



Geneva School of Diplomacy and International Relations Admissions Office
Château de Penthes, 18 Chemin de l'Impératrice, 1292 Pregny/Geneva, Switzerland
Tel: +41 (22) 300 33 77 Fax: +41 (22) 300 33 11
E-mail: info@genevadiplomacy.com website: www.genevadiplomacy.com

Bank: UBS SA, 1260 Nyon
Account : Geneva School of Diplomacy
Account no: 228-558164.01Q
SWIFT CODE:(BIC) UBSWCHZH80A
IBAN: CH46 0022 8228 5581 6401Q
Bank CCP no. 80-2-2

FORM I.

APPLICATION FORM FOR ADMISSION
Academic Year 2011 - 2012

Mark programme applied for:

- | | |
|--|--|
| <input type="checkbox"/> September 2011 (application deadline: May 1) | <input type="checkbox"/> Bachelor of International Relations (BA-IR) |
| <input type="checkbox"/> December 2011 (application deadline: August 1) | <input type="checkbox"/> Master of International Relations (MIR) |
| <input type="checkbox"/> March 2012 (application deadline: November 15) | <input type="checkbox"/> Executive Master of International Relations (EMIR) |
| | <input type="checkbox"/> Doctor of International Relations (DIR) |

Personal Information:

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

Family/Last Name	First Name(s)	Middle Name

2. Sex: Male Female

3. Marital Status: Single Married

4. Permanent Mailing Address:

Tel:
Fax:
E-mail:

5. Present Mailing Address :(if different)

Tel:
Fax:
E-mail:

6. Birth Date:

Day :	Month :	Year :
City :	Country:	

7.Languages

8. Country of Citizenship:

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

9. Father's Full Name:

Family Name	Given Name(s)

10. Mother's Full Name:

Family Name	Given Name(s)	Maiden Name

11. Father's Mailing Address:

Tel:
E-mail:
University attended
Occupation

12. Mother's Mailing Address (if different):

Tel:
E-mail:
University attended
Occupation

13. Financially Responsible Person:

Information on the person responsible for your educational expenses

Tel:	Fax:
E-mail:	
Relationship to you:	

14. How did you hear about GSD?

- | | |
|---|---|
| <input type="checkbox"/> Government Embassy or Information Service
<input type="checkbox"/> Swiss Consulate
<input type="checkbox"/> University faculty member
<input type="checkbox"/> High School/College fair which one? _____
<input type="checkbox"/> Visit by GSD representative
<input type="checkbox"/> Study Abroad Advisor
<input type="checkbox"/> Internet, please specify:
<input type="checkbox"/> Search engines (google, yahoo, etc.)
<input type="checkbox"/> Google Ads
<input type="checkbox"/> Facebook
<input type="checkbox"/> Other, please specify: _____ | <input type="checkbox"/> Current GSD student
<input type="checkbox"/> GSD faculty member
<input type="checkbox"/> Advertisement
<input type="checkbox"/> High School Guidance Counsellor
<input type="checkbox"/> GSD alumna/us |
|---|---|

15. Previous Education

Give the name and location of all **Universities and Colleges** you have attended prior to applying to the **Geneva School of Diplomacy**. Please list all institutions and use a separate sheet of paper if necessary.

Name	City/State or Country	Dates of Attendance	Degree/Certificate	Date of Graduation
		from: to:		
		from: to:		

High School

Name	City/State or Country	Date of Attendance	Diploma/Certificate	Date of Graduation
		from: to:		

Other Information:

Do you wish to inform us of any learning, physical, or other disability you may have? If yes, please briefly describe it here.

For MIR/EMIR/Doctorate Degree Applicants: Please ask your previous school to send GSD an official copy of your transcript. All candidates must sign below.

For Bachelor Degree Applicants: If you have taken/will take any of the following examinations, please indicate the dates and submit the official results.

