

## Application with an international degree

Documents for review of academic qualifications and placement<sup>1</sup> into the specialized M Sc in International and Monetary Economics offered by the Faculty of Business, Economics and Social Sciences

Carefully read the following introductory notes before compiling the required documents.

### 1: Application

- Online application [www.application.unibe.ch](http://www.application.unibe.ch)
- Required documents see checklist in this document
- Application deadlines [www.unibe.ch/applicationdeadlines\\_students](http://www.unibe.ch/applicationdeadlines_students);  
The degree program can only be started in fall

### 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.

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<sup>1</sup> The Department of Economics of the Faculty of Business, Economics and Social Sciences evaluates your previous study record, assesses which courses at master or bachelor level you still need to attend before being admitted into the specialized M Sc in International and Monetary Economics 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.

### *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.

### *Decision of admission*

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

## **3: Language requirements**

The International and Monetary Economics master's program is exclusively taught in English.

According to the curriculum for the specialized master's program in International and Monetary Economics MIME persons wishing to register in this program who do not have English as their mother tongue must provide evidence of adequate knowledge of English to B2 Level of the European language portfolio ([Self-assessment grid](#)) before they can matriculate.

Mother tongue is regarded as the actual mother tongue or the language in which you have obtained the educational or academic credentials entitling you to study at the university.

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](#)**



## Checklist

### Documents for review of academic qualifications and placement into the master's degree program in International and Monetary Economics

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 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)
- 5: Two recommendation letters
- 6:
  - 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.  

You are expected to have obtained your Bachelor of Arts degree by the time courses start.
  - 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.
- 7:
  - 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.
- 8: 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.
- 9: 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.)

- 10: Original or originally **certified photocopy** of proof of proficiency in English at level B2 of the European language portfolio as per point 3: *Language requirements* of the introductory notes
- 11: Original or originally certified photocopy of alternatively a **GMAT** or **GRE** score, if you are not exempt from the test as per point d) in the sub tab "**Requirements**"

Use one of the following program codes when taking the test:

- *GMAT Code K32-BV-11, University of Bern – MS in International and Monetary Economics*
- *GRE DI Code 7325, Admissions Office, Hochschulstrasse 4, 3012 Bern, Switzerland*

12: Photocopy of your valid passport or official identity card

13: If available: photocopy of your residence permit

- 14: • *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.**