



IMPORTANT INFORMATION

Welcome to the Geneva School of Diplomacy and International Relations. We thank you for your interest in our Academic Programmes. Below you will find important information that we require from candidates who are applying at our University. We encourage you to apply as early as possible and to be accurate in your statements.

To receive the fullest consideration and to avoid delays in assembling academic credentials, please follow the guidelines below.

If you are not a Swiss citizen, you must allow enough time to acquire your student visa. This process can take place only after your Admission Letter. **All admission documents must be officially certified and must be submitted in either English or French.**

Together with your Application Forms (completed and signed), please include the following:

- 4 Passport photographs
- Copy of previous study permit (if applicable), recommendations, transcripts and copies of diplomas
- Detailed CV including work experience
- Payment of CHF 200.- Registration fee (please include copy of payment receipt)
- Late applications will be accepted as spaces remain available*

The detailed **checklist** on the following page will guide you through the application process.

Once your application is complete, the Admissions Committee generally sends its decision within two weeks.

Please mail your application in hardcopy to:

**Geneva School of Diplomacy
Admissions Office
Château de Penthes
18, Chemin de l'Impératrice
CH-1292 Pregny/Geneva
Switzerland**

Tel. : +41 (0) 22 300 33 77

Fax : +41 (0) 22 300 33 11

E-mail: admissions@genevadiplomacy.ch

Website: www.genevadiplomacy.ch



APPLICATION CHECKLIST

This checklist assists you in making sure that you have completed all the steps of the application process.

All Candidates

must submit :

- Form I and I.1, Candidate's Information
- Form 1.1, filled out and signed
- Form II, Candidate's Statements (Written Essay in English, Activities, Other)
- Financial Terms and Conditions

and:

- Read and Sign Financial Terms and Conditions
- Pay CHF 200.- for Registration fee (Please attach payment receipt)
- 4 Passport photographs
- A copy of your previous study permit if applicable
- A detailed CV including work experience

Undergraduate Candidates only (BA IR)

must also submit:

- Form III, Secondary School Report
- Form III.1, Teacher Recommendation

Transfer Candidates

must also submit:

- Form III, Secondary School Report
- Form IV, Faculty Recommendation (3 pages)
- Form V, Dean's Recommendation (3 pages)

MIR / EMIR/ DIR Candidates

must also submit:

- 2 copies of Form IV, 2 Faculty Recommendations (3 pages)