

MEDICUS STUDENT EXCHANGE PROGRAM SWITZERLAND

Instructions for Completing the 2025-2026 Medicus Student Exchange Program Application

Application cycle closes: March 26, 2025 at midnight

This document provides step-by-step instructions for Swiss on how to complete the application correctly. Applicants are encouraged to print this document and keep it nearby as they complete the application.

- Applicants applying in this cycle, if successful, must commence their program between August 2025 and May 2026, please consider this when planning your proposed program.
- Late applications will not be accepted.
- Please read the eligibility requirements on the website before commencing an application.
- Recommenders must submit their statements online before the application deadline above.
- All applications must be completed (using these instructions) via the online application portal.
- Please read this document in full to prepare the necessary documentation before commencing your application.
- Please review your completed application before submitting it to ensure all elements are included.

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General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of [Google Chrome](#), which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please read the below information:

Learn requirements for submitting an application

Before you begin an application, please visit the “[Medicus Program](#)” webpage for comprehensive information on suitability, eligibility and applications requirements for a Medicus grant. You must make sure you are eligible to apply.

Record username and password in a safe place

Your email address is your username. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your username and password. If necessary, you can reset your password by clicking the “Forgot Your Password” link on the log-in page.

Complete the application

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:

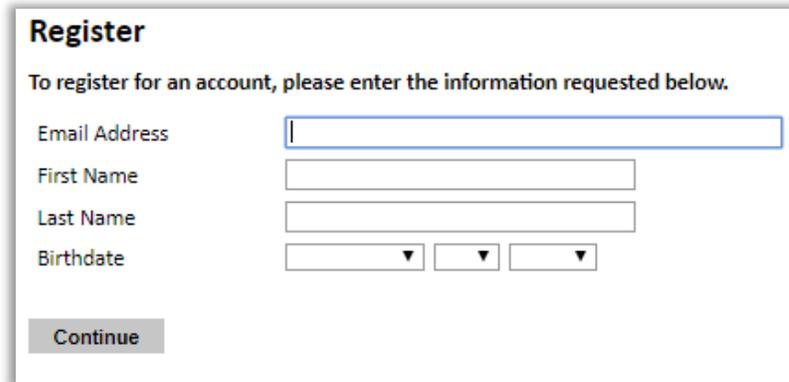
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are “required.” They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.

Submit the application

Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

Creating Your Online Account

1. Go to <https://apply.iie.org/ffsp2025>
2. Please read all instructions carefully before completing the application.
3. To start, click *Create an account*. Returning users, please see step 7 below.
4. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**



Register

To register for an account, please enter the information requested below.

Email Address

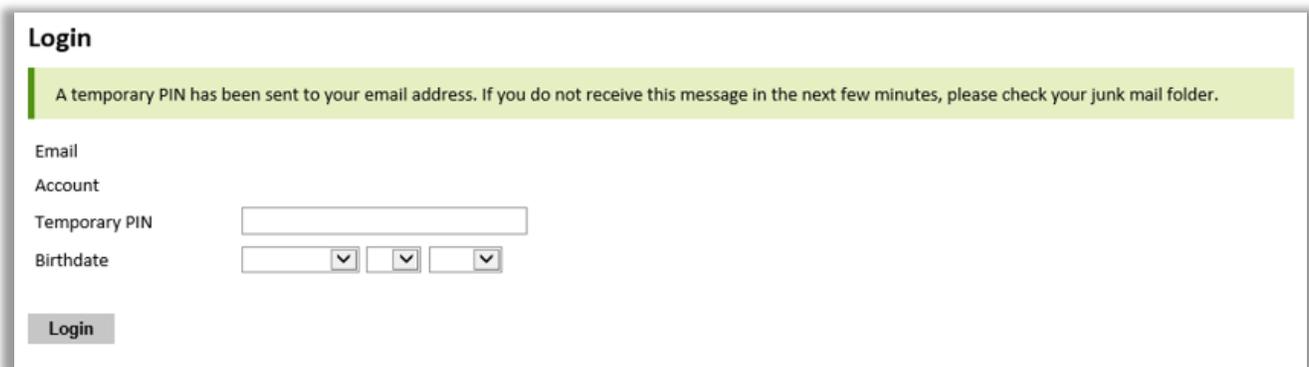
First Name

Last Name

Birthdate

Note: Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

5. Click Continue. You will receive an email from apply@iie.org confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
6. You will be prompted to enter your pin and then create a password to complete login.



Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email Account

Temporary PIN

Birthdate

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✘ At least one letter
- ✘ At least one capital letter
- ✘ At least one number
- ✘ Be at least 12 characters
- ✘ New passwords must match

Set Password

7. *Returning users:* Click *Log in* and enter your email address and password. If you do not remember your password, click *Forgot your password?* and follow the resulting instructions.

Managing Your Application

EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

Note: *The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.*

REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to the application portal by the recommenders you registered via your application.
2. Letters of recommendation may be submitted before or after you submit the application.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

Welcome Page

This page provides additional information about completing your application. You will be required to certify that you have read the Fulbright Policy Guidelines.

