**Scholarship Application**

**Step 1: Check my profile**
- Resident outside of Switzerland
- Currently PhD student having an ongoing doctoral thesis
- Min. 2 semesters completed at home university (which is a foreign uni recognized by UniFr)

**Step 2: Contact a UniFr professor**
- Identify professor and their research field on faculties’ webpages
- Accepted into the professor’s research group
- Receive an official support letter on which the professor agrees to be the supervisor during my foreseen research stay in Fribourg

**Step 3: Identify the duration of my stay and the deadline to apply**
- **28th February** for a stay that can start between 1st and 15th of September of the same year. ([Link](#)) open from 1st October.
- **31st July** for a stay that can start between 1st and 15th of February in the following year. ([Link](#)) open from 1st May.

**Step 4: Online application on INSCRUNI**
- Enter via [link](#) into INSCRUNI
- Download the application form from INSCRUNI then fill in
- Prepare all required documents 1-13, see the [list](#)
- Upload all required documents including the application form in INSCRUNI

**Step 5: Receive the <Confirmation of Acceptance>**
- Decide whether to take the scholarship
- Confirm with the supervising professor the foreseen arrival date
- Return to IRO the signed <Confirmation of Acceptance> on which must be written the foreseen arrival date

**Step 6: As soon as receiving the <Proof of Enrollment>**
- Start visa process and searching for housing
  - Read visa instruction [here](#) under the <Researcher> section and start ASAP visa process as it can take up to three months
  - Fulfill and pay for the visa fee via my local Swiss visa center/Consulate/Embassy, who would transfer my application to SPOMI or SEM in Switzerland
  - Read housing suggestion [here](#) and start the search

**Step 7: Follow the <Welcome Guide> to prepare for ‘Before Arrival’**
- Attend the Welcome Meeting

**Step 8: (After receiving visa) Arrival in Fribourg**
- [Read visa instruction here](#) under the <Researcher> section and start ASAP visa process as it can take up to three months
- Fulfill and pay for the visa fee via my local Swiss visa center/Consulate/Embassy, who would transfer my application to SPOMI or SEM in Switzerland
- Read housing suggestion [here](#) and start the search

**Prepare for Arrival**

**International Relations Office (IRO)**
- By the end of May or November, send out the result and <Confirmation of Acceptance> to the selected candidate

**The Commission of the International Relations**
- Select the scholarship candidates and the result approved by the Rectorate of UniFR

**Prepay the admin fee to SPOMI or SEM then deduct from the scholarship holder’s first scholarship**

**Canton of Fribourg’s immigration department (SPOMI) or Secretary of State for Migration (SEM)**
- Assess and approve the visa application, consequently an admin fee (90-130 CHF) would incur

**IRO**
- Send out <Proof of Enrollment> and <Welcome Guide>

**What happens in Fribourg?**

- [international-scholarship@unifr.ch](mailto:international-scholarship@unifr.ch)

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Subject to change/IRO May 2020