



	<i>What you have to do to become a PhD student in our faculty</i>	<i>What the administration offices at UZH will do for you</i>
<i>step 1: choose a research subject</i>	<p>You may (track 2) or may not (track 1) have contacted a research group leader of our faculty and have agreed on a thesis subject already. In both cases please apply for acceptance into one of our Graduate Schools:</p> <ul style="list-style-type: none"> • «Life Science Zurich Graduate School» • «Zurich Graduate School in Mathematics» • «Graduate School of Chemical and Molecular Sciences Zurich» • «Graduate School in Physics» • «Graduate School in Computational Science and Astrophysics» • «Zurich Graduate School in Geography» <p>The procedure varies from school to school, but will always include a personal interview and requires a Master degree or equivalent in a field, which is useful for your future research work.</p> <p>A professor of our faculty or a person with the right to confer a PhD will become your thesis advisor. If you don't have your own stipend already, you will be offered a position and a salary, the details of which depend on the research field.</p>	
<i>step 2: prepare for the official admission procedure and for your work and residence permit</i>	<p>The following steps are normally done while you are staying in your home country. You are not allowed to work in Switzerland without a residence and work permit.</p> <p>In case you are already enrolled in a Swiss university and are about to receive a Masters degree, please make sure you stay enrolled. This allows you to stay in Switzerland. Please do not initiate your <i>Exmatrikulation</i> until your admission procedure as defined below has successfully completed.</p>	<p>In parallel to this, the Human Resources (HR) secretary of your research group will prepare the hiring documents (<i>Anstellungsverfügung</i>)</p>



	<p>In case you are not yet enrolled at the University of Zurich (UZH), please apply for admission at the Admissions Office (<i>Zulassungsstelle</i>) using the online application form. You need to choose the option "Structured Doctoral Program". Choose the earliest possible semester. (<i>This form is in German only, but an English translation is available on the same web site. You may also ask a colleague for help.</i>)</p> <p><i>Note:</i> If you are already a student of UZH, then just apply for a doctoral program in your next online semester enrollment, in this case you should not use the online form mentioned above. If you have a residence and work permit you can now continue directly with step 4 below.</p>	
<p><i>Allow for 1 to 3 months delay here</i></p>		<p>Your application will be checked with respect to your academic education in addition by the Dean's Office of the MNF (<i>fachwissenschaftliche Zulassung</i>) on scientific aspects and by the Admissions Office on formal aspects.</p> <p>After this process ended successfully, the Admission Office issues a letter, which states, that you will be matriculated, once you will be in Zurich (<i>Zulassungsbrief mit Immatrikulationszusicherung</i>).</p> <p>Then the HR secretary will ask the immigration office (and the federal administration) to issue a visum for you. The <i>Zulassungsbrief mit Immatrikulationszusicherung</i> is an essential ingredient to this.</p>
<p><i>step 3: get your visa and travel to Switzerland</i></p>	<p>Once the visum will be ready at the Swiss embassy in your home country, you will be informed. Now pick up the visum there.</p> <p>Now your allowed to travel to Switzerland.</p>	



<i>To be completed within 14 days:</i>	<p>When you arrive in Zurich please proceed with the following steps:</p> <ul style="list-style-type: none">• Immediately start the actual online matriculation process by visiting in person the Admission Office (<i>Zulassungsstelle</i>) of UZH at Rämistrasse 71, Office F 107, 8006 Zürich, Tel. +41 44 634 22 36, email: admission@uzh.ch. Take all your documents with you!• You will receive a bill from them.• If your semester has not started yet, ask the office of student affairs of the MNF for a retroactive immatriculation to the presently active semester.• After you have payed the bill you will receive all documents relevant for the studies at UZH, and a letter confirming your matriculation (<i>Immatrikulationsbestätigung</i>).• Once you received this letter take it to your local migration office (<i>Kreisbüro</i> or <i>Gemeindeverwaltung</i>) together with all other papers. You will receive your residence and work permit "B" from there.	<p>The HR secretary of your research group may help you with these steps.</p>
<i>step 4: register at the MNF</i>	<p>Now please register at the office of student affairs of the MNF using their online form here.</p>	<p>You will be assigned a <i>Promotionskomitee</i>.</p>
<i>step 5: start your research</i>	<p>Finally you start doing real fascinating research within your research group.</p>	