



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
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Swiss Confederation

Federal Department of Economic Affairs,  
Education and Research EAER

Federal Commission for Scholarships  
for Foreign Students FCS

Academic Year  
2024-2025

Swiss Government Excellence Scholarships for Foreign Students  
at Swiss Higher Education Institutions

## Application Guidelines for the Academic Year 2024-2025

**To prepare a successful application:**

Please read carefully and respect these guidelines exactly

Internet Link: [www.sbf.admin.ch/scholarships\\_eng](http://www.sbf.admin.ch/scholarships_eng)

# How does one apply ?

1

- Go to the website [www.sbf.admin.ch/scholarships\\_eng](http://www.sbf.admin.ch/scholarships_eng)

2

- Select your country of origin (this is the country according your passport)
- Check the scholarships available for your country (see list of countries and territories).
- Check the application deadlines for your country (see list of countries and territories).

3

- Read the „Application Guidelines for Swiss Government Excellence Scholarships“.
- For further questions check the FAQ and
- Contact the Swiss Embassy or the competent national institution (see list of countries and territories)..

4

- Download the application package.
- Fill out and print.
- Note: Two paper copies of your application must be submitted.

5

- To submit your application:
- Send the application to the postal address of your country of origin (see list of countries and territories).

**Scholarship applications to be submitted at the Swiss Embassy  
or the competent national institution in your country of origin**

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For further information see :

> [www.sbf.admin.ch/scholarships\\_eng](https://www.sbf.admin.ch/scholarships_eng) > select your country of origin for full details

# About the ...

## **Postgraduate scholarships**

### **Swiss Government Excellence Scholarships**

Through the Swiss Federal Commission for Scholarships for Foreign Students (FCS aka ESKAS, CFBE), the Swiss Government grants foreign researchers postgraduate scholarships at Swiss higher education institutions (Universities, Federal Institutes of Technology and Universities of Applied Sciences, Arts and Music Schools). The Swiss Government Excellence Scholarships are intended for highly motivated, competitive young researchers who have graduated from university (postgraduates). These scholarships will enable applicants to undertake research work in the fields in which the Swiss universities are particularly active.

## **Read the FCS webpage**

### **Specific scholarship types are offered for each country.**

Please go to the FCS webpage in order to see which type of scholarship is offered to your country of origin. Read the „Application Guidelines“ and download the „Application Package“. See: [www.sbf.admin.ch/scholarships\\_eng](http://www.sbf.admin.ch/scholarships_eng)

## **Submit in your country of origin**

Applications have to be submitted in the candidate's country of origin (citizenship). All candidates for a Swiss Government Excellence Scholarship have to submit their application at the specified contact (normally the Swiss Embassy) responsible for their country of origin. Applicants who hold dual citizenship are free to choose where they prefer to submit their application.

The applications have to be submitted for a preliminary selection to the national institution in charge and/or to the Swiss diplomatic representation in the applicant's country of origin. The Swiss diplomatic representation will then forward the pre-selected applications to the FCS for final selection. In case your current country of residence is not your country of origin please submit your application to the Swiss diplomatic representation in your country of origin.

# Application procedure

## All year round

### Entry Points

The Swiss diplomatic representation in the country of origin of the applicant is the entry point for the Swiss Government Excellence Scholarships.

## In August

### Release

Detailed information about the scholarship types available for your country of origin, the eligibility criteria and the deadlines are online. Click the website: [www.sbf.admin.ch/scholarships\\_eng](http://www.sbf.admin.ch/scholarships_eng)

## September - November

### Call for proposals

Download the application package from [www.sbf.admin.ch/scholarships\\_eng](http://www.sbf.admin.ch/scholarships_eng) and prepare your file.

## Check for your country

### Submission deadline

The date for submission of the application varies from country to country. Please check on the FCS website.

## Before end of May

### Selection

The results of the selection by the Federal Commission for Scholarships will be communicated at latest until the end of May.

## In September

### Start of scholarship

1st of September

# Selection criteria

## Important selection criteria

### The 3 dimensions of selection criteria

The Swiss Government Excellence Scholarships are highly competitive. The following aspects of the application are considered mainly:

#### 1) The candidate

Her/his academic profile, the research capacity and motivation.

