Zürcher Hochschule
für Angewandte Wissenschaften

zh aw

President's office

Academic Affairs

Instructions for online registration

Please read the following instructions carefully before entering the registration portal. You should expect to spend approx. 20 mins. on this process (steps 1-4). The next steps take place at a later point in time.

1. **Log in with Switch edu-ID (digital identity for access to web resources in the academic world)**

    To create a Switch edu-ID you will need your full name and email address. After creating a Switch edu-ID you will be able to use the online registration option.

    Further information on the [Switch edu-ID](#).

2. **Personal details register: personal information**

    Enter the required information and save it.

3. **Course registrations register: information on course registration**

    Click on the course with a grey background. Enter the information requested, upload a passport photo and the required documents.

4. **Pay the registration fee of CHF 100**

    Accepted means of payment are PostFinance Card, credit card (VISA or MasterCard) or TWINT. The invoice will be made available online. After a successful payment, you will receive an email confirmation of your registration to the chosen course.

5. **Checking of registration details**

    Once payment has been completed, your application will be processed by the relevant administrative office for your chosen degree programme. If any details / documents are missing or if documents are rejected (illegible, etc.) you will receive another email.

6. **Amending details and documents**

    You are asked to log in using your Switch edu-ID. On the input page, you will find detailed information on which documents you may still need to upload or replace, or what details are missing.

7. **Verification of the admission procedure**

    If all the required details and documents are provided, your admission will be checked by the course supervisor (or an aptitude test will be arranged). You will be advised of the results of the check. If you are accepted for study, you will receive an email (containing a link to the confirmation of admission). A negative decision will be sent to you by post.

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8. Student Personal Data Form to determine the canton liable for payment

In order to ascertain which canton is required to pay contributions to ZHAW under the agreement on universities of applied sciences (Fachhochschulvereinbarung), please answer the questions for the Student Personal Data Form in the online registration portal. You will receive an email asking you to do this by your course secretary's office. The questions for the Student Personal Data Form are released in the online registration portal from the 15th November at the earliest for the spring semester and from the 15th June for the autumn semester.

9. Semester fees

You will be asked to pay the tuition fees online. Accepted means of payment are PostFinance Card, credit card (VISA or MasterCard), TWINT or PDF-invoice to pay the semester fees online.

10. Semester confirmation / confirmation of enrolment

If you meet all the admission requirements, the semester confirmation will be made available online. Your enrolment confirmation will be given to you in person or delivered by post.

Regulation documentation

Concerning	Details
issued by	BeauftragteR Datenqualität
decided by	LeiterIn FG Studienadministration
archived in	2.04.01 Anmeldung- und Zulassungsverfahren
place of publication	Public
the original German version	Z-CL-Anleitung Onlineanmeldung