

# Application with an international degree

Application for a bachelor's program

## 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 you apply for placement in an advanced semester of a bachelor's degree program, 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

German is the main language of instruction on bachelor level. If German is not your native language and you are not exempt from the [German language test](#), you must provide proof of your language skills in German on [level C1](#) or take a [German test](#) at the University of Bern.

## 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 (from fall semester 26 CHF 155)  
Late application fee ([late online application](#)): CHF 205 (from fall semester 26 CHF 255)

**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 and date of birth are stated on the debit note so that the money can be assigned to your application.

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

## 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
  - a) If you apply for admission with an upper secondary school-leaving certificate:  
photocopies of your school-leaving certificate and of the certificates of the last 3 years on upper secondary school level
  - b) If you apply for admission with a bachelor's degree:  
photocopies of your bachelor's degree incl. diploma supplement.
- ☐ 5 Originally **certified translations** of the documents mentioned under point 4 if they are issued in a language other than German, French, Italian or English. These translations must be inseparably connected with originally certified photocopies of the original documents.
- ☐ 6 If mentioned in the country-specific **admission requirements** (see information starting on page 12):  
  
Proof of admission for the chosen subject at a recognised university (confirmations from distance-learning universities are not recognised) in the country of origin of the secondary school-leaving certificate; 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 or if you apply for our bachelor program in Sport Science (Major or Minor 60 ECTS).
- ☐ 7 If German is not your native language and you are not exempt from the German language test:  
Original or photocopy of a recognised German language certificate, level C1 (**German language test**).
- ☐ 8 Photocopy of your valid passport or official identity card.

If you are a transfer student and want to apply for admission to an advanced semester of a bachelor's degree course, the following additional documents will be required:

- ☐ 9 Application/motivation letter for placement in an advanced semester (max. 1 page).
- ☐ 10 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.
- ☐ 11 Grading system of the degree issuing university (if not indicated on the transcripts).
- ☐ 12 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.

If necessary, we will request additional documents.

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**

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**Given name/s**

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**Former family name**

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(in case of change of name)

**Date of birth**

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**Place**

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**Date**

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**Signature**