Application with an international degree

Documents for review of academic qualifications for admission to the specialized M Sc in Biomedical Engineering offered by the Faculty of Medicine

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; fall semester

2: Important information

Application
- You may apply for admission to one major or mono study program.
- Hand in your application for admission at the University of Bern 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.
- Your eligibility for admission will only be reviewed after receipt of all the required documents and the application – and if need be – additional fee for a late application.
- Missing documents will be requested and delay the application process.

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
   All courses are taught and assessed in English. Therefore, a good knowledge of English is required.
   No language proficiency certificates are required; language competence is your own responsibility.
   The Academic English Services offers language courses to registered students.
   In addition, basic German skills are recommended as the University of Bern is situated in a German-
   speaking environment.
   The German as a foreign language unit provides German courses from levels A1 to C2 (beginners to
   advanced) for registered students.

4: Processing time
   At least 2 months 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 master's degree program

7: Entry and residence requirements
Checklist

Documents for review of academic qualifications for admission to the master’s degree program in Biomedical Engineering

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) in English language

3: Application/motivation letter (maximum length one page) in English language

4: Originally certified photocopies of your bachelor’s degree and, if applicable, master’s degree

5: Originals (stamped and signed) or originally certified photocopies of all official proofs of your achievements (transcripts) with grades/scores covering all semesters of your bachelor’s and, if applicable, master’s degree course

6: 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 documents mentioned under 4. and 5.; 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.

9. GRE General Test score (only the results of the test part “Quantitative Reasoning” are relevant for admission)
   Indicate GRE DI Code 7325, Admissions Office, Hochschulstrasse 4, 3012 Bern, Switzerland, when taking the test.

10. Photocopy of your valid passport or identity card

11. Photocopy of your residence permit

12. • If you live outside of Switzerland:
   Proof of payment of:
   - Application fee: CHF 105
   - Additional administrative fee: CHF 100; if the online application for admission (not the documents) 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.