- | | |
|--|--|
| <input type="checkbox"/> Advanced Placement
<input type="checkbox"/> International Baccalaureate
<input type="checkbox"/> Baccalauréat
<input type="checkbox"/> Abitur
<input type="checkbox"/> "A" Levels (list subjects) | <input type="checkbox"/> Maturità
<input type="checkbox"/> SAT I
<input type="checkbox"/> SAT II
<input type="checkbox"/> ACT
<input type="checkbox"/> TOEFL |
|--|--|

I, _____ (name), hereby certify that I have read, understood and accept the financial conditions attached, provided I am admitted into the programme for which I have applied. I also confirm that the information I have provided on the first page of this form is correct.

Applicant's signature: _____

Date: _____

Geneva School of Diplomacy and International Relations does not discriminate on the basis of race, colour, sex, sexual preference, handicap, national or ethnic origin nor on political opinions in the administration of our educational policies, programmes, athletics, or other University-administered programmes.



Candidate's Statements

Form II.

ESSAY

Please respond, in English, to either question, in approximately 500 words (about two double-spaced typed pages). Type your essay on a separate sheet and attach it to this application form.

Essay I

How a recent world event influenced your perspective on life. Please include in this statement how you think GSD will help you develop this outlook and your individual talents and goals.

Or

Essay II

Who has been the single most important influential person in your life (it can be a real or fictional character). Describe how his or her influence has or will help you shape your outlook on life and GSD.

ACTIVITIES

Please list on an extra sheet, your major activities in the past three years, any scholastic or community honours you have earned, and any part-time or full-time jobs you have had. Attach an extra sheet if necessary.

OTHER

If you are not currently attending school or college, what have you been doing since you last enrolled? If there are any unusual circumstances—illnesses or other issues—that have affected your academic career, please tell us about them. Attach an explanation if necessary.



Secondary School Report For Bachelor Degree applicants only

Form III.

One Secondary School Report plus one Faculty Recommendation is required for the Bachelor's Programme. *This section to be completed by the applicant for the Bachelor Programme only. It is to be submitted to a Teacher who will write the Recommendation Letter and send it to GSD. Please print clearly or type.*

Candidate's Information

Name: _____
Last/Family First Middle

Please attach a school transcript of grades and any description of the school that we might find helpful to better understand the student's educational preparation. We ask for your candid assessment of the student's academic strength and personal qualities such as maturity and adaptability that may affect his or her adjustment to Geneva School of Diplomacy and International Relations. Feel free to use this form or attach a separate letter.

Name of school/s: _____

Does your school rank its students? yes no

If ranked, this candidate ranks _____ in a class of _____ students.

Rank is weighted unweighted

Candidate's grade point average _____ What is the highest grade point average in the class? _____

Of the candidate's class, _____ % plan to attend college or university.

Will the candidate be taking national standardized examinations? Please indicate:

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Advanced Placement | <input type="checkbox"/> "A" levels | <input type="checkbox"/> International Baccalaureate |
| <input type="checkbox"/> Baccalauréat | <input type="checkbox"/> Abitur | <input type="checkbox"/> Maturità |
| <input type="checkbox"/> Other (please describe) | | |



GENEVA SCHOOL OF DIPLOMACY
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RECOMMENDATION

Form III.1.

Please print clearly or type.

To the Teacher writing this recommendation:

We are grateful to you for spending time on this recommendation. This form is designed for convenience purposes. If you prefer to write a narrative instead, please feel free to do so. Your recommendation is confidential and is viewed by members of the Admissions Committee only.

Please print clearly or type.

Name: _____ Title _____
Last/Family First

School/College or university: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Signature

Date



**GENEVA SCHOOL OF DIPLOMACY
& INTERNATIONAL RELATIONS**

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Faculty Recommendation

Form IV.

