



HOW TO APPLY AT UBIS

1 Complete this Application form and submit along with copies of the following documents:

- Official certified high school transcript** and/or **university transcript** (final transcript of grades and courses) This includes official transcripts for all high schools and universities attended. Please have all transcripts sent to our office at the address provided below.
- Official high school diploma** and/or **university diploma** .
Copies may be sent in with your application, followed by originals by post.
- TOEFL** or **other official English placement exam results** (If your previous schooling has not been in English or Non-Native English speakers). Have all results submitted to our office directly from the testing agency. Copies may be sent in with your application, followed by originals by post.
- Two passport photo**
- CV/Resume**
- Motivation letter** (Max 250 words)
- 2 Letters of Recommendation** (only applicable for the EMBA)

Students in need of a Swiss student visa for on-ground studies must also submit the following documents, required by the Swiss authorities, in addition to those listed above.

- Bank Statements** showing at least CHF9'000 or equivalent
- Photocopy of a valid passport**
- Study Plan** indicating why the student chose Switzerland, why Geneva, why UBIS, what the student plans to study, how long it will take, what degree(s) the student intends to achieve, and the student's plans to leave Switzerland after completing his/her studies

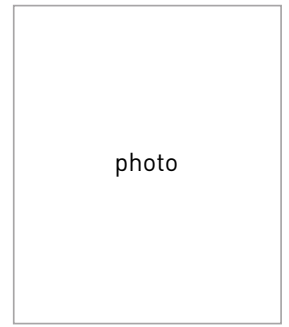
2 Pay a non-refundable CHF100 application processing fee (payment can be made via Paypal, credit card, bank transfer, Western Union, PostFinance or cash). For more information about payment, please visit: <http://www.ubis-geneva.ch/payment/>

3 Please send ALL DOCUMENTS by email to : admissions@ubis-geneva.ch, followed by all original copies by post to:

Office of University Admissions
University of Business and International Studies (UBIS)
Rue de Lausanne 94
CH-1202 Geneva
Switzerland

Transfer students

UBIS welcomes students who wish to continue their studies by transferring to the university. UBIS has three 16-week semesters per year and offers students 6 entry date per year- more flexibility in starting your studies. As a rule, UBIS accepts a maximum of 90 (30*3-credit courses) in transfer for undergraduate studies and a maximum of 18 (6*3-credit courses) for graduate studies. Please note that transfer credits are never evaluated without receipt of the student's full application form and all above supporting documentation.



APPLICATION FORM

Personal information

Family name			
Given name(s)			
Maiden name(s)			
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Permanent mailing address		Present mailing address (Leave blank if same than permanent address)	
Tel		Tel	
Fax		Fax	
E-mail		Address valid until	
Date of birth			
City of birth			
Country of birth			
Country(ies) of citizenship			

Passport information (1)

Country of passport	
Passport number	
Place of issue	
Date of issue	
Expiration date	
Father's Mailing Address:	
Tel:	
Fax:	
E-mail:	
Father's Occupation:	

Passport information (2)

Country of passport	
Passport number	
Place of issue	
Date of issue	
Expiration date	
Mother's Mailing Address: (if different)	
Tel:	
Fax:	
E-mail:	
Mother's Occupation:	

To whom should invoices/correspondence be sent?

Name		Relationship	
Email		Tel	
Street		Zip code & City	
		Country	

Applying for (please specify one)	Format (please specify one)	Attendance (please specify one)
<input type="checkbox"/> Dual U.S./Swiss Bachelor of Arts in International Relations (BA-IR) - 3-4 years	<input type="checkbox"/> Onground <input type="checkbox"/> Online	<input type="checkbox"/> Partime <input type="checkbox"/> Fulltime
<input type="checkbox"/> Dual U.S./Swiss Bachelor of Business Administration (BBA) - 3-4 years	<input type="checkbox"/> Onground <input type="checkbox"/> Online	<input type="checkbox"/> Partime <input type="checkbox"/> Fulltime
<input type="checkbox"/> Top up Bachelor - 1 year	<input type="checkbox"/> Onground <input type="checkbox"/> Blended	<input type="checkbox"/> Fulltime
<input type="checkbox"/> Master of Business Administration (MBA) -18 months	<input type="checkbox"/> Onground <input type="checkbox"/> Blended	<input type="checkbox"/> Partime <input type="checkbox"/> Fulltime
<input type="checkbox"/> Dual U.S./Swiss Master of Business Administration (MBA) -18 months	<input type="checkbox"/> Online <input type="checkbox"/> Blended	<input type="checkbox"/> Partime <input type="checkbox"/> Fulltime
<input type="checkbox"/> Executive Master in Business Administration (EMBA) - 18-24 months	<input type="checkbox"/> Online <input type="checkbox"/> Blended	<input type="checkbox"/> Partime <input type="checkbox"/> Fulltime
<input type="checkbox"/> Top up MBA - 3-6 months	<input type="checkbox"/> Online <input type="checkbox"/> Blended	<input type="checkbox"/> Partime <input type="checkbox"/> Fulltime
<input type="checkbox"/> Master of Arts in International Relations (MA-IR) - 18-24 months	<input type="checkbox"/> Onground <input type="checkbox"/> Blended	<input type="checkbox"/> Partime <input type="checkbox"/> Fulltime
<input type="checkbox"/> Top up MAIR - 3-6 months	<input type="checkbox"/> Online <input type="checkbox"/> Blended	<input type="checkbox"/> Partime <input type="checkbox"/> Fulltime
<input type="checkbox"/> Doctorate of Business Administration (DBA) - 18-24 months	<input type="checkbox"/> Onground <input type="checkbox"/> Blended	<input type="checkbox"/> Partime <input type="checkbox"/> Fulltime
<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Online <input type="checkbox"/> Blended	<input type="checkbox"/> Partime <input type="checkbox"/> Fulltime

