



Application Master Studies (MSc)

Tick all appropriate boxes

Master of Science in Business Administration

Major New Business

Major Tourism

Major Information and Data Management

Full-Time

Part-Time

Year of entry/Year of study _____

How did you find out about our programme?

Newspaper

Education Fair

HTW Student

Information Day

Agent

HTW-Website

Social Media

Education portal _____

Other _____

Personal data *(Please enter directly in the PDF and use capital letters, all information will be treated confidentially)*

Ms

Mr

Title _____

Family name _____

First name _____

Date of birth _____

Marital status _____

Nationality _____

Mother tongue _____

Current address _____

City & Postcode _____

Canton _____

Country of residence _____

Place of birth / Place of origin (if Swiss) _____

Phone P./B. _____

Mobile _____

Email _____

AHV no. (if Swiss) _____

Previous education

High-school graduation or equivalent (E.g. Matura, Abitur, A-level, Baccalauréat, etc.)

The high school graduation certificate or equivalent is a prerequisite for attending higher education in Switzerland.

Type of certificate _____ School _____

Place/Country _____ Year _____

Address at time of completion of the course _____

Please note: Please enclose a certified translation if your degree certificates are not in English or German.

Have you previously been irrevocably expelled from any degree programme at a Swiss or foreign university?

No Yes, for the following degree programme: _____

University registration no. (Matrikel) (if from a Swiss college or university) _____

Are you already matriculated at another Swiss or foreign university or do you intend to enrol twice?

No Yes, at the following University: _____
 Bachelor-Studies Master-Studies

Bachelor degree or equivalent

Programme completed _____

Major _____ Name of Institution _____

Canton _____ Degree issued in _____

Date of degree _____

English language certificate

Type of certificate _____

School/Institution/Location _____

Result _____ Date _____

Previous education in English (if applicable)

Institution _____

Programm _____ Modules taken _____

Length _____ Date _____

Work experience

Current employer (company/location)	Function/Job	from ... to ...
_____	_____	_____
_____	_____	_____

Previous employer (company/location)	Function/Job	from ... to ...
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Deadline for application: May 31st of the year in which the programme starts

Early registration is recommended as the study places will be allocated as registrations arrive. Receipt of all completed documents is a prerequisite for acceptance. Definitive acceptance will be confirmed in writing. Should free places remain after the application deadline, applications will also be accepted for applicants resident in Switzerland and the Principality of Liechtenstein, as well as applicants from EU/EFTA countries. Due to the length of the visa application process, applicants from outside CH/FL/EU/ EFTA should enquire with the administration.

This form is considered to be the official registration for a master study course. Only complete applications containing all required documents can be considered. Please contact administration for any questions.

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
- A short letter containing the following points: your motivation for undertaking the master, your past experiences (study, work), your professional goals and ambitions, how you can benefit from the master programme, what you can contribute to the master programme and to fellow students, etc. This letter must be written in English.
- Certified copies of your certificates (high-school, college diploma, university degree etc.) (*Please note: If your diploma is not in English or German, please enclose a certified translation.*)
- Proof of English language level (*If you are submitting TOEFL, Cambridge or IELTS examination results, please have the scores sent directly to the HTW Chur.*)
- References of current and previous employers (if applicable)
Please note: If your references are not in English or German, please enclose a certified translation
- Two passport photos (high resolution)
- Copy of passport
- Copy of residence permit (if applicable)
- Confirmation of ex-matriculation (only applies to students who have been matriculated at another college or university in Switzerland)
- Copy of personal liability insurance policy

Term and Conditions

Admittance to study courses

Prerequisites for admission are applied as per Art. 5 of the Swiss Federal legislation governing colleges and universities (Fachhochschulgesetz, FHSZ).

- A Bachelor degree or equivalent diploma. *Candidates who have not yet completed their bachelor studies at the time of application will only be provisionally accepted and must submit the Bachelor degree before the start of the study programme.*
- Basic knowledge in business administration is required for admittance to the MSc Business Administration Major Tourism. *Please contact us to discuss the options.*
- Good knowledge of English
- An interview with the Director of Studies.

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
- *CHF 3'000.00 for students from non-EU/EFTA countries (CHF 2'700.00 partially refundable security deposit, *CHF 300.00 application fee)

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

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 the application fee and the tuition fee for the first semester has been received. The student is responsible for paying the costs for the entry visa and the residence permit.
- Student must be under 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 student is responsible for paying for the residence permit.
- Student must have a sufficient health & accident insurance policy for Switzerland.
- Student is currently permitted to work **up to 15 hrs per week**. The employer must apply for a work permit and the HTW Chur must agree that the employment workload is feasible with regards to the study programme workload.

Laptop

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

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 University of Applied Sciences 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, students can demand reassignment of their rights after completion of the study course.

When using the work and granting rights to third parties, the interests of the students 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

Insurance cover is the responsibility of the student. The University of Applied Sciences HTW Chur accepts no liability whatsoever for students with no or insufficient insurance cover.

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.

Place/Date

Signature

Please send the complete application package to the following address:

HTW Chur
University of Applied Sciences
MSc in Business Administration
Catharina Feurer
Comercialstrasse 22
CH-7000 Chur
master@htwchur.ch

Please make sure to convert all documents to portable document formats (pdf) or photos in jpg!