Preliminary Questions

These questions address essential program eligibility. All questions are required.

Home

Welcome

Preliminary Questions

Country Information

Preliminary Questions

Through which program country are you applying? *

To which academic year are you applying? *

2025-2026

Do you hold or are you applying for: *

1. U.S. citizenship; or
2. Dual citizenship with the U.S.; or
3. U.S. permanent residency?

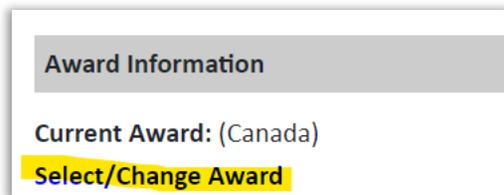
Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying? *

1. Select the country (Switzerland) through which you are applying for the Medicus grant from the dropdown menu.
2. Select the 2025-2026 program year from the drop-down menu.
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'Yes' or 'No' to indicate your response.
 - a. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Medicus Student Exchange Program.
4. Select 'Yes', 'No', or 'unsure' to indicate if you are aware of, and meet, all program eligibility requirements.
 - a. Please visit the "[Medicus Program](#)" webpage to review the program eligibility requirements before proceeding.
5. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'Yes' or 'No'.
 - a. You will not be able to submit your application without indicating your agreement to the Data Privacy terms.

6. Select 'Yes' or 'No' to indicate if you meet all employment eligibility requirements.
 - a. Applicants or applicants' immediate family cannot have been employed by the stated organizations and/or agencies within the year prior to application.
 - b. If you select 'Yes', please provide details of employment or association.
7. Select 'Yes' or 'No' to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders on your behalf.
8. Click *Save and Continue* to save your responses and advance to the next section.

Country Information

1. Review all information in this section, including Program and Award information!
2. Note any country-specific instructions for completing the rest of the application, including:
 - a. Program website
 - b. Deadline information
 - c. Open application cycle
3. You must select an Award before proceeding.



4. Click *Save and Continue* to proceed to the next section.

Personal Information

Enter all required biographical information.

1. Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
2. If your name is recorded differently on any previous records, such as transcripts, list the variation in the Name on Previous Records section (e.g. maiden name).
3. The birthdate that you used to create your account will automatically appear. If you entered this date incorrectly during your account creation, you may correct it now.
4. Enter your city of birth and select country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, and marital status from the drop-down menus provided.
5. List any form of limitation that may require accommodation. This information is gathered for statistical purposes and to ensure appropriate accommodation at a prospective host institution.
6. Select your country of citizenship and country of residence from the drop-down menus provided.
7. If applicable, enter your national identification number and any additional countries in which you hold citizenship.
 - a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
8. Click *Save and Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact information.

1. Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
 - a. Based on your country selection, the subsequent fields will change to match the address format of that country.
 - b. Complete the remaining address fields. Do not use accents or special characters.
2. Select 'Yes' or 'No' to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
 - a. If you answer 'No,' then a second address section will appear where you may enter your mailing address information.
 - b. If you answer 'Yes' to this question, proceed immediately to the next question.
3. Enter your contact numbers, including the country code. If the field turns red, please review the numbers that you have entered to look for any errors.
 - a. To find the correct country code, click on the blue 'country code' link.
4. The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can be used to contact you if swissuniversities cannot reach you via your primary email address.
Note: *All system-generated emails will continue to go to your primary email address.*
5. Enter your emergency contact information in Switzerland. The individual you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in Switzerland.
 - a. When entering the address, choose the country first and the following fields will update to match the address format of the selected country.
6. Entering emergency contact information in the United States is not required. If you have emergency contact(s) in the United States at this time, please enter the appropriate information.
7. Click *Save and Continue* to save your responses and advance to the next section.

Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, awards and recognitions, and experience abroad.

Prepare and upload documents in PDF format as required (*). Note any page limits and ensure your documents do not exceed page limits.

Curriculum Vitae/Resume

1. Upload your curriculum vitae/resumé in PDF format that does not exceed four (4) pages. In [Appendix 2](#) of this document, you will find some helpful resume tips for you to use as a guide.

Note: *If your file exceeds 4 pages, an error message will appear.*

- a. Click *Choose File*
- b. Locate and select the file that you previously saved to your computer

Please upload your study/research objective.

Choose File

No file chosen

Academic Background

2. List all post-secondary educational institutions you have attended for credit-bearing coursework, **in reverse chronological order (putting the most recently attended first)**, including any in which you might be presently enrolled. Do not include any short-term certificate programs, which should be noted on your CV/Resume. **You MUST include any education institutions you are currently attending** (even if you have not yet completed your educational program) and estimated date of graduation/completion. Please do NOT include information regarding secondary school institutions.
 - a. Click *Add New Academic Background*
 - b. Type in the name of the institution
 - c. Choose the level of study (graduate or undergraduate) from the dropdown menu
 - d. Select the country where the institution is located from the drop-down menu
 - e. Enter the appropriate city and region/state
 - f. Provide the website of the institution (optional)
 - g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA - bachelor's degree)
 - h. Enter the discipline in which this degree or diploma was earned
 - i. If relevant, provide the actual name of the degree or diploma (e.g., master's)
 - j. Enter your final cumulative Grade Point Average, as noted on your transcripts or diploma
 - k. Enter the highest possible Grade Point Average at your institution (ex: 4.0)
 - l. Select the month and year of start and end dates (Month – Year format) that you attended this institution. If a degree is in progress, list expected end date of academic program
 - m. Select the date (Month-Year format) that you received your degree from this institution.

