

Binding standards for submission of translations and transcripts for the application to bachelor's degree programmes at ETH Zurich**Translations**

A translation is required for every document that is not originally issued in German, English, French, or Italian. The translation must be submitted in the original for the registration and enrolment process.

Standards for translations

It must be clear beyond any doubt:

- 1) that the translation was undertaken by a qualified and authorised translator, and
- 2) to which document the translation belongs.

The translation must:

- 1) be undertaken by one of the following agencies:

- The institution which issued the original document (e.g., a translation of the transcript provided by the university), or
- A qualified, authorised (sworn) professional translator,

and

- 2) contain all of the following:

- A copy of the original document which has been attached professionally (i.e., not by yourself) to the translation of the translator,
- An exact and complete translation of the original document, including all reference numbers, mention of stamps, seals, and signatures, and
- A confirmation in either English or German that this is a faithful translation, with the name and signature of the translator.

ETH Zurich does not accept the following translations:

- Translations by the applicant themselves or by another non-professional.
- Faulty or inaccurate translations, e.g. a German or English translation of a the respective document which may reproduce the content but not the exact wording of the original.
- Translations which are not professionally attached (e.g. via a stamp, cord, seal, or attestation clause) to the copy of the document translated but are instead only attached with e.g. a staple.

Binding standards for submission of translations and transcripts for the application to bachelor's degree programmes at ETH Zurich**Transcripts**

A transcript of records (grade sheet/report) is an official transcript of data that shows and/or certifies any previous study achievements and examinations with the respective assessments, indicates the degree programme and the study level, and explains the grading system used.

Which transcripts must be submitted with the application?

- Transcripts of records from all universities attended must be submitted without any exceptions. This also applies to discontinued or unfinished study programmes, changes of degree programme and changes of university. It also applies to study programmes in a subject area that may not be relevant to the application.
- If no examinations were taken in a study programme and/or no transcript was issued, an official confirmation issued by the university is required instead of the transcript.

Accepted formats for transcripts

- **Scan of an official final transcript or interim transcript:** With institution stamp and/or signature(s) of the authorised university office as certification. The document must be completely legible; it may show watermarks caused by the scanning process.
- **Digitally signed final or interim transcript with a verifiable source:** The document in the online database must correspond completely with the verified document. A mere reference to an issued document is not sufficient.
- **A read-only, electronic transcript (final/interim):** Certified by the issuing institution.
- **Higher Education Achievement Report (HEAR):** If issued by the university.