

## From application to registration Application with a Swiss degree

Steps in your application for a master degree course; semester 1

### Acknowledgement of receipt

by e-mail within 5 working days

If you need a placement decision from the dean's office of the relevant faculty – you find this information in the study requirements of the desired master degree course [www.master.unibe.ch](http://www.master.unibe.ch) – you will be invited to e-mail certain documents to the Admissions Office.



### Receipt of pay-in slip

for the application fee and if need be additional fee for a late application  
approx. 2 weeks after the application for admission



### After receipt of the application and if need be additional fee for a late application

#### *a) Delivery of the invitation to complete the registration formalities, if you do not need a placement decision:*

→ from April at the earliest for studies beginning in fall

→ from November at the earliest for studies beginning in spring

Original documents have to be handed in

#### *b) If you need a placement decision:*

Your documents are forwarded to the relevant Bernese faculty.

Processing time for the placement decision: 6 to 8 weeks following receipt of all required documents

After receipt of the placement decision from the dean's office we shall send you the decision of placement together with the written invitation to complete the registration formalities.

#### *c) If you do not wish to start your studies at the University of Bern:*

Please tell us your withdrawal as soon as possible [info.zib@unibe.ch](mailto:info.zib@unibe.ch).



### Scrutiny of the original diploma and/or certificate

within two to three weeks of receipt



### Return of the original document/s

Issuance and delivery of information about your **Campus Account**



Delivery of the invoice for the **tuition and semester fees**



**Certificate of registration** and delivery of **UNICARD** following receipt of payment