



Federal Diploma of Vocational Education and Training (VET)

1.1 Initial training – standard professional training at foundation level after completing Secondary Level 1

- Cover letter/application letter
- Curriculum vitae
- School reports from the last four terms of school attended
- If available: reports from trial apprenticeships relating to your desired apprenticeship

1.2 Initial training – available to Matura-holders who have graduated from a grammar school, straight after completing Secondary Level 2

- Cover letter/application letter
- Curriculum vitae
- School reports from the last four terms of school attended
- If you have already successfully completed your Matura: your Matura certificate, displaying your final grades
- If you have a Matura-level certificate from overseas: a notary-certified German translation of your Matura-level certificates

Fed. Certificate of Vocational Education + Training /Terminating an apprenticeship

2.1 Follow-on apprenticeship – Federal Vocational Certificate not yet received

- Cover letter/application letter
- Curriculum vitae
- School reports from the last four terms of school attended
- Professional evaluations (all term reports/educational reports since the start of the apprenticeship)

2.2 Follow-on apprenticeship – Federal Vocational Certificate already received

- Cover letter/application letter
- Curriculum vitae
- School reports from the last four terms of school attended
- Grade card
- Vocational certificate
- Professional evaluation (apprenticeship certificate)

3.1 Terminating an apprenticeship – Your current apprenticeship has not yet been terminated

- Cover letter/application letter
- Curriculum vitae
- School reports from the last four terms of school attended
- Professional evaluations (all term reports/educational reports since the start of the apprenticeship)
- Confirmation from the apprenticeship provider and/or cantonal authority stating their support for switching apprenticeship providers
- Referee from your current apprenticeship provider or the apprenticeship supervisor at the cantonal authority involved in the case
- If available: skill certificates from external courses completed



3.2 Terminating an apprenticeship – Your apprenticeship has already been terminated

- Cover letter/application letter
- Curriculum vitae
- School reports from the last four terms of school attended
- Professional evaluations – If the apprenticeship lasted more than two months: apprenticeship certificate
- Professional evaluations – If the apprenticeship lasted less than two months: evidence of employment
- Referee from your former apprenticeship provider
- If available: skill certificates from external courses completed

4.1 Terminating an apprenticeship – changing career: Your current apprenticeship has not yet been terminated

- Cover letter/application letter
- Curriculum vitae
- School reports from the last four terms of school attended
- Professional evaluations (all term reports/educational reports since the start of the apprenticeship)
- If available: skill certificates from external courses completed
- Confirmation from your current apprenticeship provider that you have informed them of your desire to change career, and that you cannot do this by staying with the same provider
- Referee from your current apprenticeship provider

4.2 Terminating an apprenticeship – Your apprenticeship has already been terminated

- Cover letter/application letter
- Curriculum vitae
- School reports from the last four terms of school attended
- Professional evaluations – If the apprenticeship lasted more than two months: apprenticeship certificate
- Professional evaluations – If the apprenticeship lasted less than two months: evidence of employment
- Confirmation from the competent cantonal authority that the apprenticeship has been terminated
- Referee from your former apprenticeship provider
- If available: skill certificates from external courses completed

5. Bachelor's degree programme with practical components or Way-up traineeship

- Cover letter/application letter
- Curriculum vitae
- School reports from the last four terms of school attended
- Matura certificate (including certificate of completion)
- If you have a Matura-level certificate from overseas: A notary-certified German translation of your Matura-level certificates, including a statement that they are equivalent to the Swiss federal Matura obtained from a grammar school
- Full performance record from the degree(s) completed

5.1 ... If you have completed or dropped out of your degree

- Full performance record from the degree(s) completed

5.2 ... Previous work experience

- Letter(s) of reference from your employer(s)