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**UNIVERSITÄT
BERN**

Admissions Office

Extract from the brochure "**Application for admission to study**"

3.7 Tips and information regarding online applications

The following explanations relate to the individual sections to be completed during **online application**. We recommend you keep the following explanations handy.

Address data

Indicate the address to which we should send your correspondence. Please let us know if you change address!

Personal data

- **Registration number:**
If you have already studied or were registered at another Swiss university, a Swiss Federal Institute of Technology, a higher education institution, a university of applied sciences or a university of teacher education, you will need to enter your 8-digit number. This can be found on a sticker on the back of your secondary school leaving certificate (Matura) or diploma.
- **AHV number:**
All Swiss nationals or those born in the country have a 13-digit social security number. The number can be found on the Swiss health insurance card.
International applicants may enter 000.0000.0000.00 for the time being.
- **Hometown:**
You may only specify one home town. You may choose from the current list of political communes and official communes of origin.
- **Photograph:**
Upload a passport photograph in high-resolution JPEG format (no bigger than 400 KB). The photograph will be used for your UNICARD (student identity card) and must satisfy the relevant guidelines.

Details of previous education

- **Swiss qualification**

Qualification:

If you are taking or have just taken the examinations for Swiss school leavers, you will have a Swiss "school leaving certificate" (Matura). Indicate your main subject.

School:

The dropdown menu contains the names, for each canton, of all schools which issue the relevant qualification. Select your school.

Official municipality of residence at the time of obtaining the qualification:

This refers to the political commune where you had filed your certificate of origin at the time the qualification (e.g. Matura) was issued. The official place of residence is normally that of your parents if you do not have your own residence yet.

- **International qualification**

Indicate which qualification you have obtained and which state issued it.

Previous higher education studies and examinations passed

- Enter details of all previous studies at both domestic and foreign universities and higher education institutions, along with the number of semesters. Indicate whether you have obtained a degree (bachelor's, master's, diploma). Indicate whether you have acquired a degree (bachelor, master, diploma).
- You are obliged to tell us about any failed exams at the University of Bern or another domestic or foreign university of higher education institution which would prevent you from continuing your studies under the relevant degree program. This also applies to examinations held between the time of application and when your chosen studies are due to start.

Details of studies

Refer to the information relating to the relevant plans of studies.

- Degree program, subject options, compulsory optional subjects and mandatory subjects: Indicate your chosen degree program and also the study program as applicable. If several options are available, select your chosen ECTS combination. You can then select possible minors.
For detailed information, please consult the plans of studies or ask the relevant office responsible for academic student advice; see the degree programs at www.bachelor.unibe.ch/eng or www.master.unibe.ch/eng. The first degree a student earns will always be a bachelor's.
- Admission to a more advanced semester: Those continuing their studies indicate the semester to which they want to be assigned.

Applicants with an international university entrance certificate or academic qualification should refer to the information to be found at www.bachelor.unibe.ch/checklist or www.master.unibe.ch/checklists and submit the documents listed there.

We can only process fully completed applications.