). It can take up to **three months** to process your application.  
  
Note: Students currently matriculated at Master’s level at the University of Zurich must request a [change of degree program](#) to doctoral studies under “My Requests” in the student portal and do not need to submit an application.
3. If all admission requirements are fulfilled, you will receive the **decision on admission** from the University of Zurich Admissions Office. **Do not travel to Switzerland until you have received the decision on admission.** You will then need to pick up your permission of entry/visa at a [Swiss embassy](#) in your country. It may be necessary that you go there in person.
4. You can now travel to Switzerland and **complete your matriculation** (see [point 8 here](#)) at the University of Zurich. You further have to register at the registration office (Kreisbüro) in your home district in Zurich within 14 days and apply for a residence and work permit. The necessary documents regarding your permit will be handed out to you by our HR representative at the Institute. Your visa will only be converted into a **residence and work permit** after the Migration Office has received your confirmation of matriculation.
5. After you started working here, you must fill in the “Doctoral Agreement” with your thesis supervisor. This Document can also be found on the website of the [corresponding PhD program](#).
6. You will receive an invitation from the Faculty of Science to the tool “MNF Student Admin” to enter the members of your PhD committee and keep track of your milestones and further duties within the PhD program. Please take a look into the [Checklist](#) for PhD Students from the Faculty of Science.