- If a degree is in progress, list expected date of conferral in this field
- n. Click *Save*.

The screenshot shows a web form titled "Academic Background" with a "Prev Next X" header. The form contains the following fields and values:

- Institution***: Victoria University of Wellington (Degree 2) (The text "(Degree 2)" is underlined in green.)
- Level of Study***: Graduate (dropdown menu)
- Institution Location (all address fields are required)***:
 - Country**: New Zealand (dropdown menu)
 - City**: Wellington
 - Region**: North Island (dropdown menu)
- Website**: https://
- Name of Diploma or Degree Equivalent***: MA (dropdown menu)
- Discipline/Subject***: Creative Writing
- Actual/Local Name of Degree or Diploma***: Masters of Arts in Creative Writing
- Final cumulative GPA (grade point average)***: 9
- Highest Possible GPA of Academic Institution**: 9
- Enrolled From***: March (dropdown menu), 2003 (dropdown menu)

At the bottom of the form are three buttons: "Save", "Delete", and "Cancel".

3. To add additional entries for post-secondary educational institutions, click *Add New Academic Background* and follow the bulleted instructions above. NOTE: When adding a second degree program from an institution that has already been entered, add Degree 2, Degree 3, etc. into the Institution Field (as shown above – underlined in green) and click save. This ensures that the original degree from that institution will not be overwritten.

Professional Experience

4. List your current professional affiliation or employer and any relevant previous professional experience by clicking *Add New Professional Experience* under Position Title.
 - a. Choose the role which most closely corresponds to your current role and/or relevant previous professional work experience from the drop-down menu
 - b. Enter position title (e.g. Director, Assistant Director, etc.) or type of work (e.g. accounting)
 - c. Enter the name of your employer
 - d. Select the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank
 - e. Select the country where your current place of employment is located from the drop-down menu. Enter in the street address, city, state/region, and post code as applicable
 - f. Click *Save*

Professional Experience

Current Role*

Position Title/Type of Work

Employer Name*

If you are currently employed, please leave the End Date field blank.

Start Date

End Date

Employer Address

Street Address*

City*

State/Region*

Postal Code*

Country*

5. If you have more than one current position and/or relevant previous professional experience, click *Add New Professional Experience* and follow the instructions above.

Awards and Recognitions

6. Enter a list of the following items into the text boxes provided (all text boxes have a 250-word limit). If you do not have anything to add, leave text boxes blank:
 - a. Any scholarships and/or fellowships you currently or previously received (include the source or sponsor, amount, where held and duration)
 - b. Any academic honors and prizes that you have received (include any titles and/or dates)
 - c. Any books, articles, and/or thesis published by you, particularly in your proposed field of study (include the title, place, and date of publication)
 - d. Any teaching experience (current or previous positions); this is especially relevant for PhD candidates and candidates in the field of education
 - e. Any research you have completed or in which you are currently involved
 - f. Any memberships in professional organizations, or licensing obtained by a professional organization

Experience Abroad

7. List any travel, study or residency you have had abroad (in any country other than your own) for more than one month. This can include time overseas for education, research, business, vacation, etc.
 - a. Click *Add New Experience Abroad*
 - b. Select the country in which you spent your professional travel and/or residence abroad from the drop-down menu provided
 - c. Select the start and end dates (Month-Year format) of you travel/residency

- d. Enter the purpose of your travel abroad
- e. Click *Save*

Experience Abroad

Country*

Start date:*

End date:*

Purpose of Travel Abroad:*

8. If you have more than one trip abroad to enter, click *Add New Experience Abroad* again, and follow the bulleted instructions until all entries have been saved.
9. Select 'Yes' or 'No' to indicate if you have previously entered the United States on a J-1 or J-2 visa
 - a. If 'Yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019

Please upload your study/research objective. No file chosen

Previous Fulbright Grant(s)

10. Select 'Yes' or 'No' to indicate if you have previously been awarded a Fulbright grant.
 - a. If 'Yes', you are required to list the grant(s):
 - Select the number of previous Fulbright grants you would like to add.
 - Select the Fulbright award type from the drop-down menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
 - If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field
 - Select the academic year that corresponds to the year in which you received the Fulbright grant
 - Click *Save*

Previous Fulbright Grants

Award Type*

Previous Grant Year*

11. Click *Save and Continue* to save your responses and advance to the next section.

Academic Materials (Transcripts & Diplomas)

This section collects copies of your transcripts and diplomas. Please scan copies of your transcripts and diploma(s) (including Diploma Supplement) with English translations from all post-secondary institutions you have attended (including those from which you did not receive a degree or diploma, e.g. Erasmus/SEMP or other student exchange programs) and upload them to this application. Follow the instructions that are given in Appendix 1 of this document.