#### 2) The research proposal

Its originality and methodological soundness.

#### 3) The academic context

The quality and context of supervision and the potential for future academic cooperation.

## Strengthening cooperation

### Longterm perspective

Candidates submitting their applications within the framework of a cooperation program between their academic home institution, where they are at the moment and/or where they accomplished their education, and a Swiss university/ institute have a certain priority.

# Academic host – a precondition

## **Academic supervisor aka host professor**

### **Academic supervisor**

To have an eligible application package, each applicant wishing to undertake a research, PhD or a Postdoctoral scholarship must find a host professor in Switzerland willing to support and entitled to supervise their scholarship research project or PhD project.

A specific letter of invitation must imperatively be part of the application package. This is also valid for doctoral schools (aka doctoral programmes).

Failure to have an academic supervisor will result in the rejection of the application by the relevant national institution in the host country or by the Swiss diplomatic representation.

## **Before contacting a host professor**

### **Prepare yourself well before contacting a prospective host professor**

Make sure that the prospective academic supervisor actually works in your field at a Swiss university.

Be specific and furthermore make sure that you possess all of the competences required for the intended scientific collaboration. Find out, for instance, what requirements must be met in order to obtain a Master's degree at the university in question before contacting professors.

Note: Many professors receive numerous requests. Finding a professor who is willing to supervise you can be a major challenge. It can take several weeks or even months.

## **Please note**

The FCS application for a PhD scholarship including the support letter of a prospective host professor and the application for admission by a Swiss University for a PhD study are two separate procedures.

# Finding your supervisor

## Where to find

### A prerequisite for the application

The first step in the application process for the scholarship candidate is to find a professor at a Swiss academic institution willing to act as her/ his academic supervisor for the scholarship research project.

What should you do before contacting a potential academic supervisor?

Watch this: <https://www.youtube.com/watch?v=kp4NnqZ2T00>

## Some hint

The FCS encourages candidates to find their academic supervisor on their own. There is no specific support offered in this bottom-up matching process. It is each applicants own task.

A support letter from a host professor is required in any case. This is valid for PhD applications at doctoral school (aka doctoral programmes) as well. If the chosen doctoral school does not allow you to contact a supervisor before being admitted to the school, an application for the Swiss Government Excellence Scholarship is not possible.

### Understanding the role of academic supervisors

Professors reported to the FCS that they are frequently contacted by scholarship applicants asking for support. Therefore the FCS secretariat issued a leaflet explaining the role of an academic supervisor for a Swiss Government Excellence Scholarship holder.

## Good to know

The FCS recommends potential academic supervisors not to support more than 1 - 2 applicants per year. To comply with the rules of the host university potential academic supervisors are asked to inquire about ist internal regulations before deciding to support a Swiss Government scholarship holder. You find the leaflet «Will you be my supervisor?» enclosed in your application package. Feel free to use it when contacting your potential supervisor.



# Types of scholarships available

## **All scholarships start in September**

It is not possible to start the scholarship in the Spring semester or any other time in the year.

### **Not prolongable**

#### **Research Fellowships**

12 months (September – August) – no prolongation possible.

Cannot be upgraded into a prolongable PhD scholarship.

Grant applications for stay lasting less than 9 months will not be treated as a priority.

Grant applications for stay lasting less than 6 months will be rejected.

### **Prolongable**

#### **PhD Scholarship**

12 months (September – August) – prolongable up to 36 months

The PhD scholarships can be prolonged in three steps of 12 months based on the achieved academic results.

It is the concerned grant holder's and the supervisor's responsibility to find sufficient funding beyond the maximal duration of the PhD scholarship (36 months) if it turns out to be necessary to end the doctorate.

### **Not prolongable**

#### **Postdoctoral Scholarship**

12 months (September – August) – no prolongation possible

Grant applications for stays lasting less than 9 months will not be treated as a priority.

Grant applications for stays lasting less than 6 months will be rejected.

