



INSTRUCTIONS TO FILL IN THE APPLICATION FORM

Please send your file to the attention of the Registration Office before the deadline :

- Autumn semester : April 30th
- Spring semester : November 30th

The request for admission by applicants who have obtained a **foreign diploma** carries an administrative fee of **100 Swiss francs** which will be deducted from the first semester university fees.

We remind you that an incomplete file cannot be considered. If one or several of the following documents are lacking without justification the request for admission will be rejected and the file returned.

Documents to be enclosed (please do not staple documents together)

- The present form correctly filled in and signed
- 1 passport photo attached to the present form
- 1 passport photo (not scanned) with family name, first name and date of birth written on the back
- photocopy of the Certificate of higher secondary studies or High School Diploma (if already obtained)
 - for foreign students : please enclose the transcripts of marks (grades) for the three last years of High School
 - for students with a Professional High School Diploma (*maturité professionnelle*) : please enclose a copy of the certificate of the complementary exam (if already taken)
 - for students who have already registered at a Swiss school of higher education: please enclose a recto-verso photocopy of the degree and an attestation of exmatriculation
- Photocopy of your passport or ID card (on a A4 size sheet)

If need be:

- Photocopy of documents proving successful completion of previous university studies (if already obtained)
- Photocopy of the supplement to your diploma or the transcript of grades and ECTS credits for each previous university
- Certificate of end of studies from the last Swiss University or Institution of Higher Education attended (*exmatriculation*)

*If you are in the process of finishing your studies please send us a copy of your transcripts as soon as you receive them. **The original document must be presented to the Registration Office during the first week of the academic year.***

Documents to be enclosed for an admission to the Master's Program or PhD.

- All the above-mentioned documents
- A complete Curriculum Vitae
- Recommendation from the thesis supervisor for students who are registering for a PhD and, if need be, a copy of your co-supervisor agreement

If you are in the process of finishing your studies or if you receive your results after the beginning of term, please send us, as soon as possible, a proof that you have passed your exams as well as a certificate of end of studies (exmatriculation).

For students with a non-Swiss High School Diploma

- A copy of the diploma which enables the student to start studies must be *legalized by the Swiss Embassy in the country of obtention* (exceptions may be granted for European countries, USA, Canada and Australia)
- All documents (if not written in French, German, English, Italian or Spanish) must be translated in French or English by a certified translator.
- Proof of payment of administrative fees (CHF 100.-, see following page)

Please consult the admission requirements of each specific country for the Bachelor's Program:

The original documents must be presented to the Registration Office during the first week of the academic year.

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Non-Swiss citizens pay Swiss university fees only if they are able to provide the following documents:

- Documents proving that the student is a permanent resident of Switzerland (copy of residence permit)
- or:
- Documents proving that one of the student's parents or spouse is a Swiss citizen (copy of passport) or is domiciled (permanent residency) in Switzerland (copy of Swiss permit). In this case, documents proving kinship (copy of birth certificate or marriage certificate) are also required.

ADMINISTRATIVE FEES

Request for admission on the basis of a **foreign diploma** must pay an administrative fee of 100 Swiss francs. This amount will be deducted from the first semester university fees as long as the applicant begins studies during the semester requested. Doctorat applicants are exempt.

Proof of payment must be attached to the application form. Any extra bank charges are the responsibility of the candidate.

Payment can be made as per below:

- A) **Please contact us at finance@si-engineering.ch for our bank details**

ATTENTION: *The request for admission will only be processed once we have received payment. If the candidate is refused or if he/she decides not to start his/her studies at our university, the administrative charges will not be reimbursed.*



DO NOT FILL IN THIS PART
Date received :
Incomplete file returned on:
Person in charge of the file:

APPLICATION FORM

Family name(s) :

First name(s) :

Date of birth : __ / __ / ____
(day/month/year)

Marital status : single divorced
married widowed

Please glue your photo here

Maiden name :

Gender : male
female
Registration number (if already registered in a Swiss University or Institution of Higher Education) : [][]-[][][][]-[][][][]

AVS : [][][]-[][][][][]-[][][][][]-[][][]

Nationality : City and canton of origin (for Swiss students only) :

Start of studies: (Indicate only one semester) Academic year: Fall semester
Spring semester
Desired program of studies :
(The exact title of the first intended degree as mentioned in annex 1)

High School Diploma (Fill in this part even if you have not yet received your diploma)

Exact title

Awarded on _____ Specific option _____

Name of School

City _____ Country _____

Place of residence at the time of passing the above-mentioned exams (High School Diploma)

City _____ Country _____

Higher Education studies Yes No
(University, Institution of Higher Education, etc.) (Fill in this part even if you have not/or not yet received an award)

Beginning of studies	End of studies	Name of School or University	City + Country CH: Canton)	Award or level obtained

Have you had a definite failure or any other form of elimination in a University or Institution of Higher Education? (*required field) Yes No

If yes, please indicate the discipline/branch and the place in which you have failed:

Discipline/Branch	University or School of Higher Education

Have you ever been excluded from a University or Institution of Higher Education for disciplinary reasons? (*required field) Yes No

Have you enclosed a request for transfer credits with the present admissions form? Yes No

To request a transfer for credits passed at another university, please send an email to credits@si-engineering.ch **In order to be able to take the request into consideration the credit transfer form must be given at the same time as the application form.**

Address for correspondence (Please inform us of any change of address)

C/o _____ Street/N° _____
 Postal code _____ City _____ Country _____
 E-mail _____ Phone _____ Mobile _____

Address of parents or spouse

Family Name _____ First Name _____
 Street/N° _____
 Postal Code _____ City _____ Country _____
 E-mail _____ Phone _____ Mobile _____

How did you first learn about us ? (Only one answer possible) Our website

Brochure Information Day Education fairs Forums School visit Advertisement Social network Word of mouth Other

By my signature:

- I commit myself to inform the Swiss Institute of Engineering immediately in case of definite failure or any other form of elimination which may occur after this application form has been handed in,
- I authorize the schools where I have been studying before to give every information about me to the Swiss Institute of Engineering,
- I confirm that the answers to all the questions asked are true, complete and accurate and that, if I have not fully complied with these requirements, the Swiss Institute of Engineering has the right to exclude me from studying at this University.
- I authorize the Swiss Institute of Engineering to reveal my name and student status in the University directory.

Students from abroad are reminded that it is mandatory to apply for a residence permit with the relevant State Authorities. Admission to the University does not automatically guarantee that the Authorities will grant the right to a residence permit.

Place and date..... Signature.....