Please Select your starting date

Bachelor & Master 2017 intakes (Online & Onground)

- Module A January
- Module B February
- Module C April
- Module D June
- Module E August
- Module F October

Bachelor & Master 2018 intakes (Online & Onground)

- Module A January
- Module B February
- Module C April
- Module D June
- Module E August
- Module F October

Executive MBA intakes

- Month:
- Year:

Have you ever applied to or studied at UBIS before? Yes No Where? When?

The language of instruction of UBIS is English. All non-native English speaker new students are required to provide proof of English Language Ability through an official English Placement Test before they register. TOEFL (minimum score of 550 paper based, internet 79-80), IELTS (5.5) or TOEIC (690) or an equivalent score from another official English Language Exam will be accepted if it is less than 2 years old and has been received directly from the appropriate issuing body before registration.

What do you consider to be your native language?

What other languages do you speak at a good, functional level?

Please list any languages studied at school and number of years of study:

Language:	Language:	Language:
Secondary school:	Secondary school:	Secondary school:
College/university:	College/university:	College/university:

Applicants must submit full documentation for ALL schooling, past and present. Only what is mentioned and submitted with the application form will be evaluated by UBIS. Documents not mentioned on the application form that are submitted after admission at UBIS will not be accepted or considered. Be sure to list all past schooling as well as all schooling in progress.

Please give the name and complete mailing address of the school, college or university you are presently attending or last attended:

School Name Years of study Dates attended

Address (Name, Building, Streets, Dpt)

Address (City, Zip Code, State) Country

Give the name and addresses of all colleges/universities you have or will have attended prior to entering UBIS. All institutions must be reported and a separate sheet of paper may be used if necessary.

Name	City/State or Country	Dates of Attendance	Degree/Certificate	Date Received
		from: to:		
		from: to:		

Give the name and addresses of all secondary schools you have or will have attended prior to entering UBIS. All institutions must be reported and a separate sheet of paper may be used if necessary.

Name	City/State or Country	Dates of Attendance	Degree/Certificate	Date Received
		from: to:		
		from: to:		



Other Information:

Students who need a permit to live in Switzerland are required by Swiss law to have medical insurance that covers them in Switzerland. Students who have such insurance from their home country must submit proof of such coverage with their application; otherwise they will automatically be charged for Swiss medical insurance. Do you require Swiss medical insurance? Yes No

If not, please give the name of your home insurance company and attach proof of coverage in Switzerland:

Do you have any physical disabilities, illnesses, severe allergies, problems with vision or hearing or other health problems? Please explain and attach relevant evaluations (if available). Are you presently taking any medication? Yes No. Please include relevant evaluations

In order to procure a Swiss Student Entry Visa, a Resumé/C.V. is required by the Swiss authorities. It is also helpful for our administration to have a complete idea of you and your previous work and education. The attached Resumé/C.V. should include the name and address of all your employer(s), dates of employment, job title and duties, as well as awards, honors or extra-curricular activities you have been involved in.

Have you worked on a full-time basis? Yes No For what length of time?

Please include a CV/Resumé with all relevant information.

List extra-curricular activities, hobbies, or interests in which you have been involved, as well as any awards or honors you hold (a separate sheet of paper may be used if necessary):

Awards

Activities	Hobbies	Interests		Honors

Have you ever been suspended or dismissed from a school for any reason? Yes No

Institution

If you have been suspended or dismissed, please attach an essay explaining what happened, why it happened and what you have learned as a result.

How did you learn about UBIS?

- Friend
- Present student Name
- Alumni
- Internet
- Advertisement Specify where
- Agent Name
- Other Specify

UBIS enrollment agreement for Graduate and Undergraduate Programs**Catalog**

The UBIS catalog will be provided before you start and you are responsible for reading it and fully understanding the contents. You understand and agree that UBIS reserves the right to make changes in members of the staff and faculty and to modify policies, regulations, curricula, courses, tuition and fees or any other aspects of the programs deemed to be in the best interest of the institution and its students at any time.