### **Prolongable**

#### **Arts Scholarships**

12 months (September – August) – prolongable up to 21 months at most depending on the Master programme chosen and the necessary ECTS credits.

# Research Fellowships

**Go to the ESKAS Webpage in order to see which type of scholarship is offered to your country of origin**

**Postgraduate scholarships**

**Cotutelle de thèse**

## **Research Fellowships (12 months)**

- Intended for highly qualified postgraduate researchers from all academic fields.
- Master degree or equivalent achieved (degree certificate) before 31 July 2024 (except: ETH Zurich: 30 June 2024)
- Date of birth after 31 December 1988
- A copy of the support letter from an academic host professor (including her/his short CV, maximum 2 pages) at the chosen Swiss university confirming why she/he is willing to supervise and support the research. This letter is not the same as the also requested confidential recommendation letter.
- Research proposal including time frame

Furthermore, this scholarship type is not available for scholars holding a PhD degree.

PhD students with an ongoing or planned doctoral project that is carried out within the framework of a formalised agreement between two universities («cotutelle de thèse» cooperation between a Swiss and a foreign university) and under the joint direction of two supervisors are eligible for this scholarship category only.

# Research Fellowships

## **Validity**

The Scholarship is valid only for full-time research in Switzerland. It is not valid for mixed research (part time in Switzerland and part time in another country).

This scholarship is not compatible with fieldtrips outside Switzerland. Therefore no possibility and no funding for fieldwork.

Applicants must have a research proposal including a timeframe. This is the centrepiece of the application. The applicant must devote all required attention to it.

## **Specific conditions**

Scholarship holders are expected to move to Switzerland during their grant period.

# PhD Scholarships

**Go to the ESKAS Webpage in order to see which type of scholarship is offered to your country of origin**

## **PhD Scholarships**

**(12 months up to 36 months prolongable in 3 steps of 12 months each based on the achieved academic results)**

Intended for highly qualified PhD students from all academic fields.

- Master degree or equivalent achieved (degree certificate) before 31 July 2024 (except: ETH Zurich: 30 June 2024)
- Date of birth after 31 December 1988
- A copy of the support letter (including a short CV, maximum 2 pages) from an academic host professor who is entitled and willing to supervise a PhD at the chosen Swiss university during the entire duration of the doctoral studies. The support letter should contain the reasons why she/he is willing to supervise and support the PhD thesis. If an assistant professor supports a candidature, a full professor who is entitled to supervise the PhD during the entire scholarship has to co-sign the support letter. This letter is not the same as the also requested confidential recommendation letter.  
For PhD studies at a University of Applied Sciences an additional letter of support from a faculty member of the host research university at which the PhD will be completed is mandatory. Please note: Doctoral degrees can only be awarded by research universities.
- Research proposal including time frame. This is the centrepiece of the application. The applicant must devote all required attention to it.

# PhD Scholarships

<b>Full-time PhD only</b>	<p>The scholarship is valid only for full-time PhD studies in Switzerland at a Swiss university. It is not valid for mixed PhD programmes (part time in Switzerland and part time in another country).</p> <p>Scholarship holders are expected to move to Switzerland during their grant period.</p>
<b>Maximum 6 months field research</b>	<p>PhD students whose studies require mandatory fieldwork must indicate this in their application (research proposal), stating the duration and destination outside Switzerland. Please note: During the entire PhD scholarship (36 months) the maximum duration of the PhD field work abroad in principle cannot exceed a total of 6 months. There is no additional financial support for fieldwork (e.g. travel costs, housing, travel insurance etc.).</p>
<b>Cotutelle de thèse</b>	<p>PhD students with an ongoing or planned doctoral project that is carried out within the framework of a formalised agreement between two universities («cotutelle de thèse» cooperation between a Swiss and a foreign university) and under the joint direction of two supervisors are eligible for a 12 month research fellowship only.</p>
<b>Further important information for PhD applicants</b>	<p>The ESKAS application for a PhD scholarship and the application for admission by a Swiss university for PhD studies are two separate procedures. It is the applicant's responsibility to manage both procedures in parallel.</p>

# PhD Scholarships

## Two different admission requirements for PhD scholarship application

### Option 1: For PhD studies under the supervision of an academic supervisor (mentor):

The scholarship applicants for a regular PhD must hand in the support letter of their academic supervisor, however, a PhD admission letter is not required at that point.

