



## Bachelor's Study Program – Applicants with Foreign Qualification

### Fact Sheet: Documents to Submit

When filling out the online application form, under the section “documents to submit” you will 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 ID.
- **CV**  
Please list all years of primary and secondary schooling as well as any matriculation 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. If at the time you apply your certificate is not yet available, please submit it immediately once you receive it.
- **Certificates/reports for the last three school years (or six semesters)**  
Please submit a full list of all the subjects you did. If at the time you apply your certificate/report for the last semester or school year is not yet available, please submit it immediately once you receive it.

#### For applicants with an International Baccalaureate:

Instead of certificates/reports for the last three school years: official transcript of grades for the Diploma Programme (DP). This transcript must be sent directly from the International Baccalaureate Organization. As soon as you have [arranged for it to be sent](#), please let us know via our [contact form](#).

If you have not yet obtained your International Baccalaureate: an official list from your school of all subjects (SL and HL) that must be taken to acquire the diploma.

#### For applicants with qualifications from the British education system:

Instead of certificates/reports for the last three school years: All certificates (Pearson Edexcel, AQA or OCR) and an official list from your school of all subjects and levels not yet taken.

- **University diploma (transcript of records, university diploma and diploma supplement)**  
Only if academic achievements have already been completed at another university. If you have not yet completed your studies 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.

- **Proof of sufficient skills 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.

Depending on your upper secondary school-leaving certificate/university entrance qualification:

- **Official proof of admission to study** the desired subject at a recognized university in the country in which the upper secondary school-leaving certificate/university entrance qualification originated. Please note the [country specific admission requirements](#). This document may be submitted by 20 August (Fall Semester) or 27 January (Spring Semester). Proof of admission to study by distance learning is not accepted.

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](#).