

# myStudies: Manual for Swiss Government Excellence Scholarship holders

You have already received your ETH user account. You may use this immediately to access myStudies. With this application, you will manage all the data connected to your studies at ETH Zurich.

1. Semester enrolment
2. Updating your address(es) and telephone number(s)
3. Confirmation of matriculation
4. Registering for projects (theses)
5. Registration for course units and examinations

**For certain functions that only concern scholarship-related communication, you will also continue to use Mobility-Online (separate user account) in parallel to myStudies.**

- Important: You may access detailed instructions for all myStudies functions by clicking "Help" on the above left. This will call up help regarding the functions on the current myStudies page.
- If you have technical problems with myStudies, contact the [IT Services Service Desk](#): +41 44 632 77 77.
- Never forget to log out (button on the upper right in the window) **and** to close the browser completely if you are on a public computer and not your private one; otherwise, your login will remain active.
- Do not use the "Back" and "Forward" browser functions. Only use the buttons within the application.

## 1. Semester enrolment

You may enrol immediately for the coming semester. Semester enrolment is compulsory for all students, irrespective of whether they attend courses or carry out a project. Go to [mystudies.ethz.ch](https://mystudies.ethz.ch), select a language (German or English) on the above right and log in with your ETH user account.

- You must **enrol for the semester at the latest by one day before your planned starting date at ETH**. If you have not done so, we cannot give you your documents (student card, etc.).
- Be sure to check your personal details and contact information. You are responsible for always keeping your address(es) in myStudies up-to-date (see below).

## 2. Updating your address and telephone number

Make sure that your residential address (where you live) and your correspondence address (where you want to receive your mail), as well as your telephone number and private e-mail in myStudies, are always up-to-date, particularly if you move at the beginning/end of your mobility stay. The residential and correspondence address can be identical (see example entry below). You may use the "Change address" function in myStudies or go directly to [address.ethz.ch](https://address.ethz.ch).

**Important:** In Switzerland, post is only delivered if the recipient's name is on the letterbox. Either put your name on the letterbox or (if you are subletting) have your post sent c/o the name of your landlord (see below). Include your room or flat number if there is one (e.g., in student residences).

Name	Mr Michael Dreier	<input checked="" type="checkbox"/> Residential Address
c/o	<input type="text" value="c/o M. Example"/>	<input type="checkbox"/> Alternative/Parents' Address
Street	<input type="text" value="Beispielstrasse 1"/>	<input type="checkbox"/> External Office Address
Additional	<input type="text" value="Room 101"/>	<input checked="" type="checkbox"/> Correspondence Address
Country	<input type="text" value="Switzerland"/>	<input type="checkbox"/> Separate Student Invoice Address
Zipcode	<input type="text" value="8052"/> <input type="button" value="Search"/>	
Town	Zürich	
Telephone	<input type="text" value="123456789"/>	

## 3. Confirmation of matriculation

In myStudies, you can download your confirmation of matriculation. There are two versions with different purposes:

- Standard confirmation of matriculation: necessary for opening a bank account, for health authorities, etc.
- Extended confirmation of matriculation: mandatory for registration with the authorities to obtain your residence permit; valid only in combination with the confirmation letter of the Student Exchange Office ("Gesuch um Aufenthaltsbewilligung"). You will need a hardcopy version to register with the authorities. [You can print it out at ETH.](#)

Please download both versions of the confirmation of matriculation directly after enrollment and save them on your personal device so you have them ready at all times.

## 4. Registering for projects

You must register in myStudies for a course unit corresponding to the extent (number of credits) of your project: this is usually a 60 ECTS credit project for a full year. Without registration, you cannot receive a transcript of records showing your project.

**Important:** If you are still matriculated at your home university e.g. in a doctoral programme and wish to use research carried out at ETH Zurich or within the [ETH Domain](#) for your studies at your home university, you need to observe the regulations of your home university. It is your responsibility to discuss and align the requirements of your home university and the expectations of ETH, or EAWAG, EMPA, PSI or WSL respectively, with your supervisor before you begin the project. These regulations include but are not necessarily limited to documentation, final assessment, and [IP rules](#).

**Registration:** Go to "Functions" in myStudies, click on "Projects / papers / theses" and "Register new project / paper / thesis". Search for the unit with the desired scope of "60 Credit Project". **Register for the whole project in the first semester and do not register for it again in the second semester!**

When you register for the project in myStudies, you will be asked to enter the following data:

- [Official ETH professor](#): This person must also confirm the registration afterwards, i.e., it must be a person with access to the ETH databases. Scholarship holders at EAWAG, EMPA, PSI and WSL often have a second official supervisor (with an ETH chair). This is the person that must be registered. If in doubt, ask your direct supervisor or the reception office.
- Project details
- Project title: This is usually the same title as on your scholarship application unless you have agreed otherwise with your supervisor in the meantime.)

**Deadline:** You should register for projects or theses right away at the start of your project, and must do so within one month after the start at the latest.

## 5. Registering for course units and examinations

Taking individual courses is only possible if time allows and if the ETH project supervisor agrees. Taking courses besides your project is also subject to your project dates being in line with the [semester and examination dates](#). **Exams must be sat during the regular examination periods** (neither preponement nor distance examinations is allowed).

To register for course units in myStudies, log in and click "Functions" and then "Add learning units". Click the "Help" button on the above right for further information.

Registering for examinations is a separate process and is only possible if you first registered for the corresponding course unit. **It is only possible to register for examinations during weeks three and four of the semester.**

There are various types of performance assessments at ETH: end-of-semester examinations, session examinations and graded or ungraded semester assignments. [You can find more information related to courses and examinations here.](#)

## 6. Transcript of records and systems access after disenrollment

To obtain an official transcript after completing your mobility period, please submit a request to the Study Administration Office of your department ([see information sheet](#)); transcripts are not issued automatically.

You will retain access to myStudies for five months after disenrollment and will be warned by email before your account is deactivated. You can also view the exact dates on [password.ethz.ch](https://password.ethz.ch)