### Option 2: PhD studies at a doctoral school where you don't get an assigned supervisor in the first year:

The admission to the doctoral school (aka doctoral programme) is a *conditio sine qua non* for a scholarship application. The proof for admission (admission letter) from the doctoral school has to be submitted together with the scholarship application simultaneously and additionally together with the support letter of the academic supervisor.

Please note: If the chosen doctoral school does not allow you to contact a supervisor before being admitted to the school, the application for the Swiss Government Excellence Scholarship is not possible. In case you do not get the admission to the doctoral school until the application deadline, and therefore cannot apply for the next academic year, you can always begin your studies without the Swiss Government Excellence Scholarship and then apply for the following academic year. Please note: the exclusion criteria «Applicants who have been in Switzerland since more than one year at the beginning of the scholarship in September are not eligible» stays effective.

If you are not sure which option applies for your case please enquire all possible questions (e.g. admission etc.) directly with the corresponding university respectively the doctoral school at the host institution.

# Postdoctoral Scholarships

## Postdoctoral Scholarships (12 months)

**Specific conditions** Intended for highly qualified early career scientists on postdoctoral level from all scientific fields.

- PhD degree achieved after 31 December 2020 and before 31 July 2024 (except: ETH Zurich: 30 June 2024) PhD degree certificate completed.
- Primarily for scholars who have not already been to Switzerland.

**Go to the ESKAS Webpage in order to see which type of scholarship is offered to your country of origin**

- No funding for sabbaticals.
- A copy of the letter from an academic host professor (including her/his short CV, maximum 2 pages) at the chosen Swiss university confirming why she/he is willing to supervise and support the postdoctoral research.
- Not accepted as academic supervisors for Postdoctoral scholarship applicants are their former PhD mentors and their co-directors for the co-tutelle PhD.
- A research proposal including a timeframe. This is the centrepiece of the application. The applicant must devote all required attention to it.
- This scholarship is valid only for full-time postdoctoral research in Switzerland. It is not compatible with fieldtrips outside Switzerland. Therefore no possibility and no funding for fieldwork.
- Scholarship holders are expected to move to Switzerland during their grant period.
- In the case of double doctorates, the date of the 1<sup>st</sup> degree counts.
- It is not valid for mixed research (part time in Switzerland and part time in another country).

# Arts Scholarships

**Go to the ESKAS Webpage in order to see which type of scholarship is offered to your country of origin**

## **Art Scholarships**

**(12 months prolongable up to 21 months at most depending on the MA chosen and the necessary ECTS credits)**

Intended for highly qualified art students from all artistic fields wishing to pursue an master's degree course.

- The arts scholarships are granted at any Swiss conservatory or universities of the arts.
- Valid for full-time studies in Switzerland only.
- Bachelor degree or equivalent achieved before 31 July 2024 (degree certificate)
- Applicants should start their scholarship no later than three years after graduating with their Bachelor's degree.
- Applicants must be born after 31 December 1988
- A proof for "admission is under consideration" at the intended Swiss arts or music school (conservatory). This may be in the form of a conditional acceptance pending an entry exam or other specific requirements. If applicable: a copy of the letter from a professor confirming the supervision of the studies.  
Or, if applicable the confirmation from the art or music school that the admission procedure cannot be started before the scholarship application deadline.
- Invalid: All applications for a second master's degree.
- Scholarship holders are expected to move to Switzerland during their grant period.



# Arts Scholarships

## List of eligible countries

This type of scholarship is available for the following countries only:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Finland, Germany, Hungary, Israel, Iceland, Italy, Japan, Latvia, Lithuania, Malta, Netherlands, Poland, Portugal, Romania, Russia, Slovakia, Slovenia, South Korea, United States of America

## Specific conditions

### PLEASE NOTE:

The application for a ESKAS Arts Scholarship and the application for admission by your chosen Swiss conservatory or art school (university of applied sciences) are two separate procedures.

