

## Admissions: Useful information on the Bachelor in International Business Management

### Application deadlines:

**March 15<sup>th</sup>, 2015 for candidates subject to entrance exams**

**April 30<sup>th</sup>, 2015 for candidates exempt from entrance exams**

Information sessions	Open house
<p>Wednesday January 14<sup>th</sup>, 2015 at 6:15pm                      Wednesday February 18<sup>th</sup>, 2015 at 6:15pm                      Wednesday March 18<sup>th</sup>, 2015 at 6:15pm                      Wednesday April 1<sup>st</sup>, 2015 at 6:15pm</p> <p>These sessions will take place at the Geneva School of Business Administration / <b>Haute école de gestion de Genève (HEG), Campus de Battelle</b> - route de Drize 7, 1227 Carouge (Tramway N°12 and N°18, stop <i>Carouge</i> and Bus lines N°44 and N°45 stop <i>Grange Colomb</i> ).</p>	<p>Wednesday November 12<sup>th</sup>, 2014                      from 1pm to 5.30 pm</p>

### Entrance requirements and English level

Please consult our website on: <http://www.hesge.ch/heg/formation-base/bachelors-science/international-business-economist/>

The expected level of English for the **Bachelor in International Business Management** is C1. However, applicants may be accepted with a B2 level subject to an evaluation which will be held once the admissions process has been completed.

However If you are in possession of an English Diploma please attach it to the application.

### Entrance requirements for foreign applicants

The website of the Rector's Conference of Swiss Universities, [swissuniversities](http://www.swissuniversities.ch/fr/services/admission-a-luniversite/pays/) gives out information on the recognition of foreign diplomas/programs:

<http://www.swissuniversities.ch/fr/services/admission-a-luniversite/pays/>

The HEG-Genève bases its application requests on this list in order to evaluate eligibility of all foreign diplomas. Thank you for consulting this information before applying.

### Application procedure

The following documents must be attached to the application:

- The payment **receipt of the application fee** of CHF 150.-
- An up-to-date CV (curriculum vitae)
- A copy of diploma (allowing you to be admitted to our program) or an official school statement if currently being completed
- A copy of your **transcripts** (of diploma above) or a copy of transcripts if prior to completion
- A copy of your **MPC training contract** or **statement** justifying of previous **professional experience of one year in the chosen field**, acquired or currently being completed, mentioning start and end dates, activity rate and a description of jobs/work carried out.
- A **recto verso copy of your passport**
- A copy of **valid Swiss work/residence permit for foreign candidates**
- **1 recent photograph**, passport format, with **surname, first name-s and date of birth** written in capital letters on the back
- **A certificate of English language skills (facultative)**
- **Letter of motivation**/personal essay in English "Why I have chosen the Bachelor in International Business Management".
- **Exmatriculation certificate** (only for candidates already registered in another HES or swiss university).

### Application fee

CHF 150.-, payable when depositing your application form. Non-refundable even in case of non-eligibility.

### Tuition fees

CHF 500.- per semester/term. Non-refundable in case of drop-out.

### Other expenses

At the beginning of the academic year, students are also required to pay:

- A deposit of CHF 25.- for their access card;
- A charge of CHF 110.- to CHF 300.- per academic year to cover various printing, course material and examination fees. These charges are non-refundable.

### Entrance exams (CHF 50.- per subject)

Candidates who will be required to take entrance examinations and/or foreign candidates who require a visa, the application must reach the HEG by 15 March 2015.

Date of entrance exams: **Monday June 1<sup>st</sup>, 2015**

In case of unjustified absence or without prior written excuse (doctor's certificate), application fees will not be refunded.

### Preparation

Available on our website <http://www.hesge.ch/heg/etudier-heg/inscriptions/examens-inscription/>

gives out information on :

- requirement, recommended reading material and contact details of institutions offering preparation courses
- directives
- examples of prior entrance exams from 2012

### Calendar 2015-2016

The HES academic year begins in week 38, i.e. on **Monday September 14<sup>th</sup>, 2015**.

**Important information:** candidates who are currently completing their education program must apply (even before completion) **before April 30<sup>th</sup>, 2015**.

### To know more

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