Application with international university entrance qualifications

Application for admission to a non-medical bachelor's degree course

Exception: Sport science major and minor 60 ECTS credits; see the individual checklist for these two study programs

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

1: Application
- Online application: www.application.unibe.ch
- Required documents: see checklist in this document
- Application deadlines: www.unibe.ch/applicationdeadlines_students

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 course.

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 required documents, the application fee – and if need be – additional fee for a late application.

Application after the regular application deadline
If you apply after the regular application deadline, the supporting documents to your application must arrive by 31 August and 31 January respectively.

Decision of admission
The decision of admission is taken and communicated by the Admissions Office.
3: **Language requirements**
   German is the main language of instruction at bachelor level. If German is not your native language and you are not exempt from the [German language test](#), you must be able to prove language skills in German the equivalent of level C1 or take a [German test](#) at the University of Bern.

4: **Processing time**
   Approx. two to three weeks after receipt of the required documents.

5: **Studying**
   Studies at the University of Bern are full-time, which can neither be followed part-time nor by correspondence.

6: **Steps in your application for admission to a non-medical bachelor degree course**

7: **Conditions relevant to entering and residing in Switzerland**
Checklist

Documents for admission to a non medical bachelor's degree course
Exception: Sport Science major and minor 60 ECTS credits

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 up to the present incl. up-to-date passport photo (45 mm high by 35 mm wide)

3: a) If you apply for admission with an upper secondary school-leaving certificate:
Originally certified photocopies of your school-leaving certificate and of the certificates of the last 3 years at upper secondary school

OR

b) If you apply for admission with a bachelor’s degree:
Originally certified photocopies of your bachelor’s degree incl. diploma supplement

The correspondence of the photocopy to the original must be officially certified. This certification can also be acquired at the information desk of the Admissions Office.
4: Proof of admission for the chosen subject at a recognised university (proofs from distance-learning universities are not recognised) in the country of origin of the secondary school-leaving certificate; if a proof of admission is required in the country specific admission requirements of your upper-secondary school-leaving certificate (see information starting on page 12) The proof of admission may not be older than one year.

No proof of admission is required if you are applying with a recognised bachelor’s degree.

5: Originally certified translations of the documents mentioned under point 3, if they are issued in a language other than German, French, Italian or English. These translations have to be inseparably connected with the originally certified photocopies of the original documents.

6: Photocopy of your valid passport or identity card

7: If available: photocopy of your residence permit

8: 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

<table>
<thead>
<tr>
<th>Name of Bank:</th>
<th>Berner Kantonalbank BEKB in Bern, Switzerland</th>
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<td>Account no.</td>
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<tr>
<td>IBAN-No.:</td>
<td>CH32 0079 0020 2453 8279 3</td>
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<tr>
<td>Beneficiary:</td>
<td>University of Bern, Admissions Office</td>
</tr>
</tbody>
</table>

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 bachelor’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.

Additional documents, if you are a transfer student and want to apply for admission to an advanced semester/level of a bachelor’s degree course:
9: Application/motivation letter for placement in an advanced semester of a bachelor's degree course with credits given for your academic achievements to date (assessment level, recognition of a minor, etc.)

10: Originals (stamped and signed) or originally certified photocopies of all official proofs of your achievements (transcripts) with grades/scores

11: 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.

12: Brief description of the content/learning objectives of the different courses/lectures (annotated course catalog or module handbook)

13: Certified translations of transcripts of diploma records, interim certificates and grades reports, if these are not written in German, English, French or Italian