WHAT HAPPENS WITH ME?

Post-doctoral scholarship application process

WHAT HAPPENS IN FRIBOURG?

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SCHOLARSHIP APPLICATION

Step 1: Check my profile
- I am a resident outside of Switzerland
- I hold a doctoral degree completed within the last three years at a foreign university which is recognized by UniFr
- I am currently employed or involved in the research center at a foreign university

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. (open from 1st October).
- 30th June for a stay that can start between 1st and 15th of February in the following year. (open from 1st May).

Step 4: Online application on INSCRUNI
- Enter into INSCRUNI via the application link on UniFR scholarship website
- Download the application form from INSCRUNI and fill it in
- Prepare all required documents 1-12, see the list
- Upload all required documents including the application form in INSCRUNI

SCHOLARSHIP SELECTION

The Commission of the International Relations
Selection of the scholarship candidates and approval by the Rectorate of UniFR

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

If I receive a negative result from IRO, my application terminates

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

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

PREPARE FOR ARRIVAL

Step 6: As soon as receiving the <Proof of Enrollment >
Start visa process and searching for housing
- Read the visa instructions 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 the housing suggestions and start the search

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
- Pre-pay the admin fee to SPOMI or SEM then deduct from the scholarship holder's first scholarship
- Organize the Welcome Meeting

Step 7: Follow the <Welcome Guide> to prepare for your arrival

Step 8: (After receiving visa) Arrival in Fribourg
- Attend the Welcome Meeting

My research stay begins