Important:

- **Academic documents not originally issued in English must be translated into English. You must upload all academic documents in **both the original language (e.g. German or French) and English. The English translation of the original document issued by the university is not sufficient.****

Please upload the documents available for each institution from the list in the following order:

1. Copy of diploma in original language
Copy of diploma in English
 2. Copy of Diploma Supplement in original language
Copy of Diploma Supplement in English
 3. Copy of transcript in original language
Copy of transcript in English
- **Please note that for the Medicus Student Exchange Program NO hard copies of academic materials are required.**
 1. Select the corresponding institution from the list of institutions you previously entered.
 2. Review the institution information (which you provided on the previous page). If this information is incorrect, you can edit the information directly in the popup box.
 - a. If you do not see an institution that you attended below, you may either return to the Academic & Professional Information page and update your academic background or add the institution by clicking the "Add Institution" link.
 3. Select *Choose File* and locate the desired file on your computer. Click *Open*.
 - a. You may upload transcripts/diplomas as a multi-page document or upload single page documents. PDF, JPEG, and TIFF image files are all accepted.
 4. Click *Save*. Repeat these steps for all applicable institutions.
 5. Click *Save and Continue* to save your responses and advance to the next section.

Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

Native Language

1. Select your native language from the drop-down menu provided.

English Language Proficiency

If your native language is not English, a section collecting your English language proficiency will appear.

2. Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the drop-down menus as appropriate.

Additional Language Skills

3. Select the number of additional languages that you would like to include that may be of use for your project or study plans.
4. Select the language you are reporting from the dropdown menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the drop-down menus as appropriate.
5. Click *Save and Continue* to save your responses and advance to the next section.

Standardized Test Scores

This section collects information about standardized test scores that you have taken. Standardized tests include TOEFL, Duolingo, GRE, GMAT and IELTS, MCAT and LSAT.

1. Select *Add Test*.
2. Select the test type from the dropdown menu.
3. Select the test date from the drop-down menu (Month-Day-Year format).
4. Enter your test scores, if you have the results from the test.
5. Click *Save*. Repeat these steps for all applicable standardized tests.
6. Click *Save and Continue* to save your responses and advance to the next section.



The screenshot shows a form titled "Add Test" with a light gray header. Below the header, there are two rows of input fields. The first row is labeled "Type" and contains a single wide dropdown menu. The second row is labeled "Test Date" and contains three separate dropdown menus for the month, day, and year, respectively.

Score Reports

1. If you enter test scores, you will be redirected to the Score Reports section, where you will upload copies of your available score reports.
 - a. Click *Choose File*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*
2. Click *Save and Continue* to save your responses and advance to the next section.

Plagiarism Agreement

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.

If you select 'No' you will receive a warning message and you will not be able to submit your application.

2. Click *Save and Continue* to save your responses and advance to the next section.

Study Plan

This section collects information about your proposed plan of study in the U.S.

1. Select the degree objective to which you are applying.
 - **Master's:** Choose if you are planning to earn a Master's degree in the U.S.
Master's degree candidates must have completed a Bachelor's degree or Master's degree (or the equivalent of) to apply. Although the minimum time required for a Master's degree is one academic year, a student should expect to spend from at least one summer session to an additional academic year to complete the academic requirements.
 - **Doctorate:** Choose if you are planning to do a full PhD in the U.S.
If you plan to do four to ten months of your PhD research in the U.S. and to complete the PhD in Switzerland, choose "Visiting Student Researcher".
Ph.D. degree candidates must have at least two to three academic years beyond the Master's degree and have published work in addition to the Master's thesis. However, many doctoral students find four or five years necessary, and in some cases even longer. It is important to make sure that the previous studies in Switzerland will fit the PhD program of the preferred university. Admission at the PhD level is highly competitive.
 - **Non-Degree:** Choose if you are planning to concentrate on full-time coursework in the U.S. for one semester or a full academic year during your current or prospective Master studies in Switzerland (or any other country outside the U.S.).
 - **Visiting Student Researcher:** Choose if you are planning to conduct graduate research. Visiting Student Researchers are typically enrolled in a PhD program and have already developed a PhD dissertation topic. No Visiting Student Researcher should be on schedule to complete their PhD studies before arriving in the U.S., or while in the U.S. Graduate students who wish to conduct research during their Master's program or after completing their Master's degree should also apply for a Visiting Student Researcher position.

The primary objective is 4 to 10 months of research with a limitation of one or two courses. Candidates should be presenting proposals that can be completed within their original grant period. If an applicant presents a longer research proposal, their goals are not aligned with the parameters for Visiting Student Researchers in the Medicus Program. Visiting Student Researchers should not expect to be able to extend their research. Further, Visiting Student Researchers are not eligible for academic training or on-campus work authorization.

