

Application with an international degree

Documents for review of academic qualifications and placement¹ into the specialized master program CREOLE-Cultural Differences and Transnational Processes offered by the Faculty of Humanities

Carefully read the following introductory notes before applying and preparing the required documents.

1: Application

- Online application www.application.unibe.ch
How to complete the online application form:
 - Intended degree programme: M A in Social Anthropology
 - Combination of subjects: M CREOLE, SP 2016 120
- Required documents see checklist in this document
- Application deadline www.unibe.ch/applicationdeadlines_students
This degree program can only be started in the fall semester.

2: Important information

Application

- You may apply for admission to one major or mono study program.
- Hand in your application file as early as possible – ideally 4 months prior to the start of the degree program.

Supporting documents to your application

- All documents must be sent by letter post in one file. We do not review any electronic documents.
- Missing documents will be requested; they delay the application process.
- Your eligibility for admission will only be reviewed after receipt of all the required documents, the application fee – and if need be – additional fee for a late application.

Decision of admission

The decision of admission is taken and communicated by the Admissions Office.

¹ The Institute of Social Anthropology evaluates your previous study record, looks for equivalences, assesses which courses at master or bachelor level you still need to do before being admitted into the specialized M A in Cultural Differences and Transnational Processes CREOLE.

Basis of the recognition of your degree and study achievements are the documents submitted at the time of the request.

3: Language requirements

Courses of the mono master 'CREOLE-Cultural Differences and Transnational Processes' are mainly given in English or, depending on the participating institute, in German.

Therefore, a good knowledge of English is necessary.

The [Academic English Services](#) offers language courses to registered students.

The [German as a foreign language](#) unit provides German courses from levels A1 to C2 (beginners to advanced) for registered students.

4: Further procedure

Personal interviews for entry in fall: More details will be announced directly by the Department

5: Processing time

At least 4 to 6 weeks after receipt of the required documents.

6: Studying

Studies at the University of Bern are full-time, which can be attended neither part-time nor by correspondence.

7: [Steps in your application for admission to a non-medical master's degree program](#)

8: [Conditions relevant to entering and residing in Switzerland](#)

UNIVERSITY OF BERN
Admissions Office
Hochschulstrasse 4
3012 Bern
Switzerland

Checklist

Documents for review of academic qualifications and placement into the mono master program 'CREOLE-Cultural Differences and Transnational Processes'

Please complete in block capitals

Family name

Given name/s

Address

ZIP Code / Location / Country

Matriculation number

(if you have applied online before)

Supporting documents to your online application

Please use this checklist as cover sheet and send hard copies of the required documents by letter post to the above-stated address.

- 1: Checklist; serves as cover sheet
- 2: Curriculum vitae in tabular form with uninterrupted chronology of your education and academic studies incl. degrees up to the present incl. up-to-date passport photo (45 mm high by 35 mm wide)
- 3: Application/motivation letter (incl. family name, given name, full address, e-mail address, date and signature and – if you have one – mobile phone number) for placement in a master degree course
- 4: Career plan: A one page statement or outline of the student's research plans and intended career choice – and ways to achieve them (including planned research topic, work experience, volunteer work, extracurricular activities, possible employers or field of employment)
- 5: Originally **certified photocopies** of your degree (e.g. diploma incl. diploma supplement, bachelor's or master's degree). The correspondence of the photocopy to the original must be officially certified.
- 6: Originals (stamped and signed) or originally certified photocopies of all official proofs of your achievements (transcripts) with grades/scores

- 7: Grading system of the degree issuing university, if the grading system is different from ours. Our **scale** goes from 1 to 6, with 6 being excellent and grades below 4 being unsatisfactory.
- 7: Brief description of the content/learning objectives of the different courses/lectures (annotated course catalog or module handbook)
- 8: Originally **certified translations** of the original documents (e.g. diploma, diploma supplement, bachelor's or master's degree, transcripts of diploma records), if these are not written in German, English, French or Italian. These translations have to be inseparably connected with the originally certified photocopies of the original documents.
- 9: Photocopy of your valid passport or identity card
- 10: If available: photocopy of your residence permit
- 11:
 - *If you live outside of Switzerland:*
 - Proof of payment of:
 - Application fee: CHF 105
 - Additional administrative fee: CHF 100; if the application for admission is handed in after the **regular application deadline**

Name of Bank:	Berner Kantonalbank BEKB in Bern, Switzerland
Account no.	20/245.382.7.93
BIC/SWIFT Code:	KBBECH22
IBAN-No.:	CH32 0079 0020 2453 8279 3
Beneficiary:	University of Bern, Admissions Office

All money transfer fees have to be paid by you.

Make sure that your name, first name, home address and the semester are stated on the debit note so that the money can be assigned to your application for admission.

Please pay attention to the currency exchange rate and transfer the equivalent amount if you pay in another currency than Swiss Francs. Underpayments will be requested and overpayments will not be refunded.

- *If you live in Switzerland:*
 - You do not have to pay any fee in advance. After receipt of your application we shall send you an invoice with a pay-in slip.

Your eligibility for admission to the desired master's degree program will only be checked after receipt of the application fee – and if need be – additional fee for an application after the regular application deadline.

These fees are non-refundable if your application does not lead to registration.

If necessary we will request additional documents.