

Application with an international degree

Documents for review of academic qualifications and placement¹ into a master's degree program offered by the Faculty of Humanities

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

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 and 31 January respectively.

¹ The committee in charge of the Faculty of Humanities evaluates your previous study record, looks for equivalences, assesses which courses you still need to do at master or bachelor level before being admitted into the desired master's degree program at the University of Bern and decides on what level you will be placed at and 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

Some master's degree courses are taught in English, others mainly in German.

If you want to study with us, you are responsible for ensuring that you master the language of instruction.

a) German language skills

According to the regulation of 27 April 2010 prospective master students are exempt from the German language test.

The **German as a foreign language** unit provides German courses from levels A1 to C2 (beginners to advanced) for registered students.

b) English language skills

For some master's degree programs, alternatively one of the following English language test scores must be submitted with the application.

* Older test results cannot be considered.

Master's degree program	Major ECTS	Minor ECTS	Language test	Minimum score	Max. age at the date of application
Chemistry and Molecular Sciences	90	30	TOEFL paper PBT TOEFL Internet IBT IELTS academic test	550 85 6	2 years *
English with special qualification in: <ul style="list-style-type: none"> • Language and Linguistics ¹ • Literary Studies ¹ 	90	30	TOEFL paper PBT TOEFL Internet IBT IELTS academic test	600 100 7	6 months *

Exemption from the English test

An exemption from the English test is possible if you have completed your studies (¹in the subject English) within a language community, in which English is the main spoken language; see the following country/territory list:

- American Virgin Islands
- Anguilla
- Antigua and Barbuda
- Ascension
- Australia
- Bahamas
- Barbados
- Bermuda

- British Virgin Islands
- Canada
- Cayman Islands
- Channel Islands
- Dominica
- Falkland Islands
- Gibraltar
- Grenada
- Ireland
- Isle of Man
- Jamaica
- Montserrat
- New Zealand
- Norfolk Islands
- St Helena
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago
- Tristan da Cunha
- Turks and Caicos Islands
- United Kingdom
- United States

The Republic of South Africa and Zimbabwe represent complex cases. Applications from these two countries will be examined on an individual basis.

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

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:

- 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:

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.....

- 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)

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Checklist

Documents for review of academic qualifications and placement into a master's degree program offered by the Faculty of Humanities

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; serves as cover sheet
- 2: This checklist
- 3: Curriculum vitae in tabular form with uninterrupted chronology of your education and academic studies incl. degrees up to the present incl. up-to-date passport photo (45 mm high by 35 mm wide)
- 4: Application/motivation letter (incl. family name, given name, full address, e-mail address, date and signature and – if you have one – mobile phone number) for placement into a master's degree program
- 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.
 - 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: If you apply for a master's major or minor that requires a language test as per point 3: *b) English language skills* of the introductory notes:

Original or originally **certified photocopy** of alternatively one of the following language tests with the required minimum score:

- **TOEFL** test result: Indicate Code 3169 University of Bern, Admissions Office when taking the test

or

- **IELTS** academic test result

The test result must be submitted together with the other required documents. It is not possible to take it subsequently and to hand in the result later.

- 10: Photocopy of your valid passport or official identity card

- 11: If available: 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 must 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:*

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.