2. Select the most appropriate major academic discipline and primary specialization from the drop-down menus.
 - a. Some fields, such as Arts and Architecture, will trigger a message that you are required to upload portfolio materials as part of your application. You will be able to upload materials on the next page.
3. Enter a brief description of the field in which you plan to specialize in the United States in the text box.
4. Enter a brief description of your future plans in the text box.

Intended Grant Period

5. Enter your proposed length of stay in the United States and select your proposed date of arrival in the United States (Month-Day-Year format) from the drop-down menu. Typically, degree-seeking students will begin in August/September of the proposed academic year.

Study/Research Objective

6. Upload a copy of your study/research objective. Please write a clear and detailed description of your study/research objectives and provide your reasons for wanting to pursue them. This statement is an essential part of your application and is required. Please check [Appendix 3](#) for general content guidelines.
 - a. Click *Choose File*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*

Personal Statement

7. Upload a copy of your personal statement. This is a required document. Your personal statement should be a narrative statement describing how you have achieved your current goals. In [Appendix 3](#) you will find some general tips for you to use as a guide.
 - a. Click *Choose File*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*

Writing Sample

8. A writing sample is required for all PhD (Doctoral) applicants (about 10-20 pages). Selected Master's fields may also require a writing sample. Please check [Appendix 3](#) for useful information on a writing sample.

Important: *Your writing sample must be in English. If it is a published work, you should be the lead author of the article.*

- a. Click *Choose File*
- b. Locate and select the file that you previously saved to your computer
- c. Click *Open*

University Preferences

9. List up to four (4) institutions at which you would like to study in the U.S. in priority order. Include specific departments and/or programs and provide specific reasons for your choice. If you have been in contact with professors, please provide names and email and/or phone contacts for each one. Provide preference order if applicable.
 - a. Enter institution name
 - b. Enter name of department
 - c. Enter the degree type and academic program that you are interested in at this institution
 - d. Enter your preferred specialization or concentration within the academic program
 - e. Enter your specific reasons for listing this institution and any contact information for professors at the institution with whom you have already communicated
 - f. Click *Save*

Preferred Institutions	
Institution Name*	<input type="text"/>
Department*	<input type="text"/>
Degree*	<input type="text"/>
Specialization/ Concentration*	<input type="text"/>
Specific reasons and contacts*	<input type="text"/>

Applied U.S. Institutions

If you have previously applied to a U.S. Institution, please complete this section. Otherwise, move to the Authorization of Release of Information.

10. Select 'yes' or 'no' to indicate if you have applied, or intend to apply, to a U.S. institution.

11. Select the number of U.S. institutions to which you have applied from the drop-down menu:
 - a. Enter name of institution
 - b. Enter specific name of department
 - c. Select the date you applied for the institution (Month-Day-Year format)
 - d. Enter the term you applied for
 - e. Enter year you applied for
 - f. Select the result of your application from the drop-down menu
 - g. Select 'yes' or 'no' to indicate if you are still interested in pursuing this program

Authorization of Release of Information

12. Type your full name into the space provided to indicate your authorization of release of the information you have provided in this application.
13. Click *Save and Continue* to save your responses and advance to the next section.

Portfolio

This section is only required if you are applying for study/research in specific fields (such as arts and architecture). If prompted, follow the instructions to upload portfolio materials, including video, audio, documents or slides.

Grant and Travel Plans

Financial Information

This section gathers information on your personal finances, additional funding you may have applied for/received, passport, and accompanying dependents. These sections are required. Please complete all questions as best as presently possible.

Family Funds

1. Enter your parent(s) and spouse/legal partner's occupations in the corresponding boxes.
2. Enter the total amount your family can provide for your first year of study in the U.S. (in USD).
3. Enter the total amount you can provide from your own funds for your first year of study in the U.S. (in USD).

Expected Additional Funding

List all non-Medicus funding you expect to receive during your grant.

4. Select 'Yes' or 'No' to indicate if you have been awarded or expect to receive financial assistance from a university or institution in your home country while in the U.S., or funding from any other sources.
 - a. If 'Yes', select the number of other sources of funding you expect to receive
 - Enter Source Description (e.g., SNSF grant)
 - Estimated Amount (in USD)
 - The Other Funds Total field will automatically update based on the amounts provided above

Additional Grants

5. Indicate if you are planning to apply for, or have applied for and/or received, other sources of funding such as a fellowship, assistantship, or other educational grant or loan from another organization, government or educational institution. Include funding title, source, period of funding, and amount of funding for which you are applying, and if/how this project relates to your Medicus project. If additional funding is received after your application is submitted, please update swissuniversities. Maximum 1000 characters.

Future Funds Available

6. If you remain for more than one year, select 'Yes' or 'No' to indicate whether the same amount of funding you listed above in Grand Total will be available for your second year of study in the United States.
 - a. If yes, move to the next section
 - b. If no, enter the amounts of any additional funding you expect for the second year

Travel Funds

7. Select 'Yes' or 'No' to indicate if you have travel funds available and can pay for your round-trip travel to the United States if necessary.
 - a. If 'Yes', enter the amount of travel funding available
 - b. If 'No', move to the next section

Passport/Travel Document

8. Please upload a copy of your passport.
 - a. Click *Choose File*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*

Accompanying Dependents

9. Select the number of dependents you intend to have accompany you to the U.S. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.).
 - a. Enter required information for each dependent, including relationship to you, name, and intended length of stay in the U.S. (in number of months)
 - b. Enter information for how you will provide for your dependents during your time in the U.S. in the text box

10. Click *Save and Continue* to save your responses and advance to the next section.

Additional Information

Additional Documentation

Use this section to upload additional documentation in support of your application. You may need to combine related documents in one PDF if you have multiple documents to upload.

