

## How to complete the application form

**NOTE: only complete applications submitted within the specified time limit will be examined. If one or more of the documents referred to below are missing without justification, the application will not be considered.**

### 1. PROCEDURE

Candidates must send their completed applications to the following address **before 30 June** for Fall semester registration and **before 30 October** for Spring semester registration<sup>1</sup> :

**Université de Lausanne**  
**Service des immatriculations et inscriptions**  
Unicentre  
CH-1015 Lausanne  
Switzerland

**Content of applications for admission to Master of Advanced Studies programme. The completed applications must be sent in duplicate.**

**Each set should contain :**

- 1 passport format photograph glued to the application form
- 1 certified copy of the diploma of end of secondary school (A level or equivalent)
- 1 certified copy of all University diplomas as well as records of grades (transcripts)
- 1 copy of complete curriculum vitae
- 1 copy of passport or ID card
- 1 letter of motivation
- 2 sealed letters of reference from professors/lecturers or employers
- Proof of English language proficiency
- 1 certified translation of documents supplied in a language other than French, German, English, Italian or Spanish
- 1 copy of an end of the studies thesis if existing
- a copy of proof of payment of CHF 200 / 250 (see hereafter administrative cost)

### 2. UNIVERSITY OR FACULTY TRANSFERS

Transfer requests should be sent within the stipulated time limit to the Admissions Department of the University of Lausanne. Candidates' requests may be subject to restrictions.

**The current regulations of the University of Lausanne specify in particular that:**

Registration at the University of Lausanne is refused if a student has been expelled or excluded on disciplinary grounds from another university.

Transfer from one faculty to another or from one section to another is excluded if one of the conditions listed above and applied by analogy is applicable.

<sup>1</sup>According to university rules, applicants must submit their applications no later than 30 June for the fall semester and 30 October for the spring semester. If an applicant is not in the position to apply within those deadlines, he/she should apply for the following semester. Exceptionally, late applications are possible within 60 days after expiration of the deadlines provided that

1) the applicant notifies the executive director

2) the extension to apply late is granted

### 3. ADMINISTRATIVE COSTS

All applicants need to pay an administrative fee of CHF 200.-

Except holders of a Bachelor or/and Master degree delivered by a Swiss university.

No refunds can be made, even where applications are withdrawn or refused by university.

It is essential to enclose proof of payment with your application; failing this, the application will not be processed

#### There are three ways to make this payment

##### 1. transfer the sum of CHF 200 (two hundred Swiss francs) to the giro account of:

Université de Lausanne

1015 Lausanne

Account number: 10-13575-3

IBAN CH17 0900 0000 1001 3575 3

SWIFT/BIC: POFICHBEXXX

MAS International and European Economic and commercial Law : UNIL - Immat

##### 2. transfer the sum of CHF 200 (two hundred Swiss francs) to:

Banque Cantonale Vaudoise (B.C.V.)

Place Saint-François 14

1003 Lausanne

Account number: 710.091.2

Bank clearing: 767

SWIFT: BCVLCH2L

IBAN CH65 0076 7001 2071 0091 2

##### 3. Write a Bank draft for an amount of CHF 250.- (two hundred and fifty Swiss francs) in the name of :

Université de Lausanne / Immat. and attach it to the package.

Bank charges, if applicable, are payable by the issuer.

### 4. SOME INFORMATION TO HELP YOU COMPLETE THE APPLICATION FORM

#### 2/ Personal data

Reference number: indicate your student number if you have already studied at another Swiss university, HES/HEP or EPFL/EPFZ.

#### 3/ Address in Switzerland

To be notified to us as soon as possible; all subsequent correspondence from UNIL will be sent to this address. Do not forget to mention the date from which this address is valid.

**IF YOU HAVE ANY SPECIFIC QUESTION DO NOT HESITATE TO CONTACT [llm@unil.ch](mailto:llm@unil.ch) OR THE LL.M SECRETARY +41(0)21 692 27 90**