5 Explanatory remarks on the data of the registration form

The following remarks refer to specific fields in the on-line application form.

5.1 Your address
Please provide us with the address to which we are to send correspondence. Inform us of any changes of address.

5.2 Personal data
• Matriculation number:
  If you have already studied at another Swiss university, federal institute of technology, university of applied science (UAS), or teacher training college, you must send us your 8-digit number. You can find it on a sticker on the back of your upper secondary school leaving certificate or diploma.
• Old age and survivors’ insurance fund (AHV) number:
  You find this number on the Swiss health insurance card. You may state 000.0000.0000.00 if you are living outside of Switzerland at the time of application.
• Place of origin (Heimatort):
  You can specify only one place of origin. Only currently existing political entities and valid places of origin can be selected.
• Photo:
  Download a passport photograph. The photograph will be used for your UNICARD (student ID).

5.3 Details of previous education
• Swiss qualification:
  • School leaving certificate (Matura):
    If you have just taken the Matura exams, you have a Matura certificate. Choose your main subject.
• **School**:  
The dropdown shows all the schools in each canton which award this qualification. Select your school.

• **Place of residence on acquisition of the certificate**:  
This means the political commune where you were registered at the time you were awarded your certificate of education (e.g. Matura). Your legal place of residence would usually be that of your parents if you did not yet have a place of residence of your own.

• **International qualification**:  
Specify which qualification you hold, and what state issued it.

5.4 **University studies so far and examinations taken**  
• Enter all your studies so far at Swiss and international universities including the number of semesters. Indicate whether you have acquired a degree (bachelor, master, diploma).

• **You are obliged to inform us of any examination failures at the University of Bern or at any other Swiss or international university, as a result of which you were barred from continuing your studies in the course concerned. This also applies to exams taken between the submission of your application for admission and the start of your studies.**

5.5 **Study information**  
Please note the information in the internet, especially the relevant curricula.

• **Course of study, subject options, electives and compulsory subjects**:  
Enter the desired course of study as well as the study programme if needed. Where several variants are available, select the desired combination of ECTS. Then you can select the possible minors. For detailed information please consult the curricula in the internet or inquire from the academic student advisors; see courses of study at [www.bachelor.unibe.ch/application_int](http://www.bachelor.unibe.ch/application_int) and [www.master.unibe.ch/application_int](http://www.master.unibe.ch/application_int). The degree awarded for the first period of study is always a bachelor.

• **Admission to a higher semester**:  
Those continuing studies indicate the desired level.

5.6 **Documents to be handed in with an application with international qualifications**  
See [www.bachelor.unibe.ch/checklist](http://www.bachelor.unibe.ch/checklist) or [www.master.unibe.ch/checklists](http://www.master.unibe.ch/checklists)

We are only able to process applications that have been completed in full.