

Information related to the admission to the Master of Science HES-SO in Business Administration

1. Registration procedure :

Please read the following information carefully before filling out the online registration form. You will find the link at the end of this document.

Please note that it is mandatory to meet all admission requirements in order to be admitted to the Master programme of your choice ([Requirements](#)).

You will receive a confirmation by e-mail when your registration file has been received by the HES-SO Master's office.

Admission committee meetings are held several times a year. You will receive the decision about your application at most one month after you filed your registration.

2. Time schedule :

The following registration dates must be observed:

- For candidates who need a student visa: **15 March 2021**
- For all other candidates : **30 April 2021**

The courses will begin the week of September 16, 2021.

3. Finances :

Candidates must pay a registration fee of CHF 150 at the time of the application. The processing of the files begins when the registration fee is effective.

No refunds will be made, even when applications are withdrawn or refused.

Bank charges, if applicable, are to be paid by the applicant.

[Bank details](#)

Semester fees:

Course fee:	CHF 500.-
Service fee:	CHF 250.-
Total:	CHF 750.- per semester

These taxes are due at the beginning of each semester. The HES-SO Master financial service will issue an invoice.

4. Documents required :

You are required to submit the following documents in PDF format (max. 2 MB) and your picture in JPEG format along with the registration form:

- Cover letter
- CV
- Document proving your identity (other than a residency permit)
- Picture, good quality, jpeg format, 385x480 pixels (around 20 KB)
- Residency permit, for those who already have one

- AVS (social security) or health insurance card
- *Maturité, Baccalauréat* or High School certificate (or equivalent), both sides, with the registration sticker visible¹
- Summary of grades of the *Maturité, Baccalauréat* or High School certificate (or equivalent formation)
- Qualifying diploma for a Master's-level programme (Bachelor's degree or a qualification deemed equivalent)²
- "Certificat d'exmatriculation"³
- Summary of grades of the qualifying diploma for a Master's level programme (Bachelor's degree or qualification deemed equivalent)
- Language certificate, level B1, in French for the Foresight and Management of Information Systems majors, and in English for the Entrepreneurship and Business in Eurasia majors (only if the previous education has not been done in Switzerland and if it has not been given in the language of instruction)
- Official certificates of work experience (with the paper of the employer and a written signature) or a recommendation letter: with the exception of holders of a Swiss UAS Bachelor's degree in a subject related to the Master's degree, candidates must have at least one year's full-time professional experience within the field, completed prior to the start of the course Master's programme. The work certificate has to be issued and signed by the company on the company stationary. It should contain the following elements: dates of the internships or professional experience, indication of full- or part-time job and a short description of the activities

If you are still in studies, Bachelor or equivalent, an evidence of the successful completion will be required before the beginning of the master studies.

5. Working equipment :

The HES-SO Master's office recommends that all students have a laptop as part of their work equipment. At the start of each semester, the Poséidon project provides assistance to students to buy quality equipment at discounted prices (<https://poseidon.epfl.ch/>).

6. International students :

You will find the information you need for your studies in Switzerland on the [Swissuniversities](#) or the [HES-SO websites](#).

Please consult also the brochure published by the [HES-SO](#) for further details and the website [study in Switzerland](#).

7. Withdrawal of registration :

You may withdraw your registration at any time until three weeks after the beginning of the semester, without incurring any charges. After that date, you will be charged the semester fee. If you wish to do so, please inform us at the following address: admissions.master@hes-so.ch.

8. Rights of complaint and appeal :

An appeal against any decision may be submitted with the decision-making authority at the HES-SO Master, Avenue de Provence 6, 1007 Lausanne, within 20 days of the decision you intend to appeal. The appeal must be submitted in writing, containing a summary of the reasons.

[Registration form](#)

¹ The registration sticker is a label attached to your certificate (sometimes on the summary of grades of your *maturité* or *Baccalauréat*), indicating your immatriculation number. If you have never studied at a Swiss higher education establishment, you will not have this number; if this is the case, please provide simply a copy of your certificate.

² If you have not completed the studies for this diploma yet, please provide the proof of registration for the current semester and/or the last transcripts you received.

³ The « Certificat d'exmatriculation » is only required for candidates who studied in Switzerland.