For Transfer/MIR/EMIR/Doctorate Degree Candidates only

Geneva School of Diplomacy and International Relations
Admissions Office, 18 Chemin de l'Impératrice,
1292 Pregny/Geneva, Switzerland
Tel : +41 (22) 300 33 77 Fax: +41 (22) 300 33 11
E-mail: info@genevadiplomacy.com
University Website : www.genevadiplomacy.com

Two Faculty Recommendations are required for the Masters/EMIR/Doctorate Degree candidates. You may photocopy this form and submit it to the second member of the Faculty recommending you.

This section is to be completed by the applicant before submitting it to the Professor/Teacher you have chosen to recommend you. GSD suggests that the Professor has a current knowledge of your work and your ability to write. Please get this form stamped and ask your Professor to expedite it to Geneva School of Diplomacy. Please print clearly or type.

Candidate's Name: _____
Last/Family First Middle

School currently attending: _____

Intended Programme of Study at GSD: _____

Faculty Recommendation

To the teacher or professor writing this recommendation:

We are grateful to you for spending time on this recommendation. This form is designed for convenience purposes. If you prefer to write a narrative instead, please feel free to do so. Your recommendation is confidential and is viewed by members of the Admissions Committee only.



FACULTY RECOMMENDATION (Form IV. Continued)

RATING

In your valued opinion, how would you rate this applicant compared to other individuals?

	Below Average	Average (Satisfactory)	Good (Above Average)	Excellent (Top 10%)	No basis for judgement
Intellect					
Academic achievement					
Written expression of ideas					
Leadership skills					
Disciplined habits					
Creativity, Originality					
Potential for Growth					
Maturity Level					
Independence					
Initiative					

Background Information

How long have you known this candidate? _____

Have you had any contact with the candidate outside of classrooms or professional setting? If so, in what capacity

Course(s) you have taught the above candidate with dates and grades achieved:



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Faculty Recommendation's Comments (Form IV. continued)

Students need to be able to follow a rigorous academic programme in English, and need to be able to adjust in a cosmopolitan and international environment. Please take this into consideration when evaluating the above candidate. If for some reason, you feel that this form does not give an accurate or fair evaluation of the candidate, please feel free to attach additional comments.

Please print clearly or type.

Name: _____ Title _____

Last/Family

First

School/College or university: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Signature

Date



Dean's Recommendation

For Transfer/Visiting Abroad Students

Geneva School of Diplomacy and International Relations
Admissions Office, 18 Chemin de l'Impératrice,
1292 Pregny/Geneva, Switzerland
Tel : +41 (22) 300 33 77 Fax: +41 (22) 300 33 11
E-mail: info@genevadiplomacy.com
University Website : www.genevadiplomacy.com

In addition to the Secondary School Report and Recommendation, an additional Dean's Recommendation is needed for Transfer Students. *This section is to be completed by the applicant before submitting it to the Dean or Study Abroad Adviser. Please get this form stamped and ask your Dean to expedite it to Geneva School of Diplomacy. Please print clearly or type.*

Candidate's Name: _____
Last/Family First Middle

School currently attending: _____

Applying as a: Transfer Visitor Semester: Fall/Spring _____ Year _____

Courses in which you are currently enrolled:

Courses you will be taking before your entrance in GSD:

Dean's Recommendation

To the Dean or Study Abroad Adviser writing this recommendation:

We are thankful to you for spending sometime on this recommendation. This form is designed for convenience purposes. If you prefer to write a narrative instead, please feel free to do so. Your recommendation is confidential and is viewed by members of the Admissions Committee only.



DEAN'S RECOMMENDATION (Form V. Continued)

RATING

In your valued opinion, how would you rate this applicant compared to other individuals?

	Below Average	Average (Satisfactory)	Good (Above Average)	Excellent (Top 10%)	No basis for judgement
Intellect					
Academic achievement					
Written expression of ideas					
Leadership skills					
Disciplined habits					
Creativity, Originality					
Potential for Growth					
Maturity Level					
Independence					
Initiative					

Background Information

How long have you known this candidate? _____

Have you had any contact with the candidate outside of classrooms or professional setting? If so, in what capacity

Course(s) you have taught the above candidate with dates and grades achieved:



Dean's Recommendation (Continued)

Form V.