Class Admittance:

If you fail to pay your tuition and fees when due, or violate any of the conditions herein, UBIS may prohibit you from attending courses until your tuition has been fully paid or until satisfactory arrangements have been made with UBIS.

Job Placement:

UBIS will not guarantee job placement. However, UBIS will assist the student in career planning and provide placement assistance, subject to job market conditions.

Scholarship:

If you are a recipient of a UBIS scholarship, you should carefully read the information concerning the duration of your scholarship (scholarships are not automatically extended over the entire study period) and be sure to follow through with timely reapplication for any short-term award. You also agree to maintain a grade point average of at least a B average for undergraduates and a A⁻ average for graduates. The scholarship will be revoked if the student fails to meet satisfactory academic progress requirements for more than two consecutive terms or in case of non-payment.



Payment of tuition and other educational fees:

Tuition and fees for each course or program in which the student enrolls must be paid in advance of the program. Tuition and fees for each course or program in which you enroll are charged at the current fee, but UBIS has the right to modify tuition for future terms. Textbooks and other supplementary materials required for courses are not included in the above fees. Students are responsible for payment of all fees incurred in procuring their passports, student entry visas and student residence permits.

Refund policy

Refunds: The following policy applies to all UBIS students.

Non-Refundable Advance Tuition Deposit Policy

A non-refundable advance tuition deposit of CHF 2,500 is required to hold the student's seat in their program of study as part of UBIS's Admissions process. This non-refundable deposit will be applied to the tuition payment for the semester, and must be paid within 7 days of receipt of an official acceptance letter, unless stated otherwise. In the case of non-enrollment in the program of study for reason(s) not covered by the withdrawal policy below, all deposit(s) paid will be withheld from any and all refund payment to the student. However, student may choose to apply the deposit towards future courses/studies within a 12 month period, from the date of acceptance, upon written notice to the Registrar's office. Students who accept Admissions to the University must sign and pay their Advance Tuition Deposit and any other tuition fees for the semester and/or year. Students must also confirm that they are able to cover all other financial responsibilities related to their tuition fees and expenses during their studies.

Withdrawal Policy

It is the responsibility of the student to inform the Campus Registrar in writing that the student wishes to withdraw from UBIS. Any refunds, which may be due to a student, will be made within thirty (30) calendar days of the student's official withdrawal date, which is the date on which the student notifies the Campus Registrar. Refunds to students who fail to notify UBIS of their withdrawal will be processed according to whichever of the following is sooner: either from the day UBIS determines that the student has withdrawn or thirty (30) days from the end of the term during which the student withdrew.

Refund Policy

If a student is incapable of commencing on the intended term of studies, due to causes beyond his/her control, such as medically recorded illness, social unrest or natural disasters in the country of residence or visa refusal, the above amount is completely refundable or deferrable to a later term of studies within a one calendar year, according to the student's desire, as long as the student informs UBIS before the date of intended commencement. Students denied a visa is eligible for a full refund of all fees paid, minus the non-refundable application fee.

"Force Majeure"

In case of "force majeure", and before the term starts, the tuition fees will be refunded, except for the application and administration fees. "Force Majeure" means any circumstances beyond the University's reasonable control, including but not limited to war or threat of war, riot, civil strife, terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, interruption in power supplies or other services for any reason, fire, boycott, and telecommunications failure.

SUBMISSION OF TRANSCRIPTS/TRANSFER OF CREDIT

It is your responsibility to ensure that all high school and postsecondary transcripts are mailed from the educational facilities or from the official translator of non-English documents directly to the Admissions Office of UBIS. Examples of transcripts are: High School Diploma/Grade Reports, Secondary School Leaving Certificate, "O" Level Certificate and Degree Examination Results. If these records are not immediately available, a "provisional" acceptance letter may be issued authorizing you to begin a degree program or other program of study as an enrolled student for a limited time period during which official documents required for matriculation are obtained. UBIS does not guarantee that academic credits from other institutions will be accepted at UBIS. Upon completion of your education, UBIS will provide you with student transcripts. UBIS cannot guarantee acceptance of our academic credits by any other educational institution. Should you anticipate a future transfer, UBIS urges you to inquire with that institution to de-terminate if all your undergraduate or graduate studies performed here or at other previous institutions will be accepted.

I hereby apply for admission to the University of Business and International Studies. I agree to abide by its regulations and by the terms of the Enrollment Agreement contained in this application. I certify that the foregoing information is true and complete to the best of my knowledge and I fully realize that omission or falsification of this information will be considered sufficient reason for rejection of this application or for dismissal.

Date: ____ / ____ / _____

Signature of Applicant:

Signature of Parent or Guardian (if necessary):

Please mail this form and the attachments to:

**UBIS, Admissions Office
Rue de Lausanne 94,
1202 Geneva
Switzerland**

