

## Application with an international degree

### Documents for review of academic qualifications and placement<sup>1</sup> into the specialized M Sc in Climate Sciences offered by the Faculty of Science

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

#### 1: Application

- Online application [www.studis.unibe.ch/en](http://www.studis.unibe.ch/en)
- Required documents see checklist in this document
- Application deadlines [www.unibe.ch/applicationdeadlines\\_students](http://www.unibe.ch/applicationdeadlines_students);  
Preferred semester for the start of this degree program: fall

#### 2: Important information

##### *Application*

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

##### *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.

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<sup>1</sup> The Graduate School of Climate Sciences of the Faculty of Science evaluates your previous study record, assesses which courses at master or bachelor level you still need to attend before being admitted to the specialized MSc in Climate Sciences and decides on what level you will be placed at and how many of your credits can be transferred. Basis of the recognition of your degree and study achievements are the documents submitted at the time of the request.

### 3: Language requirements

Courses at the Graduate School of Climate Sciences are given in English or, depending on the audience, in German. Advanced English skills corresponding to CEF level C1 of the European language portfolio ([Self-assessment grid](#)) are needed.

If your language skills are at level B2, you are also admitted to the program, but with the obligation to attend language courses at the University of Bern to reach level C1 within the first year.

Mother tongue is regarded as your actual mother tongue, or the language in which you obtained the educational or academic credentials entitling you to study at the university.

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

### 4: Further procedure

Personal interviews:

- for entry in fall: May
- for entry in spring: December/January

### 5: Processing time

At least 1 month after receipt of the required documents.

### 5: Studying

Studies at the University of Bern are full-time, which can neither be followed part-time nor by correspondence.

### 6: [Steps in your application for admission to a non-medical master's degree program](#)

### 7: [Conditions relevant to entering and residing in Switzerland](#)

UNIVERSITY OF BERN  
**Admissions Office**  
Hochschulstrasse 4  
3012 Bern  
Switzerland

## Checklist

Documents for review of academic qualifications and placement into the master's degree program in Climate Sciences

*Please complete in block capitals*

**Family name** \_\_\_\_\_

**Given name/s** \_\_\_\_\_

**Address** \_\_\_\_\_

**ZIP Code / Location / Country** \_\_\_\_\_

**Matriculation number** \_\_\_\_\_  
(if you have applied online before)

### Supporting documents to your online application

Please use this checklist as cover sheet and send hard copies of the required documents by letter post to the above-stated address.

- 1: This checklist; serves as cover sheet
- 2: Curriculum vitae in table form with uninterrupted chronology of your education and academic studies up to date with the estimated date of your B. Sc. graduation incl. up-to-date passport photo (45 mm high by 35 mm wide)
- 3: Application/motivation letter (incl. family name, given name, full address, e-mail address, date and signature and – if you have one – mobile phone number) including a short statement about the intended specialization for the master thesis
- 4: If you are already holding a bachelor's degree: original or originally **certified photocopies** of your degree. The correspondence of the photocopy to the original must be officially certified.
- 5: Originals (stamped and signed) or originally **certified photocopies** of all official proofs of your achievements (transcripts) with grades/scores

- 6: 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.
- 7: Brief description of the content/learning objectives of the different courses/lectures (annotated course catalog or module handbook)
- 8: Originally **certified translations** of the original documents (e.g. diploma incl. diploma supplement, bachelor's or master's degree, transcripts of diploma records), if these are not written in German, English, French or Italian. These translations have to be inseparably connected with the originally certified photocopies of the original documents.
- 9: If available: result of English test; see point 3 a) *English language skills*
- 10: Photocopy of your valid passport or identity card
- 11: If available: photocopy of your residence permit (L, B, settlement permit C, diplomatic status incl. parents)<sup>1</sup>
- 12:
  - *If you live outside of Switzerland:*  
 Debit note confirming the payment of:
    - Application fee: CHF 105
    - Additional administrative fee: CHF 100; if the application for admission is handed in after the **regular application deadline**

Name of Bank:	Kantonalbank Bern in Bern/Switzerland
BIC/SWIFT Code:	KBBECH22
IBAN-No.:	CH32 0079 0020 2453 8279 3
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 debit note so that the money can be assigned to your application for admission. Your eligibility for admission to the desired master study program will only be checked after payment of this invoice.

- *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-in slip. Your eligibility for admission to the desired master study program will only be checked after payment of this invoice.

**If necessary we will request additional documents.**

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<sup>1</sup> **Conditions relevant to entering and residing in Switzerland**