

Application with an international degree

Documents for review of academic qualifications for admission to the specialized M Sc in Biomedical Engineering 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;
fall semester

2: Important information

Application

- You may apply for admission to one major or mono study program.
- Hand in your application for admission at the University of Bern 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.
- Your eligibility for admission will only be reviewed after receipt of all the required documents and the application – and if need be – additional fee for a late application.
- Missing documents will be requested and delay the application process.

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.

Decision of admission

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

3: Language requirements

All courses are taught and assessed in English. Therefore, a good knowledge of English is required.

No language proficiency certificates are required; language competence is your own responsibility.

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

In addition, basic German skills are recommended as the University of Bern is situated in a German-speaking environment.

The [German as a foreign language](#) unit provides German courses from levels A1 to C2 (beginners to advanced) for 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: [Entry and residence requirements](#)

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:

.....

.....

- 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 for admission to the master's degree program in Biomedical Engineering

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) in English language
- 4: Application/motivation letter in English language; maximum length: one page
- 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: **GRE General Test score** (only the results of the test part “Quantitative Reasoning” are relevant for admission)
 Indicate GRE DI Code 7325, Admissions Office, Hochschulstrasse 4, 3012 Bern, Switzerland, when taking the test.

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.