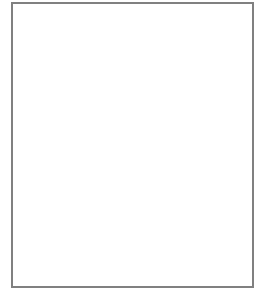


# UBIS

University of Business and International Studies

## APPLICATION FOR ADMISSION

Please type or print clearly in black



Photo

### Personal Information:

#### 1. Applicant's Name (as in passport):

Family Name	Given Name(s)	Maiden Name

2. Sex: Male

3. Marital Status: Single

4. Number of Children:

5. Social Security Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### 6. Permanent Mailing Address:

Tel:
Fax:
E-mail:

#### 7. Present Mailing Address: Good until when?

Tel:
Fax:
E-mail:

#### 8. Birth Information:

Day	Month	Year
City	Country	

#### 9. Country(ies) of Citizenship:


#### 10. Passport Information:

Country(ies) of Passport(s)	Passport Number(s)	Place of Issue	Date of Issue	Expiration Date
			.	.
			.	.
			.	.

#### 11. Father's Full Name:

Family Name	Given Name(s)

#### 12. Mother's Full Name:

Family Name	Given Name(s)	Maiden Name

#### 13. Father's Mailing Address:

Tel:
Fax:
E-mail:

#### 14. Mother's Mailing Address (if different):

Tel:
Fax:
E-mail:

**15. Father's Occupation:**

**16. Mother's Occupation:**

**17. To whom should bills/correspondence be sent?**

*Name*

*Relationship*

*Address*

*Country*

**Application Information:**

18. Students in need of a student entry visa for Switzerland are required to furnish a study plan indicating intent and length of studies in the country and plans after completion of those studies (please attach signed "Study Plan" to application form):

**Intended date of entry:** Term 1 January start Year 2009

**19. Applying as:**

**On-line Freshman**

**20. Degree Seeking at UBIS:**

Preparatory Program (non-degree program)

APAS Adult Program of Advanced Studies (1 year program)

Associate of Arts Degree in General Studies (2 year program)

Executive Master of Business Program (2 year program)

Bachelor of Arts in International Relations and Diplomacy (4 year program)

Bachelor of Arts in Media & Communication (4 year program)

Bachelor of Arts in Information Systems (4 year program)

Bachelor of Business Administration (4 year program)

Master of Advanced Studies in International Relations (2 year program)

Master of Advanced Studies in Media & Communication (2 year program)

Master of Business Administration (2 year program)

Master of Advanced Studies in Information Systems (2 year program)

21. Have you ever applied to or studied at UBIS before? Yes

Where? .

When?

22. 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. A TOEFL score of 550 (213 computer-based) 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? \_\_\_\_\_

23. What other languages do you speak at a good, functional level? \_\_\_\_\_

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

Language: Secondary school: College/university:	Language: Secondary school: College/university:	Language: Secondary school: College/university:	Language: Secondary school: College/university:
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25. 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

Year of studies

Dates attended

Address (Name, Building, Streets, Dpt)

Address (City, Zip Code, State,)

Country

26. 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:		

27. 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	Diploma/Certificate	Date Received
		from: to:		
		from: to:		

**Other Information:**

28. 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**

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

29. 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** Please include relevant evaluations

30. 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 For what length of time?

**Please include a CV/Resumé with all relevant information**

31. 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):

Activities	Hobbies	Interests	Awards	Honors

32. Have you ever been suspended or dismissed from a school for any reason? Yes 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.

33. How did you learn about UBIS (Please check/tick)

Friend () Present Student () name: \_\_\_\_\_ Alumni () name: \_\_\_\_\_ Internet ()

Advertisement () please specify where: \_\_\_\_\_

Agent () name: \_\_\_\_\_ Other (): \_\_\_\_\_

#### UBIS ENROLLMENT AGREEMENT

##### 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 its staff and faculty and to modify policies, regulations, curricula, courses, tuition and fees or any other aspects of its 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:

You understand that to assist the student in career planning, UBIS may help with placement assistance, but can make no guarantee of job placement.

##### 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 C average for undergraduates and a B average for graduates. You understand that your scholarship will be revoked if you fail to meet satisfactory academic progress requirements for more than three consecutive terms.

##### PAYMENT OF TUITION AND OTHER EDUCATIONAL FEES:

You agree to pay the tuition and fees for each course or program in which you enroll at the amount currently being charged. You understand and agree that UBIS has the right to modify tuition in advance. **Students are responsible for payment of all fees incurred in procuring their passport, student entry visa and student residence permit.**

##### REFUND POLICY:

**Refunds: The following policy applies to all UBIS students.**

You understand that students who officially withdraw will be eligible to receive a refund of tuition and fees according to the following schedule. (Note: The application fee is excepted). Any newly enrolled student who cannot start classes due to a cause beyond his/her control, such as visa or permit refusal for on ground courses or medically documented illness, and informs UBIS of such a problem before the commencement of the intended term of studies, will receive a full refund on tuition paid.

##### All Terms

Time Frame	Refund Amount
Up to first day of Term	100%
From the first day of class through the first week of classes	90%
During the second week of classes	50%
After the second week of classes	0%

##### Withdrawal:

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.

##### Visa Refusal:

Students who have had their request for a student entry visa officially refused by the Swiss Government are entitled to a complete refund of all tuition fees paid, not including the price of the application fee.

##### 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 determine if all your undergraduate or graduate studies performed here or at other previous institutions will be accepted.

**I hereby apply for admission to 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: January 2009

Signature of Applicant: \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

##### Please mail to:

The Admissions Office  
UBIS University of Business and International Studies

6, place de Chevelu  
CH-1201 Geneva, SWITZERLAND  
Tel. +41 22 732 62 82 Fax +41 22 732 62 82  
e-mail [info@ubis-geneva.ch](mailto:info@ubis-geneva.ch)

#### **Check list of attachments for applicants to UBIS:**

**Documents listed in bold are required for and have to be submitted simultaneously for evaluation purposes.**

- \* **Completed Admission Application Form (signed)**
  - \* CV / Resume (listing all education and work experience)
  - \* Bank Statement showing at least CHF 9000 or equivalent
  - Non-refundable Application Fee of CHF100**
  - \* **Official Certified transcripts and certified translations if not originally in English**
  - \* Photocopy of valid passport, if available
  - Proof of Medical Insurance valid in and equal to Swiss Medical Insurance as required by Swiss law
  - \* Study Plan (Indicating why you chose Switzerland, why Geneva, why UBIS, what you wish to study, how long it will take to get the degree you want and the reasons why you will leave when you are done.)
  - TOEFL or other official English Placement exam
- \* **Documents required by the Swiss authorities for students in need of a student entry visa**

**Methods of Payment Accepted:**

Tuition payment can be made either:

By **PayPal** on the internet

Please see the UBIS website for instructions: <http://www.ubis-geneva.ch/main/admissions/payment.html>)

OR

By **bank transfer** to the following account:

Bank Name: BANQUE MIGROS

Bank Address: Rue Pierre-Fatio 15, CH-1204 Geneva, Switerland

Account Holder: UBIS, SA

IBAN : CH03 0840 1016 1637 8470 4

BIC/SWIFT: MIGRCHZZ80A