Students need to be able to follow a rigorous academic programme in English, and need to be able to adjust in a cosmopolitan and international environment. Please take this into consideration when evaluating the above candidate. If for some reason, you feel that this form does not give an accurate or fair evaluation of the candidate, please feel free to attach additional comments.

Please print clearly or type.

Name: _____ Title _____

Last/Family

First

School/College or university: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Signature

Date

FINANCIAL TERMS AND CONDITIONS

Tuition fees for 2011-2012*

BA-IR - Bachelor's Degree in International Relations (THREE years):	CHF 28'700. - Per Year
MIR - Master's Degree in International Relations (ONE year):	CHF 35'600.-
EMIR - Executive Master's Degree in International Relations (5 trimesters):	CHF 34';00.-
DIR - Doctorate Degree in International Relations (TWO YEARS):	CHF 16'500. - Per Year

The fees do NOT include travel, living accommodation, meals, medical or health insurance or the study trip.

Other fees:

Books	CHF 1'000.-
Registration fee (not refundable)	CHF 200.- (BA, MIR, EMIR) CHF 250.- (DIR)
Course repeats:	
BA Program:	CHF 1'472.-
MIR Program:	CHF 1'855.-
EMIR Program:	CHF 1'745.-
DIR Program:	CHF 2'062.-
Maintaining matriculation	CHF 1'000.- (per year)
Exam Repeats	CHF 300.-
Late tuition payment	CHF 200.-
Graduation fees	CHF 200.-
Transcript fee	CHF 20.-

***Tuition fees are reviewed annually.**

Application and payment procedure

The completed application form, together with the registration fee and the documents afore-mentioned, should be sent in hardcopy to The GENEVA SCHOOL OF DIPLOMACY (GSD). GSD will then examine the application. Once the candidate is accepted, GSD will send electronically, and in hardcopy a notice of Preliminary Acceptance.

Note that it is only once the first trimester's tuition fees are paid that the Preliminary Acceptance becomes an Official Admission to GSD and that the candidate's place is reserved within the programme selected.

Tuition and fees are paid in Swiss Francs. The costs of the books and the study trip are not included in the tuition fees. Tuition and fees are subject to annual adjustment every academic year.

All financial transactions are conducted through the Business Office. Therefore, any questions pertaining to student accounts and financial matters should be addressed to the Financial Department, either by registered post if required, or by email on: accounts@genevadiplomacy.com. Requests for appointments should be addressed through this email as well.

Please use the following bank information for payments :

Bank:	UBS SA
Account:	228-558164. 01 Q
IBAN:	CH46 0022 8228 5581 6401 Q
SWIFT:	UBSWCHZH8 0A
Bank CCP Account:	80-2-2
Reference:	Student's name

Please be aware that banks charge fees for transactions to Switzerland and for currency conversion to Swiss Francs.

Payment

The payment should be made in Swiss Francs. As GSD invoices for the full academic year, payment deadlines are indicated on the invoice per the payment options which have been selected (see page 1) by the student.

The GENEVA SCHOOL OF DIPLOMACY reserves the right to suspend a student for non-payment of fees. Students can also be suspended from classes for incomplete administrative requirements with the Geneva Canton or GSD administrative requirements. Examples of the latter would be failing to fulfill immigration requirements or failing to complete the full application process.

Late Payment Fees

The GENEVA SCHOOL OF DIPLOMACY reserves the right to suspend a student for non-payment of fees.

Late payment fees of CHF 200.- will be charged by GSD as of two weeks beyond the payment deadline on the invoice, or, as of the second reminder by GSD to receive said tuition fees.

Students who need to defer payment, for legitimate reasons, must request and justify this delay, in writing and in advance, with the Business Office.

Cancellation of applications prior to start of programmes

Should the Swiss Authorities refuse to issue the student a visa, despite completion of all their administrative requirements, the GENEVA SCHOOL OF DIPLOMACY will refund tuition fees paid except for the Registration fee.

