

## FAQ MSc Application

### • WHEN AND HOW TO APPLY?

The online enrolment procedure starts in **JANUARY** of each year

<http://www.unil.ch/immat/en/home/menuinst/futurs-etudiants/sinscrire/inscription-en-ligne.html>

### • PROBLEMS WITH THE ONLINE APPLICATION?

Please email the Central Admissions Office of UNIL [immat.Master@unil.ch](mailto:immat.Master@unil.ch)

### • APPLICATION DEADLINE?

**UNTIL FEBRUARY 28 for NON EU students** who need to apply for a student visa

<http://www.unil.ch/immat/en/home/menuinst/futurs-etudiants/sinscrire/permis-pour-etudes---visa.html>

**UNTIL APRIL 30, for Swiss and EU students**

General UNIL Deadlines:

[http://www.unil.ch/interne/files/live/sites/interne/files/textes\\_leg/3\\_ens/dir3\\_2\\_taxes\\_de\\_lais9.pdf](http://www.unil.ch/interne/files/live/sites/interne/files/textes_leg/3_ens/dir3_2_taxes_de_lais9.pdf)

### • ADMISSION CONDITIONS FOR HOLDERS OF A SWISS DEGREE?

<http://www.unil.ch/immat/en/home/menuinst/futurs-etudiants/Master/avec-un-bachelor-suisse.html>

### • ADMISSION CONDITIONS FOR HOLDERS OF A FOREIGN DEGREE?

<http://www.unil.ch/immat/en/home/menuinst/futurs-etudiants/Master/avec-un-bachelor-etranger.html>

To know whether you are eligible please apply according to the official deadlines and online procedure. The scientific committee of the Master, upon reception of your application form from the Central Admissions Office of UNIL, will deliver a final decision by writing individually to each applicant. We do not pre-assess any application

### • STUDY VISA?

Candidates from countries subject to visa restrictions for stays of more than three months must submit their application from abroad. Students must be in possession of their study visas **before** coming to Switzerland

<http://www.unil.ch/immat/en/home/menuinst/futurs-etudiants/Master/avec-un-bachelor-etranger/permis-pour-etudes---visa.html>

Since the procedure for visa applications can be quite lengthy, you are strongly recommended to consult the Swiss consular authorities immediately upon receipt of the certificate of admission to registration issued by the Central Admissions Office of UNIL

We regret to inform you that UNIL nor can the faculty intervene in the visa procedure with the immigration authorities

If the visa is delivered only after the beginning of the courses in September or February, it is not possible to start the program

Please contact [immat.Master@unil.ch](mailto:immat.Master@unil.ch) to verify under which conditions you can postpone your application to the next SEPTEMBER intake

- **I AM ALREADY STUDYING AT UNIL: HOW CAN I TRANSFER INTO AN MSC PROGRAM?**

<http://www.unil.ch/immat/en/home/menuinst/etudiants-unil/transfert-en-Master.html>

- **I HAVE STUDIED AT UNIL BEFORE: HOW TO RE-APPLY?**

<http://www.unil.ch/immat/en/home/menuinst/etudiants-unil/reimmatriculation.html>

- **APPLICATION WITH A BACHELOR DEGREE OF A UNIVERSITY OF APPLIED SCIENCES (HES - FACHHOCHSCHULE)?**

Yes, Candidates holding a HES Bachelor in the study field of Management, Economics, Finance or Information Systems are admitted subject to catch up the missing theoretical bases during the Master program. After having successfully achieved the 30 ECTS of a preparatory semester running from February to July, they will be automatically admitted to the corresponding Master

HES candidates can apply online until April 30 or using the following form until

**NOVEMBER 30**

[http://www.unil.ch/immat/files/live/sites/immat/files/shared/import/Forms/Formulaire\\_de\\_demande\\_immatriculation.pdf](http://www.unil.ch/immat/files/live/sites/immat/files/shared/import/Forms/Formulaire_de_demande_immatriculation.pdf)

- **CAN I APPLY TO SEVERAL PROGRAMS?**

Yes. If you are accepted to several programs you will have to make your final choice during the **first week of SEPTEMBER the latest, thus BEFORE the start of the classes**. The registration fee is only charged once

- **APPLICATION DOCUMENTS?**

- **CONTENT OF APPLICATION?**

<https://www.unil.ch/immat/content-application-master>

- **GMAT OR GRE?**

None of these tests is mandatory but a good score could help the scientific committee to better appreciate your application GMAT > or = 650 points