ESKAS applicants have to document that an institution has accepted them or a proof for «admission is under consideration» at the intended Swiss arts or music school (conservatory).

This may be in the form of a conditional acceptance pending an entry exam or other specific requirements.

Without such a document, the application will be rejected. If applicable: a copy of the letter from a professor confirming the supervision of the studies.

# Study location

<b>Eligible host institutions</b>	<b>Swiss public academic institutions</b> The Swiss Government Scholarships are granted for research in one of the Swiss public universities, Federal Institutes of Technology, University of Applied Sciences or Schools of music and arts. The arts and music scholarships are granted for studies in the public music academies, as well as art and design schools.
<b>Useful weblinks</b>	Information on the universities, programmes, and professors can be obtained on the internet sites of the Swiss academic institutions, on the portal <a href="#">swissuniversities</a> and <a href="#">«study in Switzerland+»</a> .
<b>Full-time research only</b>	The scholarship is valid only for full-time research in Switzerland. It is not valid for on-the-job studies, part-time studies, correspondence courses or mixed programmes (part time in Switzerland and part time in another country). During their scholarship grant holders are resident in Switzerland.
<b>Field work for PhD grant holders only</b>	The scholarship is meant for conducting research in the Swiss host institution. For Research as well as Postdoctoral scholarships, no fieldwork abroad of Switzerland is possible during the scholarship period. PhD students working in an academic field where fieldwork is indispensable, have to submit a request for acceptance of fieldwork indicating in advance the exact period, destination and purpose. A support letter by the academic supervisor has to be enclosed. There is no additional financial support for fieldwork by ESKAS.
<b>At max 12 months in Switzerland before start</b>	This scholarship primarily offers an opportunity to scholars who have not already been to Switzerland. Applicants who have been in Switzerland since more than one year at the beginning of the scholarship in September are not eligible. Reference document if applicable: residence permit to be added to the application documents.

# Eligible academic host institutions

## For postgraduate scholarships

(Research Fellowships, PhD, Postdoctoral)

### Eligible host institutions

[University of Basel](#)

[University of Bern](#)

[University of Fribourg](#)

[University of Geneva](#)

[University of Lausanne](#)

[University of Lucerne](#)

[University of Neuchâtel](#)

[University of St. Gallen](#)

[University of Zurich](#)

[Università della Svizzera italiana](#)

[Swiss Federal Institute of Technology Lausanne \(EPFL\)](#)

[Swiss Federal Institute of Technology Zurich \(ETHZ\)](#)

[Research Institutes of the ETH Domain \(PSI; WSL; EMPA; EAWAG\)](#)

[Graduate Institute of International and Development Studies \(IHEID\)](#)

## For postgraduate scholarships

(Research fellowships and Postdoctoral only)

[University of Applied Sciences and Arts Western Switzerland \(HES-SO\)](#)

[Bern University of Applied Sciences \(BFH\)](#)

[University of Applied Sciences Northwestern Switzerland \(FHNW\)](#)

[Eastern Switzerland University of Applied Sciences \(OST\)](#)

[University of Applied Sciences of the Grisons \(FHGR\)](#)

[Lucerne University of Applied Sciences and Arts](#)

[University of Applied Sciences and Arts of Southern Switzerland](#)

[Zurich University of Applied Sciences \(ZHAW\)](#)

[Universities of teacher education](#)

[Swiss Federal University for Vocational Education and Training SFUVET](#)

[Swiss Federal Institute of Sport Magglingen SFISM](#)

# Eligible academic host institutions

## Eligible host institutions

### For art scholarships

[University of Applied Sciences and Arts Western Switzerland](#)

[Bern University of the Arts](#)

[University of Applied Sciences and Arts Northwestern Switzerland](#)

[University of Applied Sciences Eastern Switzerland](#)

[Lucerne University of Applied Sciences and Arts](#)

[University of Applied Sciences and Arts of Southern Switzerland](#)

[Conservatorio della Svizzera italiana](#)

[Zurich University of the Arts](#)

# Obligations

## **Living in Switzerland**

### **Place of residence**

The scholarship must be carried out in Switzerland. Therefore, the Swiss Government Scholarship holders must move to Switzerland during their grant period. The scholarship holders must be resident preferably in the city (in Switzerland) or in the Canton of their research/study institution. They must comply with the FCS instructions, regulations concerning the residence for foreigners in Switzerland and with the university/ art institution regulations.