Note that the GENEVA SCHOOL OF DIPLOMACY must be notified by registered post, by the student of said refusal, with the supporting documents .

However, if choice of cancellation is the student's personal one, and is received up to one month prior to the student's first day of the trimester to be attended, the GENEVA SCHOOL OF DIPLOMACY will be entitled to a percentage of the fees due for the entire programme, as follows:

- BA-IR 12.5%;
- MIR 25%;
- EMIR 25%;
- Doctorate 25%.

Payments in excess of this percentage will be refunded.

Example: If a student's Bachelor Programme starts on 1 September and cancellation is received by August 1, 12.5% of the tuition fees, i.e. CHF 3.237,50 (12.5% of yearly CHF 25.900) remain payable to the school.

If a candidate wishes to cancel attendance less than a month prior to trimester's commencement, the GENEVA SCHOOL OF DIPLOMACY will be entitled to the following % of the entire programme fees:

- BA-IR 25%;
- MIR 50%;
- EMIR 50%;
- Doctorate 50%.

Payments in surplus to these percentages will be refunded.

Example: If a student's Bachelor Programme starts on 1 September and cancellation is received after August 1, 25% of the tuition fees remain payable, i.e. CHF 6.475,- (25% of CHF 25.900) remains payable to the school.

Financial penalties of the student leaving GSD once trimester has begun or during the academic year

If a student wishes to withdraw completely from a programme, GSD must be so informed in writing immediately, by registered post.

The following fees remain payable to GSD:

BA-IR : fees for the term within which notice is given, as well as full tuition of the following trimester's tuition.

MIR and EMIR : tuition for the entire academic year;

DIR, tuition for the entire programme.

Note that suspended student's fees will remain payable, as stated above, if a student is requested to leave GSD for academic and/or disciplinary reasons or as a result of unpaid fees.



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Student visas

Please note that it is the responsibility of the student to obtain the necessary Study Permit. GSD cannot apply on behalf of a student for a Visa or a Study Permit and cannot take responsibility for obtaining the required authorisations for entry and residence as a student. Please note: It is not possible to enter Switzerland on a tourist Visa and to then extend your stay by applying locally for a student Visa. You have to apply beforehand from your country of residence. This process may take up to six months.

Geneva School of Diplomacy reserves the right to change completely or modify in part any of its study programmes or course descriptions. The assignment of a particular professor may similarly change. The place of legal venue for any dispute shall be Geneva, Switzerland.

Acceptance of contract

I, ----- (name), hereby certify that I have read, understood and accept the above conditions, provided I am admitted into the programme for which I have applied. I also confirm that the information I have provided on the first page of this form is correct.

Applicant's signature: -----

Date:-----

Geneva School of Diplomacy, Pregny-Genève ----- S. Barragan, Director, GSD.

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

If you are not a citizen of Switzerland, you must allow enough time to acquire your student visa-that process can take place only after you have received a letter of acceptance and after the payment of the first trimester tuition fees. **All admission documents must be officially certified and must be submitted in English.**

Together with your application forms, please include the following:

- Two passport photos, copy of previous study permit (if applicable), copies of diplomas, letters of recommendation and transcripts
- A detailed CV including work experiences
- Proof of payment of Application Fee of CHF 200.-

Mail all your forms to:

**Geneva School of Diplomacy and International Relations,
Admissions Office, 18 Chemin de l'Impératrice,
1292 Pregny/Geneva,
Switzerland
Tel: +41 (22) 300 33 77 Fax: +41 (22) 300 33 11
info@genevadiplomacy.com**

Bank:	UBS SA, 1260 Nyon
Account name:	Geneva School of Diplomacy
Account no.:	228-558164.01Q
SWIFT Code: (BIC)	UBSWCHZH80A
IBAN:	CH46 0022 8228 5581 6401 Q
Bank CCP Account:	80-2-2