- **PROFICIENCY IN ENGLISH**

Experience has shown that for applicants whose native tongue is not English or whose Bachelor's degree was not taught in English a solid command of English is essential for succeeding this program. Upon starting the program, you should have attained a level of

proficiency in English as a foreign language corresponding to one of the following minimum levels:

- TOEFL CBT: 250 points
- TOEFL IBT: 100 points
- TOEFL PBT: 600 points
- Academic IELTS: 7 points
- Cambridge English Advanced (CAE): Grade B
- Cambridge English Proficiency (CPE): Grade C
- TOEIC: 850 points

The score reports can be sent to us directly. HEC Lausanne Institution Code by the Educational Testing Service (ETS) is 0378

#### • FRENCH TEST?

French is compulsory for preparatory program students :

<http://www.unil.ch/immat/en/home/menuinst/futurs-etudiants/bachelor/avec-un-diplome-etranger/examen-de-francais.html>

#### • STATEMENT OF PURPOSE?

This document is not mandatory but may help the scientific committee to better understand your application motivation, or give you some advice about the various tracks

#### • RECOMMENDATION LETTERS?

This document is not mandatory either but will be read by the scientific committee

#### • CONTACT THE CENTRAL ADMISSIONS OFFICE OF UNIL

Université de Lausanne  
Service des immatriculations et inscriptions  
Unicentre  
CH-1015 Lausanne  
Telephone: ++41 (0)21 692 2100  
Fax: ++41 (0)21 692 2105

[immat.Master@unil.ch](mailto:immat.Master@unil.ch) for questions concerning the admission to Master programs and for questions by regular UNIL students registered in a Master program. These questions may for example concern taxation, the family tax break, deadlines for exmatriculation, etc.

#### • CONFIRMATION OF ATTENDANCE?

Upon reception of the faculty's decision, the Central Admissions Office will send you all the necessary instructions to confirm your registration together with the student's handbook

[http://www.unil.ch/bienvenue/files/live/sites/bienvenue/files/Guide%20Pratique/Students\\_Handbook\\_18-19.pdf](http://www.unil.ch/bienvenue/files/live/sites/bienvenue/files/Guide%20Pratique/Students_Handbook_18-19.pdf)

#### • PREREQUISITES OF EACH PROGRAM?

Please read each individual MSc factsheet

<http://hec.unil.ch/hec/Masters.EN/presentation>

- **WHEN DO THE MASTERS START?**

We have only one intake, in **SEPTEMBER** of each year.  
Only HES students can start their preparatory semester in February

- **PART-TIME PROGRAMS?**

All our MSc can be achieved on part-time basis.  
<http://www.unil.ch/immat/en/home/menuinst/futurs-etudiants/Master/avec-un-bachelor-suisse/Master-a-temps-partiel.html>

Preparatory programs have to be achieved on a full-time basis

- **TUITION AND REGISTRATION FEES?**

The semester tuition fees amount to **CHF 580.-** for **ALL** students  
<http://www.unil.ch/immat/en/home/menuinst/futurs-etudiants/sinscrire/les-taxes-semesterielles.html>

If you hold a degree from a foreign university an unique additional administrative fee amounting to CHF 200.- will be charged

<http://www.unil.ch/immat/en/home/menuinst/futurs-etudiants/sinscrire/taxe-administrative.html>

No refunds can be made, even when applications are withdrawn or refused.  
It is essential to enclose proof of payment with your application; failing this, the application will not be processed

- **FINANCIAL SUPPORT, GRANTS?**

<https://www.unil.ch/sasme/en/home/menuinst/soutien-aux-etudiantes.html>

UNIL Master Grants program:

<https://www.unil.ch/international/unilmastersgrant-1>

- **MONTHLY BUDGET – HOUSING / ACCOMMODATION – JOBS – PARKING – SPORTS – ETC?**

Please read the student's handbook

[http://www.unil.ch/bienvenue/files/live/sites/bienvenue/files/Guide%20Pratique/Students\\_Handbook\\_18-19.pdf](http://www.unil.ch/bienvenue/files/live/sites/bienvenue/files/Guide%20Pratique/Students_Handbook_18-19.pdf)

- **ACADEMIC CALENDAR?**

<https://www.unil.ch/central/en/home/menuinst/organisation/documents-officiels/calendriers-academiques.html>