Application with an international degree

Application for a mono master's program in offered by the Faculty of Humanities

General information

- Your eligibility for admission will only be reviewed after receipt of all required documents and the application fee.

- Missing documents will be requested; this delays the application process.

- The Admissions Office will check whether or not your application meets the formal requirements (duration 1-3 weeks). If so, the relevant faculty will then evaluate your previous study record (placement decision; duration 4-8 weeks) based on the documents submitted at the time of the request. Please find an overview of the process from application to registration here.

- The final decision of admission or rejection is made and communicated by the Admissions Office.

Language requirements

- The faculty of Humanities offers mono master's degree programs taught in a number of languages (e.g. German, English, French, Spanish etc.). You are responsible for ensuring that you master the language of instruction.

Payment information for the application fee

- This fee is for a specific semester and is non-refundable if your application does not lead to registration in that semester.

- *If you live in Switzerland:* We will send you an invoice by letter post within 7-10 days after receipt of your online application.

- *If you live outside of Switzerland, please find our bank information below:*
  Regular application fee (regular online application): CHF 105
  Late application fee (late online application): CHF 205

The University of Bern does not cover any money or bank transfer fees. Please pay attention to the currency exchange rate. Underpayments will be claimed and overpayments will not be refunded.	
This fee can be paid by any person, but make sure that your family name and given names are stated on the debit note so that the money can be assigned to your application.	
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

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Hochschulstrasse 4
Office 020
3012 Bern
Switzerland

Phone +41 31 684 39 11
info.zib@unibe.ch
www.zib.unibe.ch/index_eng

Checklist

Please send hard copies of the required documents by letter post to:
University of Bern, Admissions Office, Hochschulstrasse 4, 3012 Bern, Switzerland.

☐ 1 Declaration of Consent (see last page of this document); serves as cover sheet.

☐ 2 This checklist.

☐ 3 Complete curriculum vitae listing your previous education and academic studies up to the present in chronological order.

☐ 4 Application/motivation letter (1 page).

☐ 5 a) Photocopies of your degree (e.g. diploma, diploma supplement, bachelor's or master's degree).

     b) If this degree was not issued in German, English, French or Italian, a translation and an originally certified photocopy of the degree are required. The translation must be inseparably connected with the originally certified photocopy of the original document.

☐ 6 a) Photocopies of all official records of your achievements with grades (transcripts).

     b) If these transcripts are not issued in German, English, French or Italian, a translation and an originally certified photocopy of the transcripts are required. The translation must be inseparably connected with the originally certified photocopy of the original document.

☐ 7 Grading system of the degree issuing university (if not indicated on the transcripts).

☐ 8 Description of the content of the different courses mentioned in your transcripts, max. 10 pages, *not* stapled together. You can write or translate the descriptions of the courses yourself if no version in English, German, French or Italian is provided by your university.

☐ 9 Photocopy of your valid passport or official identity card.

If necessary, we will request additional documents.

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UNIVERSITY OF BERN
Admissions Office
Hochschulstrasse 4
3012 Bern
Switzerland

Declaration of Consent

This Declaration of Consent must be fully completed and handed in with the other required documents.

With your signature, you confirm the following:

- To the best of your knowledge, the information provided in your application at the University of Bern is true and complete. You understand that false information can lead to exclusion from the application process/from studies.

- Tick as appropriate and insert the required information:
  ☐ You have not been banned or excluded from any degree program or program of study.
  ☐ You have been or will prospectively be banned or excluded from the following degree programs or programs of study:
  ....
  ....

- You give the University of Bern permission to check the submitted documents for authenticity and to obtain relevant information from your previous institutions of higher education.

- You understand that your application does not automatically lead to admission, but that it is a request for admission and is liable to a non-refundable application fee.

- You understand that the data gathered during the application process may be given to third parties in legally authorized cases.

Please complete in block capitals

Family name ....

Given name/s ....

Former family name ....
(in case of change of name)

Date of birth ....

....
Place   **Date**   **Signature**

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