

# Application for Admission - Visiting Students

Carefully read the following introductory notes before applying and preparing the required documents.

## 1: Application deadlines

[www.unibe.ch/applicationdeadlines\\_students](http://www.unibe.ch/applicationdeadlines_students)

## 2: Important information

### *Application*

Hand in your application file as early as possible – ideally 4 months prior to the start of the degree course.

### *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 delay the application process.
- Your eligibility for admission will only be reviewed after receipt of all required documents, the application fee – and if need be – additional fee for a late application.

## 3: Language requirements

The main study language at bachelor level is German; exception: the language programs.

Some master programs are offered in English language. Other programs are mainly held in German.

Your language skills are not a criteria for admission as a visiting student.

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

## 4: Processing time

At least 3 weeks after receipt of the required documents.

## 5: How to complete the application form

### *Address data*

All subsequent correspondence from the University of Bern will be sent to this address.

- **Phone number** and **e-mail** address have to be indicated.

**Personal data**

- **University matriculation number**

If you have already studied at another Swiss university, federal institute of technology, university of applied sciences or university of teacher education, the 8-digit matriculation number has to be stated. In this case, the number is on a label on the back side of your upper secondary school-leaving certificate or university degree.

- **AHV-Number** (old age and survivor's insurance number)

If you do not have one at the time of applying for admission, you may enter 000.0000.0000.00.

**Study programs at the University of Bern**

Indicate the desired major / mono (incl. – where available - specialised option), minors and/or optional courses "Freie Leistungen". Consult the degree programs for more information at:

- [www.bachelor.unibe.ch/eng](http://www.bachelor.unibe.ch/eng)
- [www.master.unibe.ch/eng](http://www.master.unibe.ch/eng)

**Admission to a semester**

State the classified level in the chosen subjects (e.g. 1).

**Example:**

Level of course of study	<input checked="" type="checkbox"/> Bachelor	<input type="checkbox"/> Master		
	<b>Study program</b>		<b>ECTS credits</b>	<b>entry semester/ level (e.g. 1)</b>
Major or single subject incl. area of specialisation (if available)	<i>Business Administration</i>		<i>120</i>	<i>2</i>
Minor	<i>Social Sciences with with special qualification in Communication and Media Sciences</i>		<i>30</i>	<i>2</i>
Minor	<i>Sustainable Development</i>		<i>30</i>	<i>2</i>
Minor	.....		.....	.....
Minor or "Freie Leistungen" (optional courses)	.....		.....	.....

Do not enter any course numbers from the [course catalog](#)

SFSO label  
(Please leave this  
space open)

UNIVERSITY OF BERN  
**Admissions Office**  
Hochschulstrasse 4, Office 020  
3012 Bern  
Switzerland  
Phone +41 31 684 39 11  
[info.zib@unibe.ch](mailto:info.zib@unibe.ch)  
[www.unibe.ch](http://www.unibe.ch)



Opening hours of the Information desk

<sup>b</sup>  
**UNIVERSITÄT  
BERN**

## Application for Admission - Visiting Students

Carefully read the introductory notes and consult the degree programs before applying and preparing the required documents:

- [www.bachelor.unibe.ch/eng](http://www.bachelor.unibe.ch/eng)
- [www.master.unibe.ch/eng](http://www.master.unibe.ch/eng)

Tick the relevant boxes and send the completed and signed form together with hard copies of the required documents by letter post to the address above.

### Entry semester

Fall .....  Spring .....

please tick one box only

### Address data

Gender  male  female

Family name .....

Given name(s) .....

Extra address line <sup>c/o</sup> .....

Address .....

Postal code / Location .....

Country .....

Phone incl. area and country code:

- home .....

- business or mobile .....

E-Mail .....

passport  
photo

size:  
approx. 35 x 45 mm  
minimum size head:  
25 x 35 mm

### Personal data

Date of birth (DD.MM.YYYY) .....

Swiss matriculation number .....

AHV number (xxx.xxxx.xxxx.xx) .....

Mother tongue  German  French  
 other .....

Correspondence language  German  French

Correspondence language  English

Nationality .....

## Educational background

International high school leavers'  
certificate - Title

Year of issue

Country of issue

## Study programs at the University of Bern

Find the exact denominations of the study programs under:

- [www.bachelor.unibe.ch/eng](http://www.bachelor.unibe.ch/eng)
- [www.master.unibe.ch/eng](http://www.master.unibe.ch/eng)

Level of course of study

Bachelor

Master

	Study program (see example in the general notes)	ECTS credits	entry semester/ level (e.g. 1)
Major or single subject incl. area of specialisation (if available)	.....	.....	.....
Minor	.....	.....	.....
Minor	.....	.....	.....
Minor	.....	.....	.....
Minor or "Freie Leistungen" (optional courses)	.....	.....	.....

## DOCUMENTS to accompany the application

- 1: 1 passport photograph (approx. picture size: 35 x 45 mm; minimum head size: 25 x 35 mm)
- 2: Original certificate of registration or original certificate of leave of absence from a recognised non-Swiss university for the registration period at the University of Bern
- 3: Originally certified translations of the document mentioned under 2: if it is issued in a language other than German, French, Italian or English; see [Directives for Officially Certified Documents and Translations](#).
- 4: Photocopy of your high school leavers' certificate and – if available – bachelor's degree
- 5: Photocopy of your valid passport or identity card
- 6: Receipt confirming that the application fee of CHF 105 or CHF 205 (incl. late application fee) was paid in advance to our bank account. Our bank details are:

Name of the Bank	Kantonalbank Bern in Bern/Switzerland
BIC/SWIFT code:	KBBECH22
IBAN no.:	CH32 0079 0020 2453 8279 3
Account no.:	20/245.382.7.93
Recipient:	University of Bern, Admissions Office

All money transfer fees have to be paid by you.

Make sure that your family name and given name/s are stated on the transfer confirmation so that the money can be assigned to your application for admission.

*If you live in Switzerland:*

You do not have to pay any fee in advance. After receipt of your application we shall send you an invoice with a pay-slip. Your eligibility for admission to the desired mono or major study program will only be checked after payment of this invoice.

I **certify** that I have taken note of the [admission regulations for visiting students](#) and that all of the above statements are true and complete.

.....  
Place

.....  
Date

.....  
Signature