## **No family allowances**

### **Family and children**

The FCS does not have the authority to decide on the possibility of bringing the family of the scholarship holder to Switzerland. This is left to the Federal and Cantonal Migration Offices, which at present deal with requests very restrictively. The scholarship amount covers the living costs of one person only. There are no additional family allowances.

Neither the FCS nor the university's reception service can assist you with questions and fees associated with the arrival of family members.

## **Notifying FCS about other grants and other forms of financial support**

### **Other grants and additional income**

Please note: At some universities (like EPFL, ETH Zurich, University of Zurich) the scholarship is not considered sufficient funding. The academic host professors must supplement the funding. If you are awarded another additional scholarship or you receive other forms of financial support (such as a supplementary funding, an income from teaching and research assistance, etc.) you are asked to notify the Federal Commission for Scholarships. The scholarship cannot be used as top-up to an existing full employment though.

# Financial matters

<b>Grants</b>	<b>Scholarship amount</b>
	Research scholarship: 1'920.- Swiss Francs per month = 23'040.- CHF for 1 year
	PhD scholarship: 1'920.- Swiss Francs per month = 23'040.- CHF for 1 year
	Arts scholarship: 1'920.- Swiss Francs per month = 23'040.- CHF for 1 year
	Postdoctoral scholarship: 3'500.- Swiss Francs per month = 42'000.- CHF for 1 year
	No financial support for fieldwork or for conferences. Grant holders receive a one-year half-fare public transportation card in Switzerland. Support services organise various trips, dinners and sightseeing tours for Swiss Government Scholarship holders.
<b>Housing allowance</b>	All scholarship holders receive a one-time lump sum of CHF 300.- with the first grant payment to help them pay part of the housing deposit.
<b>Semester fees</b>	<b>Tuition fees and Master fees for artists</b> The FCS does not pay for tuition and/or semester fees. In some cases the universities and the Federal Institute of Technology do require scholarship holders to pay semester fees (generally around 600.- CHF per semester) or at least reduced tuition fees. In some cases the universities do not waive the PhD fees. In case the Universities and the Universities of Applied Sciences and Art Schools should not waive the fees, it is up to the grantee to pay for the fees.
<b>Insurance</b>	<b>Health insurance</b> According to the Swiss law, every resident in Switzerland must be covered by a Health Care Insurance (except for dental care). For non-EU and non-EFTA grantees only: the FCS pays mandatory Swiss health insurance. Please note, each FCS scholarship holder from an EU and EFTA Member State is responsible for his/her insurance coverage and all resulting costs.

# Financial matters

## Europe

### Travel expenses

Grantees from EU and EFTA member states pay for their own travel expenses to Switzerland as well as back to their country of origin.

## Worldwide

Grantees from outside the European Union and the EFTA pay for their own travel expenses to Switzerland, but Scholarship holders from non-EU and non-EFTA countries receive a return flight allowance (lump sum depending upon the country of origin) for a ticket back to their country of origin (provided at the end of the scholarship).

## Allowance up to six month after the scholarship

### Return allowance

However, the return allowance will not be paid if the scholarship holders extend their stay in Switzerland beyond six months after completion of their research, if they take up employment pending the continuation of their research or if they move to a Third country.

## No allowances

### Conferences/ Congress

Valid for all scholarship types: There are no allowances for international conferences.

## Fieldwork only for PhD grant holders possible

### Fieldwork

Once the scholarship is awarded PhD scholarship holders may submit a special request regarding their PhD thesis and the potentially necessary fieldwork. The scholarship may continue during the fieldwork up to six months. No additional financial support is possible though for fieldwork by FCS. For other scholarship types, no fieldwork abroad of Switzerland is possible during the scholarship period.

