Doctoral Studies – Applicants with Swiss Qualification

Fact Sheet: Documents to Submit, Faculty of Business, Economics and Informatics

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 matriculations at a higher education institution, including matriculations in a discontinued or ongoing program.

- **Upper secondary school-leaving certificate[1]**
  Please scan all pages of the document, incl. the Student ID Number (if existing).

- **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[2]**
  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.

- **Confirmation of withdrawal from last higher education institution attended[2]**
  If you have not yet completed your studies, you can submit this document at a later date.

- **Confirmation of supervision from the authorized examiner** (form: Betreuungsbestätigung für Doktorierende)

- **Notification of acceptance to a doctoral program**
  This document will either be sent to you by the institute or graduate school once you are accepted for the program, or has already been sent to you.

---

[1] If you were matriculated at the University of Zurich once before, you are not required to submit this document.

[2] Documents issued by the University of Zurich (diplomas, diploma supplements, transcripts of records, confirmations of withdrawal etc.) do not have to be submitted.

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.