Application with an international degree

Documents for review of academic qualifications and placement\(^1\) into the specialized M Sc in Biomedical Sciences offered by the Faculty of Medicine

Carefully read the following introductory notes before compiling 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;

This degree program can only be started in the fall semester.

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 program.

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 the 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.

---

\(^1\) The Institute of Physiology of the Faculty of Medicine evaluates your previous study record, assesses which courses at master or bachelor level you still need to attend before being admitted to the specialized M Sc in Biomedical Sciences and decides how many of your credits can be transferred.

Basis of the recognition of your degree and study achievements are the documents submitted at the time of the request.
**Decision of admission**

The decision of admission is taken and communicated by the Admissions Office.

3: **Language requirements**

Courses of the specialized master's degree program in Biomedical Sciences are held in English.

Good English language skills at C1 level of the European Language Portfolio ([Self-assessment grid](#)) are essential for a successful course of study.

The [Academic English Services](#) offers language courses to registered students.

4: **Studying**

Studies at the University of Bern are full-time. We do not offer any part-time studies.

5: **Steps in your application for admission to a non-medical master's degree program**

6: **Conditions relevant to entering and residing in 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:

• The information provided in your application to the University of Bern is complete and true to the best of your knowledge. You understand that false information can lead to expulsion from the application process/from studies.

• You have declared (below) any current, definitive, or prospective exclusions or bans from degree programs or programs of study:

• You give the University of Bern permission to control the submitted documents for authenticity and to obtain relevant information from your previous institutions of higher education.

• You understand that your application does not lead automatically to admission but that it is a request for admission and is liable to a non-refundable 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

Given name/s

 Former family name
   (in case of change of name)

 Date of birth

 Matriculation number
   (if you have already been assigned one)

Place    Date    Signature
Checklist

Documents for review of academic qualifications and placement into the master's degree program in Biomedical Sciences

Please send hard copies of the required document by letter post to:
UNIVERSITY OF BERN, Admissions Office, Hochschulstrasse 4, 3012 Bern, Switzerland

1: Declaration of Consent; serves as cover sheet

2: This checklist

3: 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

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

5: a) Originally certified photocopies of your degree (e.g. diploma, diploma supplement, bachelor’s or master’s degree). The correspondence of the photocopy to the original must be officially certified.

b) If this degree is not written in German, English, French or Italian, a translation and the originally certified photocopy of the degree is required. The translation must be inseparably connected with the originally certified photocopy of the original document.

6: a) Originals (stamped and signed) or originally certified photocopies of all official proofs of your achievements (transcripts) with grades covering the following completed courses of your bachelor’s or master’s degree:

   a) basics of natural science (mathematics, physics, chemistry and biology)
   b) anatomical-morphological and functional bases of the human body
   c) pathophysiology of selected organ systems
   d) laboratory skills in biochemistry and molecular biology
   e) methodology for biomedical research

b) If these transcripts are not written in German, English, French or Italian, a translation and the originally certified photocopy of the transcripts is required. The translation must be inseparably connected with the originally certified photocopy of the original document.

7: 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.
8: Description of the content/learning objectives of the different courses/lectures (annotated course catalog or module handbook):
You can write or translate the descriptions of the courses yourself, if no version is available in English, German, French or Italian. Please keep these descriptions short (three to four sentences per subject). This translation does not have to be certified.

9: Photocopy of your valid passport or official identity card

10: If available: photocopy of your residence permit

11: • 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

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

All money transfer fees must be paid by you.

Please 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:

Do not pay any fees in advance. After receipt of your online 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.