# Preparing your application

**English, French,  
German, Italian**

## **Four admissible languages**

The application documents have to be submitted in English, French, Italian or German. If your documents are not in one of these languages, then an authenticated translation in English must be included. Attestations can be done by a university or a government officer.  
Exception for India: Self attested documents are accepted.

**Two sets to be  
submitted:  
1st set original,  
attested, signed  
documents  
2nd set with copies**

## **Submitting 2 sets of documents – each in the precise order**

Include the following information in your CV: personal education and training, degrees and diplomas (with precise dates), if applicable: awards, academic positions (with precise dates), non-academic positions (with precise dates), publications with references, conferences, academic teaching experiences, extra academic experiences, links to your sciences blogs, your presentation online.  
FCS advises against the use of the Europass CV template.

**Your CV must include**

## **Complete and signed applications are valid only**

Please fill in the forms carefully and completely. Sign the application form and the research proposal. Only signed applications are valid and eligible.

**Fill in completely and  
sign your documents  
Thank you for  
your patience**

## **Results follow until end of May next year**

If the application is short listed by the national authority and/or the Swiss Diplomatic Representation it will be sent to Switzerland for the final selection by the FCS. The FCS will inform you by the end of May next year at latest whether your application has been successful or not.



# Documents for postgraduate scholarship applications

## Research, PhD and Postdoctoral scholarship applications

### Documents for Postgraduate Scholarships

Please submit 2 sets (= 1 original + 1 copy) of application documents in exact order given below: The 1st set contains the original, signed documents plus the confidential letters of recommendation and, if applicable the attested translations in English. The other set is the copy of the 1st set except for the confidential letters of recommendation (only 1st set). No copies for 2nd set.

**Please do not put the documents into plastic folders or binders. And do not use clips or staples.**

- 1) Signed FCS application form (typed and printed) with photo.
- 2) A full CV with list of personal education and training, degrees and diplomas (with precise dates), awards, academic positions (with precise dates), non-academic positions (with precise dates), publications with references, conferences, academic teaching experiences, extra academic teaching experiences, links to your science blogs, your presentations online etc.
- 3) A motivation letter (max. 2 pages).
- 4) All applicants must have a clear research goal. Therefore research fellowship, postdoctoral scholarship as well as PhD scholarship candidates have to submit a complete research proposal (max. 5 pages, signed) including a layman abstract in English, using exclusively the FCS research proposal form provided with the application package. The research proposal is a central part of your application. Please devote the required attention to it and submit only a signed document.
- 5) A copy of the letter from an academic host professor (including her/his short CV, maximum 2 pages) at the chosen Swiss university confirming why she/he is willing to support and supervise the research.

For research fellowships in addition:

A short CV (maximum 2 pages) of the academic mentor at the home institution.

For PhD scholarships at doctoral schools (aka doctoral programmes) only, in addition: The confirmation for accepted admission is required. A support letter from a host professor is required in any case additionally.

# Documents for postgraduate scholarship applications

## Research, PhD and Postdoctoral scholarship applications

...continued

**Please do not put the documents into plastic folders or binders. And do not use clips or staples.**

- 6) Two confidential letters of recommendation from two different professors in the applicant's field, and not identical with the academic supervisor at the host institution in Switzerland (use exclusively the FCS form – originals in sealed envelopes only, for the first set). No copies for 2nd set.
- 7) Photocopies of certificates and grade sheets from previously attended universities/ colleges and diplomas with grades, starting with the most recent. If not in English, French, Italian or German with attested certified translations in English. Exception for India: Self attested documents are accepted. Do not submit the original certificates.
- 8) Signed certificate «Fit for mission» (use only the FCS form).
- 9) Two copies of the applicant's passport (main page with personal data). Dual nationals add copies of both passports. Applicants already in Switzerland during their application procedure add a copy of the residence permit for Switzerland.

# Documents for art scholarship applications

## Arts scholarship applications

### Documents for Arts Scholarships

Please submit 2 sets (= 1 original + 1 copy) of application documents in exact order given below: The 1st set contains the original, signed documents plus the confidential letters of recommendation and, if applicable the attested translations in English. The other set is the copy of the 1st set except for the confidential letters of recommendation (only 1st set). No copies for 2nd set.

