

Admissions : Useful information on the Bachelor in International Business Management

Application deadlines :

March 15th, 2020 for candidates subject to entrance exams

April 30th, 2020 for candidates exempt from entrance exams

Information sessions

Open house

Tuesday Octobre 29th, 2019 at 6:15 p.m.

Wednesday January 15th, 2020 at 6:15 p.m.

Wednesday March 18th, 2020 at 6 :15 p.m.

Wednesday April 8th, 2020 at 6 :15 p.m.

Wednesday March 4th, 2020

From 1 :00 p.m. to 6 :00 p.m.

These sessions will take place at the Geneva School of Business Administration / Haute école de gestion de Genève (HEG) **Campus Battelle** – Building B - Rue de la Tambourine, 17, 1227 Carouge (Tramway N° 12 and N° 18 stop *Carouge* and Bus lines N° 44 and N° 45 : stop *Grange Colomb*).

Entrance requirements and English level

Please consult our website on : <https://www.hesge.ch/heg/formation-base/bachelors-science/international-business-management/admission-conditions>

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

For General French Baccalaureate please consult :

https://www.hesge.ch/heg/sites/default/files/formation-base/IBM/baccalaureat_generaux_francais_admission-hes-so-.pdf

The website of the Rector's Conference of Swiss universities, gives out information on the recognition of other foreign diplomas/program :

<https://www.swissuniversities.ch/en/topics/studying/admission-to-universities/countries>

The HEG-Geneva 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

Applications must be submitted online and will open on January 15th, 2020, please consult the link below :

<https://www.hesge.ch/heg/en/studying-heg/application/application-procedure>

You will need to provide the following documents

- 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 **"CFC", training contract or statement** justifying of previous **professional experience of one year, full-time, 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 copy of both sides of **your passport**

- A copy of both sides of **valid Swiss work/residence permit for foreign candidates**
- **1 recent passport photo**, jpg format
- **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).

Registration forms will only be considered and processed if they have been correctly completed and if all the required enclosures have been submitted.

Application fee

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

Bank details and postal account of HEG are

Haute école de gestion de Genève

1227 Carouge / Genève

CCP N° 17-607292-9 - IBAN CH09 0900 0000 1760 7292 9

The choice of curriculum should be filled out in the « communication » field of the inpayment slip.

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 150.- per academic year to cover various printing, course material and examination fees. These charges are non-refundable.

Entrance exams

Examinations for admission to the UAS are the same as for all Swiss Universities and Universities of Applied Science.

See: <http://www.ecus-edu.ch/start-fr/>

Candidates who will be required to take entrance examinations and/or foreign candidates who require a visa, the application must reach the HEG by March 15th, 2020.

Entrance Exam Dates 2020:

Written tests: from 12th to 14th August - Oral exams: from 17th to 22nd of August

For more informations:

<https://www.hesge.ch/heg/en/studying-heg/application/admission-examinations>

Calendar 2020-2021

The HES academic year begins in week 38, i.e. on **Monday September 14th, 2020.**

Important information: candidates who are currently completing their education program must apply (even before completion) **before April 30th, 2020.**

To know more

<https://www.hesge.ch/heg/en> or heg@hesge.ch

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