1. Choose your course

2. Ask and obtain written authorization from the study advisor, Dr Baptiste Hildebrand

3. Register at the selected university if necessary
   **Deadline:** usually August 31st for FS / January 31st for SS

4. At the end of the semester, present the original certificate to the Deans' office of the Faculty of Sciences (ch. du Musée 8) for authentication.
   The Decanate will then transmit it to the reference person at the Physics Department for registration in GeFri.

5. Once step 4 is completed, you can ask for contribution to your travel expenses:
   - Go on [our web page “Forms”](#)
   - Complete the “Form for reimbursement travel expenses Master students, elective courses at other universities”,
   - Give it, with printed course description, dates and original train tickets to Anne Fessler, PER08, office 1.54.

**N.B.:**

*Eligible tickets and amounts:* half-fare trips, up to a maximum total amount of CHF 400 per semester and per student.

*Deadline for the claim of financial contribution:* within the civil year during which the corresponding exam has taken place.

*No reimbursement if you have a general railpass.*