

Frequently asked questions:

(In the order of the different parts of the form)

1. Instructions for completing the “Master’s grant” application form

1.1 Submission date for applications

The Social Affairs and Student Mobility Service (SASME) needs to have received all documents no later than 15 December, **by regular mail only**. This means the 15th December is not the last date on which you can send the application but the deadline for the receipt of the completed application. The SASME will not accept any applications or additional documents related to an application already sent, after this deadline.

1.2 Who can apply?

Candidates must be graduates of a foreign university only: their degree will need to be adjudged equivalent to a Bachelor’s degree issued by a Swiss university or a Swiss university of applied sciences (HES). We accept applications from all foreign countries. Students with a foreign degree who have already begun a Master’s degree at the UNIL or who are completing a preparatory year are also entitled to apply.

1.3 Admission during introductory year

The grant cannot be awarded for an introductory year.

1.4 Application

The completed application (see part 2 “Content of the application”) must therefore be sent, **by postal mail only**, to reach us by 15 December. We will not accept any electronic copies of documents or references, or applications sent electronically.

The application for the Master’s Grants also acts as the Master program’s application (admission/inscription request). Consequently, you do **not** have to apply for the Master program through our Admission Office (SII)!

1.5 Results of selection for Master’s grants

Students will be notified of the decision at the end of March. For students not obtaining the grant, a letter will be sent, by email and by postal mail, indicating how to apply for regular registration to the Master’s degree. The CHF 200 covering administrative costs will not need to be paid twice.

NB: faculties may refuse candidates deemed admissible by UNIL’s Admissions Office (SII).

2. Content of the application with a view to obtaining a “UNIL Master’ grant”

2.1 Certified copy

It is imperative to follow the procedure at this address: www.unil.ch/immat/en/home/menuinst/futurs-etudiants/sinscrire/copies-certifiees-conformes.html. We will not accept any application that does not respect these certified copy requirements.

2.2 Certified/authorized translation

A certified/authorized translation is required for academic documents not written in French, German, English or Italian. The translation must be done by a certified translator in your country or by the University that issued the degree.

2.3 If the degree has not yet been obtained or if an additional degree is ongoing

If you have not yet obtained the degree (Bachelor or qualification deemed equivalent), you must provide us, firstly, with all examination results, and secondly with a description of the remainder of your course through to completion of the final degree (list of courses to be followed, number of credits to be obtained, or dissertation in progress for example, according to the structure of the program being followed). This description must be as precise as possible, in order to give us a good understanding of the degree course of the programme being followed; we do not require an official attestation for this document.

If you have already obtained a degree which is deemed equivalent (for example a Bachelor degree) and are in the process of studying for an additional or new degree at the time of your application, either at the same or at a different institution, you must also provide a certified/authorized copy with [all](#) examination results for the course in progress as well as a detailed description of the remainder of the program through to completion of the final qualification.

2.4 The qualification has been obtained but the final degree has not yet been issued

If you have obtained a qualification (Bachelor degree or qualification deemed equivalent/ other qualification (Master or other)) but are unable to provide a [certified copy](#) of the original degree, you must at least provide us with an official attestation that you have obtained the qualification, signed by the institution which awarded it (photocopies not permitted).

2.5. Covering letter

We do not stipulate any particular requirements regarding this letter. It may be written in French or English.

2.6 References

Both references must be signed original documents and must be sent in sealed envelopes, if possible with the rest of the application. Teachers or employers who provide such letters (we do not require letters exclusively from professors on the degree obtained or to be obtained) may also send them directly to our office, by post, using the same address as for the application. They must reach us by 15 December at the latest. We will not accept a reference sent by email. It is possible to provide more than two references.

2.7 Attestations of proficiency in English and French?

- If the selected master is taught in English

We require information about your proficiency in English and would like to know if you speak any French, should your Master's degree be taught in English. If you have taken exams or tests in these languages, please provide us with a copy of your test scores or any other document that attests to your linguistic proficiency. These attestations are not mandatory but are highly recommended*. If you have no knowledge of French, then naturally we do not require a document for this language.

**Important: some HEC Master's degrees taught in English may require a TOEFL or IELTS: see the websites of Master programs for more information.*

- If the selected master is taught in French

If your Master's degree is taught in French and the latter is not your mother tongue, we recommend that you also provide us with some proof of your knowledge or level of proficiency. In this case we do not require proof of your proficiency in English.

2.8 Personal resources

We need to know what your own resources will be in order to get an accurate idea of your financial situation and your requirements. If you have some savings, if you are receiving help from parents or family, if you have received any subsidies from private or public institutions or if you have worked, you need to let us know accordingly, (see 2.10).

2.9 Amount of the grant

The Master's grant is paid for a period of **ten (10) months** per academic year. Please keep in mind that the amount of CHF 1'600 does not cover all your monthly expenses, as the average monthly budget is around CHF 1'950.

Consequently, students must allow some extra money besides the grant; around CHF 300 to CHF 400 per month, for the period when the grant is paid. They must also allow a sufficient amount to cover their expenses for the 2 months when the grant is not paid (that is mid-July to mid-September).

Please note that the grant does not cover travel expenses or any cost prior to the beginning of the Master. You are responsible for the payment of your accommodation and all other expenses (health-insurance, food, residence permit, etc.) with the amount of the grant. You will also have to pay a reduced semester tuition fee of CHF 80 instead of CHF 580.

For more details about the average monthly budget, please refer to the following webpage: www.unil.ch/immat/en/home/menuguid/faq--infos-utiles/informations-utiles/taxesdetudes-et-cout-de-la.html.

2.10 Attestation of parental income

If one or both of your parents are working, we will need to have information concerning their annual income, even if you are financially independent of them. We do not require an official attestation of their income however we do need to know this information.

2.11 Copy of dissertation, diploma work or publications

You can attach your various projects and publications to your application, but **only on an electronic format** (CD, USB key). You may also attach a simple list with references of your publications and articles, or an abstract of a thesis, dissertation or other publication that you feel is relevant to your application.

2.12 Payment of the CHF 200 fee

This sum covers administrative processing and examination of your application for the Master by the Admissions Office (SII). **It is payable under all circumstances and proof of payment must reach us by 15 December** at the very latest (proof of payment to be enclosed with the application). We require the original copy of the proof of payment, unless the payment is made electronically for instance. In that case, a simple copy of the proof of payment will be accepted.

No exceptions can be made regarding payment of this administrative charge; you will need to pay this sum for your registration **only once**.

This administrative charge is not refundable, even if the applicant withdraws or if the University refuses the admission.

3. Part: "UNIL Master's grant form" (tables)

3.1 University curriculum (p.4 of the application)

See part 2 about degrees and qualifications. As explained in those paragraphs, we need to know in detail about your university career, i.e. the exact title of all degrees obtained or being studied, the number of semesters completed for courses that are finished or are in progress, the number of semesters remaining until the envisaged qualification can be obtained. Because degrees are sometimes organized differently to a European Bachelor program, and other degrees may be ongoing after the completion of one (or more) degrees, we need as much accurate information as possible to enable us to understand the structure of your past and present studies. It is for this reason that we have included additional sections (II and III) where you can enter details of all your university qualifications, in chronological order.

Reminder: we need a detailed description of the remaining course content for a degree still in progress, with the probable date of completion and its precise title.

3.2 Linguistic knowledge (p.5 of the application)

See 2.7 above

