**Program for the Teaching Diploma for Upper Secondary Education – Applicants with Foreign Qualification**

**Fact Sheet: Documents to Submit**

When filling out the online application form, under the section "documents to submit" you'll be asked to upload the following documents:

- **Signed declaration of consent**

- **Current photo, in color, aspect ratio 3:4, image size at least 400x533 pixel**
  For the UZH Card. Please make sure that the aspect ratio is correct, and edit the photo if necessary. Your head should be photographed in a frontal pose against a neutral background providing good contrast, and it should take up about 80% of the photo.

- **Copy of official identification (passport or ID, no residence permit)**
  Please scan the front and back of your official ID.

- **CV**
  Please list all matriculations at a higher education institution, including matriculations in a discontinued or ongoing program.

- **Upper secondary school-leaving certificate**
  Please scan all pages of the document. If you have studied at a Swiss university before, also scan the sticker with the Student ID Number.

- **Bachelor's diploma, including diploma supplement and transcript of records as well as Master's diploma or equivalent university diploma, including diploma supplement and transcript of records**
  If you have not yet completed your Master's program, you will need to provide an official interim transcript of records and precise information on the status of your studies (requirements still to be met and your probable date of completion).

  ➔ Please upload these documents only unchanged (i.e. in the original downloaded form) to the Application Portal. Any modifications (e.g. by using «Print as PDF», saving under a different name, printing and scanning, merging files, etc.) will result in the loss of any existing electronic signature, which makes digital verification of such documents impossible.

- **Confirmation of withdrawal from last higher education institution attended**
  Only if you have studied at a Swiss University and already completed your studies. Please upload in the list of documents under "Transcript of records."

- **Course content: Brief description of the content of all modules/courses[1]** (incl. still outstanding modules/courses)
  The course content is required in addition to the transcript of records. The content of the modules/courses is usually available in the course catalogue of your university.

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[1] A brief overview of modules/courses attended at the University of Zurich is not required.

- **Proof of language competence in German**
  Please note the list of recognized language certificates as well as the criteria for exemption from submitting proof of language competence. This document can be submitted at a later date but must be available before the matriculation. We recommend to submit it as soon as possible.

- **Master's thesis: Cover page and table of contents**
  If the Master's thesis is not yet available: Details of the thesis (title, abstract, length, ECTS credits)

- **Current excerpt from criminal records**
  The excerpt must be ordered from the EJPD. It must not be older than one year at the beginning of the lecture period.

Please provide us with all documents (except your passport photo) in PDF format. Only one file can be uploaded for each point. This means you should please create a single file for multiple-page documents or multiple documents that are thematically linked.

All documents that are not in German, English, French or Italian must be uploaded along with a **copy of an officially certified translation**. In this connection please be sure to take note of the guidance on certified translations. A translation of the **upper secondary school-leaving certificate/university entrance qualification** is only necessary for documents not issued in the Roman, Greek or Cyrillic alphabet.