**Please do not put the documents into plastic folders or binders. And do not use clips or staples.**

- 1) Signed FCS application form (typed and printed) with photo.
- 2) A full CV with list of exhibitions, concerts, awards etc.
- 3) A motivation letter (max. 2 pages specifying the reasons to study in Switzerland, the importance of the choice for your future career as well as your professional projects at the end of the scholarship).
- 4) The applicants for art scholarships do not have to submit a research proposal.
- 4a) For musicians: High-quality file of 3 different styles of music if the music involves interpreters and directors. (USB memory stick or CD/DVD labelled with name, surname and country; link or QR-Code). Composers have to submit their scores.
- 4b) For painters, graphic artists and sculptors: Copies or photos of 3 pieces of your work, along with rough drafts (incl. their dates of creation; work labelled with name, surname and country).
- 4c) For other artists (e.g. dancers, actors, authors): pieces of their art (USB memory stick or CD/DVD labelled with name, surname and country; link or QR-Code). *(to be continued see next page)*

# Documents for art scholarship applications

## Arts scholarship applications

...continued

**Please respect the precise order of documents from 1) to 9)**

- 5) A proof for «admission is under consideration» at the intended Swiss arts or music school (conservatory). This may be in the form of a conditional acceptance pending an entry exam or other specific requirements. If applicable, a copy of the letter from a professor confirming the supervision of the studies.
- 6) Two confidential letters of recommendation from two different professors in the applicant's field (use only the FCS form – originals in sealed envelopes only, for 1st set).  
No copies for 2nd set.
- 7) Photocopies of certificates and grade sheets from previously attended universities/ colleges and diplomas with grades, starting with the most recent. If not in English, French, Italian or German, attested certified translations in English. Do not submit the original certificates.
- 8) Signed medical certificate (use only the FCS health certificate form).
- 9) Two copies of the applicant's passport (main page with personal data). Dual nationals add copies of both passports. Applicants already in Switzerland during their application procedure add a copy of the residence permit for Switzerland.

# Exclusion criteria

## Invalid applications – valid for all types of applications

### Non eligible

- The applicant does not fulfill the eligibility criteria stated on the FCS website and in these application Guidelines.

### No admission to doctoral school

- For PhD candidates at doctoral schools only: the document confirming your admission to the doctoral school is missing.
- Applicants who are in Switzerland since more than one year at the beginning of the scholarship.

### Already in CH

- The application is incomplete, does not respect the guidelines, does not include the proper and completely filled FCS forms, is not signed (application form, research proposal), is not submitted twofold in the correct order, or is badly prepared.

### Bad presentation

- For PostDocs: Not accepted are the PhD mentors and co-directors for cotutelle PhD at a Swiss university.

### Not accepted supervisors

- An application without a host professor is not complete and will therefore be rejected.
- The potential academic host professor at the Swiss institution must not be identical to the persons who submit a reference form.

### No supervisor

- An application with more than one research proposal is invalid.

### Non specific

- Applications for more than one university and/or for more than one scholarship type.

### Rerun

- If you are unsuccessful, you can apply a maximum of three times.

### Careful preparation is worthwhile

- Applicants who have already benefited from a Swiss Government Excellence Scholarship are not eligible for a second scholarship.
- Incomplete (e.g. without a specific invitation letter from an academic host Professor in Switzerland) or badly prepared applications will not be taken into consideration!

Secretariat FCS · ESKAS · CFBE  
Federal Commission for Scholarships for foreign students  
Talent Promotion SERI  
3003 Bern

[www.sbf.admin.ch/scholarships\\_eng](http://www.sbf.admin.ch/scholarships_eng)

Eidgenössische Stipendienkommission für ausländische Studierende ESKAS  
Commission fédérale des bourses pour étudiants étrangers CFBE  
Commissione federale delle borse per studenti stranieri CFBS  
Federal Commission for Scholarships for foreign students FCS

[www.sbf.admin.ch/scholarships\\_de](http://www.sbf.admin.ch/scholarships_de)  
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