Important: *All documents must be written in or translated into English.*

Outreach Survey

Complete the Outreach Survey but related to the Medicus Student Exchange Program (instead of the Fulbright Foreign Student Program).

Click *Save and Continue* to save your responses and advance to the next section.

Recommendations

Use this section to register your recommenders. You must have **three** letters of recommendation submitted on your behalf. Your recommenders must complete the forms online and submit electronically. Recommendations must be written in or translated into English.

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. It is strongly recommended that after registering you contact your recommenders to make sure they have received the instruction email. In some rare cases the receiving computer system's firewall may block the notification email.

If you register your recommenders first, they have time to submit their letter of recommendation to your application while you are working on it. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before and after submission of your application. Late referee reports cannot be accepted.

Important: Please check the guidelines for requesting a letter of recommendation in [Appendix 4](#).

1. Click *Add Recommender*.
2. Complete all fields in the pop-up form:

The 'Add Recommender' form contains the following fields: Prefix (dropdown), First Name, Last Name, Institution, Position/Title, Relationship, Telephone, and Email. Below these is a note: "Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e. an institutional email address for a professor, a corporate email address for a supervisor) when possible. These messages may be mistakenly directed to junk mail or spam folders, in which case you may wish to follow-up with your recommender, or replace with a personal email address." This is followed by a 'Personal message to recommender' text area. At the bottom, it displays "Your name will be displayed to recommender as: Liliane Jaermann [Change](#)". The form has two buttons: "Send To Recommender" and "Cancel".

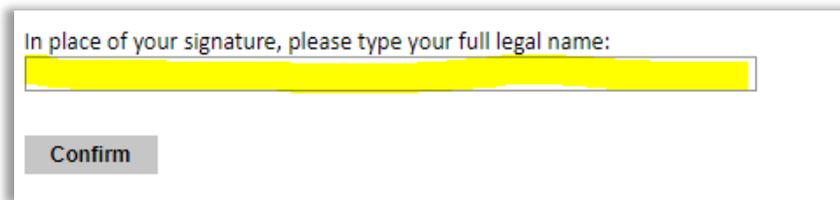
3. Click *Send to Recommender* to generate automatic email to recommender.
4. Click *Continue* to save your responses and advance to the next section.
5. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.

The 'Edit Recommender' form contains the same fields as the 'Add Recommender' form: Prefix (dropdown), First Name, Last Name, Institution, Position/Title, Relationship, Telephone, and Email. Below these is a 'Personal message to recommender' text area. At the bottom, it displays "Status Sent to recommender on 12/20 at 11:18 AM". The form has four buttons: "Save", "Send Reminder", "Exclude", and "Cancel".

Note: It is your responsibility to ensure that recommendation reports are submitted by the deadline. Your application will be considered incomplete if the three letters of recommendation have not been received.

Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

A screenshot of a web form for signature confirmation. It features a text input field with the placeholder text "In place of your signature, please type your full legal name:". The input field is currently empty and highlighted in yellow. Below the input field is a grey button labeled "Confirm".

In place of your signature, please type your full legal name:

Confirm

Click *Confirm* to continue to the next page.

Review

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.
- Review and print your application for your records.
- Please note that you must submit all required supporting documents electronically by the application deadline. No material will be accepted after this date.

REVIEW ALL RESPONSES. CLICK SUBMIT.

You will be able to download a PDF of your complete application following submission. Please send a copy of the application in PDF format to stip@swissuniversities.ch no later than March 26, 2025 at midnight.

**Thank you for your interest in the Medicus Student Exchange Program.
You will be notified of your application progression in due course.**

swissuniversities

swissuniversities

Effingerstrasse 15, Postfach

3001 Bern

www.swissuniversities.ch

Appendix 1

Medicus Student Exchange Program

Information on Academic Materials

Required academic materials

- a) Diploma: A copy of your university or post-secondary diploma for each university or post-secondary degree awarded to you with original English translation (if the original of the diploma was not issued in English)
- b) Diploma Supplement: A copy of the Diploma Supplement(s) in original language and in English (unless the original document is already issued in English or in multiple languages)
- c) Transcript: An official transcript with original English translation (if the original of the transcript was not issued in English)
The transcript must list all subjects taken and grades earned for each year/semester of study. If the transcript includes courses where only fair or pass grades are given, you must ask the university to verify this on your documents, so they are clearly identified.

