



**HTW Chur**

Hochschule für Technik und Wirtschaft  
University of Applied Sciences

## Application Form Bachelor of Science FHO in Tourism

How did you hear about HTW Chur?

- Newspaper     Education Fair     Internet     Road show     A Student  
 Other \_\_\_\_\_
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### Personal Data (Please use capital letters, all information will be treated confidentially)

- Ms     Mr

Family name \_\_\_\_\_ First name \_\_\_\_\_

Date of Birth (DD/MM/YY) \_\_\_\_\_ Place of Birth \_\_\_\_\_

Marital Status \_\_\_\_\_ Nationality \_\_\_\_\_

E-Mail \_\_\_\_\_

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### Home Address

Street, Number \_\_\_\_\_ City/Town \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Tel. Country Code \_\_\_\_\_ Area Code \_\_\_\_\_ Number \_\_\_\_\_

Tel. Mobile \_\_\_\_\_

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### Local Swiss Address (if applicable)

Street, Number \_\_\_\_\_ City/Town \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Tel. Country Code \_\_\_\_\_ Area Code \_\_\_\_\_ Number \_\_\_\_\_

Tel. Mobile \_\_\_\_\_

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## Education & Qualifications

Please list all secondary institutions you have attended, starting with the most recent:

Year	Name of school	Country	Language(s) of Instruction	Diploma awarded
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list all colleges and universities you have attended, if applicable:

Year	Name of college/university	Country	Degree awarded	Major
_____	_____	_____	_____	_____

If Swiss Institution please add your matriculation no. \_\_\_\_\_

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## Language Evaluation

Mother Tongue \_\_\_\_\_

### Proof of English Language Skill

Type of English certificate

\_\_\_\_\_ Date of Test \_\_\_\_\_ Score \_\_\_\_\_  
(DD/MM/YY)

### Other languages

Language	Fluent	Good	Basic
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Work Evaluation

Date (from-to)	Sector	City/Country	Position/Function
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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## **Deadline for application is 30 April of the year in which the program starts.**

This is the official registration form for the bachelor's study program. Registration is binding upon receipt of the registration fee and requested documents listed below.

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### **Application Check list (to be submitted with the application)**

Before submitting your application, please use this check list to make sure you have included all necessary documents. Please note that an application without complete documentation will not be processed further in the HTW Chur admissions office.

- Completed and signed application form
- Curriculum vitae
- Statement of purpose (*personal attributes, personal motivation for joining the bachelor's program at the HTW Chur and the professional goals*)
- Two passport photos (high resolution)
- Copy of passport
- Copy of residence permit (if applicable)
- Exmatriculation permit (if applicable)
- Certified copy of your secondary school final exam results/university entrance exam results (*Please note: If your exam results are not in English or German, please enclose a certified translation.*)
- Certified copy of your secondary school diploma (*Please note: If your diploma is not in English or German, please enclose a certified translation.*)
- Proof of English language skill (*If you are submitting TOEFL, Cambridge or IELTS examination results, please have the scores sent directly to HTW Chur.*)
- Copy of any employment letters
- Certificate of accounting preparatory course
- Copy of personal liability insurance policy

## **Terms and Conditions**

### **Acceptance to the Study Program**

The admission conditions are applied as per Art. 25 of the Higher Education Act (HEdA) as well as Art. 58 of the Ordinance on the Higher Education Act (Swiss Federal legislation). To be admitted into this full time study program, students must have a diploma of secondary education fulfilling university admission requirements in the country where secondary education was completed, for example a Swiss Matura, German Abitur, UK A-Levels (3), US High School Diploma, or equivalent. Additionally, one must provide proof of twelve months documented work experience in a commercial or tourism business and a good knowledge of English, both spoken and written. If the applicant is not a native English speaker, his or her English language ability must be documented by having successfully completed an internationally recognised English certificate of at least level C1.

Please note: Each application is evaluated on its own merit. In exceptional cases, a given entry requirement as specified above may be waived.

### Application Fee

- \*CHF 300.00 for students with a Swiss or Liechtenstein passport or residing at least 2 years in Switzerland or Liechtenstein prior to program begin
- \*CHF 300.00 for students from EU/EFTA countries

\* The application fee is charged upon confirmation of study place and is non-refundable. Upon commencement of studies, the application fee will be deducted from the first semester tuition fee.

### Deposit (partially refundable)

- CHF 3'000.00 for students from non-EU/EFTA countries

### Tuition fees per semester

- CHF 960.00 for students with a Swiss or Liechtenstein passport or residing at least 2 years in Switzerland or Liechtenstein prior to program begin
- CHF 1'550.00 for students from EU/EFTA countries
- CHF 1'550.00 for students from non-EU/EFTA countries

### Visa and Residence Permit issues

#### Conditions for Non-EU/EFTA students

- Student requires an entry visa as well as a residence permit for Switzerland. The International Office initiates this process once having received the application fee and the tuition fee for the first semester. The costs for the entry visa and the residence permit are paid for by the student.
- Student must be between 18 and 30 years old when entering Switzerland.
- Student must provide a language diploma (IELTS/TOEFL, etc.) for visa application.
- Student must provide evidence of sufficient funds for living expenses in Switzerland (approximately CHF 2'000.00 per month) for visa application.
- Student must have a sufficient health & accident insurance policy for Switzerland.
- Student is not permitted to work in Switzerland.

#### Conditions for EU/EFTA students

- Student requires a residence permit for Switzerland. The International Office applies for such permits on arrival in Switzerland. The costs are paid for by the student.
- Student must be at least 18 years old when commencing studies in Switzerland
- Student must have a sufficient health & accident insurance policy for Switzerland.
- Student is currently permitted to work up to 15 hrs per week. A work permission letter must be applied for in addition by the employer and HTW Chur must agree that the employment workload is feasible with regards to the study program workload.

### Laptop

Purchase of a private, high-performance, WLAN-compatible laptop by each student is a prerequisite for all study courses.

### Copyrights

With their enrolment, students relinquish any rights to copyright protected work, which they may create within the framework of their studies, to the University of Applied Sciences, HTW Chur.

The HTW Chur has the right to administrate and make use of all copyright protected student work and, within the framework of a cooperation, to grant rights to third parties. If no use is made of this right, the student can demand reassignment of his rights after completion of his study course.

When using the work and granting rights to third parties, the interests of the student involved must be given suitable consideration. If a profit is achieved the HTW Chur is committed to agree on an appropriate compensation with the student.

### Liability

"Comprehensive and appropriate insurance (health, accident, general and personal liability) is the student's personal responsibility. HTW Chur disclaims any liability in the event that the given student is either not insured, or is inadequately insured."

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I herewith bindingly register to study at the University of Applied Sciences HTW Chur. I declare myself to be in agreement with the conditions given above and in particular with the conditions regarding admission, study fees to be paid by me, relinquishment of copyright and personal liability.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Please send the complete application package to the following address:**

**HTW** Chur Hochschule für Technik und Wirtschaft  
Nicole Massüger Mc Lauchlan  
Comercialstrasse 22  
CH-7000 Chur, Switzerland