

Application with an international degree

Application for one of the following master programs:

- Business Administration
- Business and Economics
- Economics

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 so, 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

- No language test scores are required for the above-mentioned programs.
- The above-mentioned programs are taught in German, English or both languages. You are responsible for ensuring that you master the language of instruction.

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
Late application fee ([late online application](#)): CHF 205

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 are stated on the debit note so that the money can be assigned to your application.

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

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 Application/motivation letter (max. 1 page).
- 5 a) Photocopies of your degree (e.g. diploma, diploma supplement, bachelor's or master's degree).
b) If this degree was not issued in German, English, French or Italian, a **translation** and an **originally certified photocopy** of the degree are required. The translation must be inseparably connected with the originally certified photocopy of the original document.
- 6 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.
- 7 Grading system of the degree issuing university (if not indicated on the transcripts).
- 8 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.
- 9 **GMAT** with a minimum score of: CLASSIC 575 points; FOCUS 550 points.
Use one of the following program codes when taking the test:
- University of Bern – MS in Business Administration: K32-BV-62
- University of Bern – MS in Business and Economics: K32-BV-19
- University of Bern – MS in Economics: K32-BV-97
- 10 Photocopy of your valid passport or official identity card.

If necessary, we will request additional documents.