Please note:

- You must provide a transcript from each university or post-secondary institution you attended, *even those schools from which you did not receive a degree or diploma (e.g. Erasmus/SEMP or other student exchange programs).*
- All academic documents not originally issued in English must be translated into English. You need to submit official transcripts and diploma(s)/diploma supplement(s) *in both the original language (e.g. German or French) and in English.* The English translation only is not sufficient. If the university does not issue an official copy in English, you will need to provide a translated copy. Translations of academic documents should be done by someone authorized to issue translations. This can be a notary or an official translator (www.astti.ch).
- Special note for Visiting Student Researchers: **PhD candidates** who are planning to pursue a research stay at a U.S institution are requested to include documentation from their home university confirming that the candidate is presently **enrolled in a PhD program** (e.g. letter in English from the admissions office or faculty).

Electronic copies

Electronic copies of transcripts, diploma(s) and diploma supplement(s) with original English translations must be uploaded to the online application in the “Academic Materials” section. Upload the documents a – c (see “*Required academic materials*” on page 1) available for each institution from the list in the following order:

1. Copy of diploma in original language
Copy of diploma in English
2. Copy of Diploma Supplement in original language
Copy of Diploma Supplement in English
3. Copy of transcript in original language
Copy of transcript in English

Resume Tips

A professional resume or curriculum vitae (CV) is a document that provides an overview of a candidate's academic and professional experiences. It is not meant to provide comprehensive details about an candidate's personal strengths; that is why it is submitted alongside other application materials like transcripts, essays, and recommendations. Follow the tips below to make sure your resume properly highlights your professional and academic experience without being too long or repetitive of other materials in your application.

General Tips

- Professional resumes are usually not longer than two pages; an academic resume or CV (*curriculum vitae*) can be longer if the applicant has extensive academic experience and publications to include.
- Experiences should be listed in **reverse chronological order**: most recent experience listed first, with the least recent experiences at the end of the section.
- Review your resume carefully for mistakes in grammar and spelling prior to submission.
- Resumes generally **do not** include:
 - Personal details, such as physical descriptors (height, weight, eye/hair color), birthdates, or hobbies/interests outside of employment or academics.
 - High school (secondary school) achievements or activities unless they've continued into adulthood and are relevant to employment or study.
 - List of recommenders' contact information; there is a separate section of the application for recommendations.

Sections to include on your resume:

Introduction (Heading)

- Only include your legal name as it will appear on applications, and basic contact information like email and phone number; home address is **not** necessary.
- You may include a short summary, but it is not required.
 - Summary should be 2-3 sentences at most. Include how your intended degree program will contribute to your long-term career goals, as well as a brief overview of your past academic/professional experience. **Do not include** any specific names of U.S. institutions where you hope to study; the same document will be sent to every school you apply to.

Education

- Begin with undergraduate education (anything after secondary school) and list every educational experience to the present, even if you have not completed the degree yet.
 - You may also list non-degree certifications and trainings **if they are relevant** to the field you are pursuing.
- Include each of the following details:
 - Name of institution
 - Location: City/country is sufficient – not a specific address
 - Dates you were enrolled: Month/year is sufficient

- Degree type and major/specialization
 - **Example:**
University College London, London, United Kingdom
Bachelor of Arts in Literature, August 2020 – Present
- You may include GPA if it is very high, but it is not necessary to include because you will also be submitting full transcripts with your application.

Experience

- Most of this section should be professional employment (experience for which you received financial compensation).
- You may include non-professional experience **if it is relevant** to your professional or academic goals and you had **significant responsibility** in that role. For example, regular volunteer work done for a charity or professional organization; leadership positions in student organizations; or non-paid contributions to significant publications can all be included on a professional resume.
 - Recent university graduates can include more non-paid experience than mid- or late-career professionals.
- For each experience, include the following details:
 - Name of employer/organization
 - Location: City/country is sufficient – not a specific address
 - Dates you were employed: Month/year is sufficient
 - Responsibilities and achievements in that role
 - **Example:**
 - *University College London, London, United Kingdom*
Teaching Assistant, August 2021 – May 2022
 - *Took attendance, graded exams, and performed other administrative tasks for LIT 101 seminar.*
 - *Developed and facilitated exam review sessions that improved participants' outcomes by an average of 1.5 letter grades from midterm to final exams.*
 - *Implemented essay grading rubric that increased efficiency in exam review time by an average of 3 hours for each teaching assistant.*
 - If possible, include both the regular responsibilities of your role **and** any significant achievements/recognition you received for your work. Strong resumes include quantitative details and evidence of accomplishments.

Research/Publications

- **This section is not necessary for all resumes**, especially professional resumes. This section should only be included in academic resumes (CVs) or for applicants in fields related to publishing work (like journalism, writing, or certain art/media fields).
- For academic resumes/CVs:
 - Different fields of study have different standards for what should be included on CVs, and in what format they should be listed. Please research CV guidance for your particular field independently or contact your home country Fulbright office with questions.

- This section can be more than one page for mid- to late-career academics.
- For professional resumes:
 - This section **should not be very long**; it should only highlight any significant achievements in your career, such as being published in prestigious publications or winning awards/recognition for your work.
 - **Example:** If you have professional experience as a journalist, there is no need to list every article you've ever published. However, if your work was picked up by a major newspaper or you won a significant award for it, you can list that on your resume.
 - Many fields require a portfolio of work to be submitted as part of your application; you should not repeat portfolio details on your resume.

Additional Skills/Achievements

- **This section is not necessary for all resumes.** Only include this section if you have specific skills or accomplishments that are relevant to your field of study and do not fit into the other sections listed above.
 - **Example:** Technology/software skills not listed anywhere else in application or fluency in additional foreign languages.

Essay Tips & Guidelines

Study Objective:

The **study/research objective essay** is a critical component of your application. It helps the reader better understand your proposed study goals and why you would be a good fit for academic study/research in your particular field. You should take great care to write a clear, concise, and detailed description of the program you want to pursue, that includes the following points:

- Be specific about your degree objective, major field, and specialized interests within this field.
- Explain why you are interested in this area of study or research.
- Describe the kind of program you expect to undertake.
 - How does this fit into your educational background?
 - How does this fit into your future objectives and goals?
 - If you prefer a program that focuses on theoretical vs. practical application or technical vs. policy, include this as well.
- How are your research interests relevant to current trends/challenges in your home country?
- How will you apply your studies upon returning to your home country?

Please pay close attention to these guidelines:

- Do not include references to proposed universities or faculty.
- The essay should be at least one page and no longer than two pages.
- Please use your own words; do not plagiarize. If you are planning to use someone else's works or research, you must credit the source at all times.

Personal Statement:

The **personal statement** essay is a narrative statement in which you give the reader more insight into you as an individual and your future aspirations. It should include information about your education, practical experience, special interests, career plans, and your personal reasons for applying for study.

- Explain who you are, what is important to you and what you intend to accomplish in your life.
 - Demonstrate your unique qualifications for your chosen field.
 - Discuss experiences, people, and events that inspired you to pursue this field of study.
 - Demonstrate your commitment to your field of study.
 - What kind of contribution do you want to make?
 - What do you intend to do with your degree?

Please pay close attention to these guidelines:

- Do not include references to proposed universities or faculty.
- The essay should be at least one page and no longer than two pages.

- Please use your own words; do not plagiarize. If you are planning to use someone else's works or research, you must credit the source at all times.

Writing Sample:

The **writing sample** (required for PhD applicants and some Master's fields of study) should always be related to your field of study and ideally within the area of specialization you are applying for. The sample should be 10-20 pages in length including a cover page and bibliography.

The writing sample should be a sample of your best work to enhance your application:

- It should be well written and show a good grasp of English.
- It should reflect your analytical thinking ability.
- It should show your grasp of the complexity of the topic.

The writing sample can be a published work or an original writing sample.

- If it is a published work, you should be the lead author of the article.
- If a published work, it should be from a peer reviewed publication.
- If it is an original writing sample, a chapter from a thesis or a senior project paper is ideal.

Pay attention to the writing style.

- Different fields of study may expect you to be familiar with the recommended writing style, these are:
 - Humanities, Liberal Arts, Fine Arts – MLA style
 - Social Sciences, Education, Biological & Earth Sciences, Business, Linguistics, Anthropology – APA style
 - Sciences – CSE (Formerly CBE)
 - Others – Chicago Manual of Style

Guidelines for Requesting a Letter of Recommendation

What is a Recommendation Letter?

As part of the application process to graduate programs at U.S. institutions, all candidates are required to submit three Letters of Recommendation (LOR). Recommendation letters provide further insight into a candidate's qualifications for graduate study and should include an overall assessment of the candidate's personal and academic characteristics, strengths, qualifications, and performance.

Tips for Requesting Recommendation Letters:

- A request for a letter of recommendation should provide insight into what you are applying to and why you are applying to it. For a writer to create a recommendation letter that shows you are a competitive applicant, you will need to provide the following information prior to having them write the letter:
 - A current resume
 - Any notable achievements or accomplishments both educationally and professionally
 - Academic interest and goals
 - Copy of your personal and study objective/research statements
- A recommendation letter should be written by someone who knows you well and can speak at length about your educational and professional character, work ethic, and performance.
 - Focus on work contacts and/or academic contacts depending on what is weighed more significantly by the admissions committee. This will vary by your field of study. Work and academic contacts should be ones that are/were responsible for overseeing work i.e., job supervisors, professors, or research advisors.
 - Recommenders should not be work colleagues, classmates, or a friend.
 - Recommenders should not be related to the candidate. Recommendations cannot be from a parent, sibling, or other relative.
 - Recommenders should be chosen so that they say different things about you.
- Time is important. It takes time for your recommender to write a good letter. Please provide several weeks' advance notice. A rushed letter does not always provide a comprehensive overview of a candidate's qualifications.
- Only ask those who can write a positive recommendation letter. A negative recommendation letter could hurt your application.
- Recommendation letters are confidential. A candidate cannot upload recommendation letters on behalf of a recommender.
- All recommendations must be written in English. If the original recommendation letter is written in a language other than English, there must be an official English translation. Because the recommendation letter is confidential, the translation cannot be done by the applicant.