



## APPLICATION FILE / EQUIVALENCIES FORM

The application file is mandatory for applying either to a Master or a Phd degree. This form has to be accompanied by the enrolment file otherwise it would not be taken in consideration.

This form will allow academic authorities to evaluate your previous studies, in particular of university level, and to determine your entitlement to equivalencies and/or application for degrees.

Your application concerns the following degree: Bachelor  Master  MAS  Certificate  Doctorate

Degree you are applying for at the University of Geneva : \_\_\_\_\_

⇒ **Specify the precise degree in accordance with UNIGE faculties offerings**

LAST NAME, first names: \_\_\_\_\_

Nationality (if Swiss: canton) \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Tel. : \_\_\_\_\_ Mob. : \_\_\_\_\_

### Reserved for administration, leave empty :

Semester of enrollment at UNIGE: \_\_\_\_\_ Enrollment no.: \_\_\_\_\_

Eligible for enrollment:  conditional \_\_\_\_\_


visa \_\_\_\_\_

- All **non-enrolled** students must submit their application for equivalencies together with their **enrollment application** to the Espace administratif des étudiants (registrar's office), UNI Dufour, 1211 Geneva 4, by the deadline indicated (consult relevant faculty, school or institute). The two applications will be considered separately. The success of an application for equivalencies, granted at the discretion of the relevant faculty, school or institute, is dependent on the decision of the Espace administratif des Etudiants regarding the enrollment.
- **The following documents must be submitted together with the application for equivalencies:**
  - a CV
  - a letter of motivation

**A copy of each of the following official documents is also required:**

  - study plan
  - description of training
  - weekly schedule, number of semesters
  - transcript of examination grades and credits earned
  - diploma(s)
  - grading scales and/or diploma supplement
  - bachelor/master thesis (memoir) (for applicants who have written one)

**Please also comply with any instructions particular to the degree applied for (see [www.unige.ch](http://www.unige.ch)).**  
**Applicants for a doctorate must consult the instructions of the relevant faculty.**
- Official documents in a language other than English, French, German, Italian or Spanish must be accompanied by a French version prepared by an official translator, otherwise by a translation into any of the other aforementioned languages.
- Incomplete or late applications for equivalencies will not be considered, and the University will not enter into correspondence with such applicants.

 **Copies of documents required for both the application for equivalencies and the enrollment application must be submitted twice**

## Past grades or degrees obtained

Date	Grade	University/HES/HEP	Country

## Studies currently in progress

Completion date	Grade expected in current year	University/HES/HEP	Country

## Other degrees

Completion date	Degree	Institution	Country

## Professional activity

Date and duration	Full time, part time	Function	Employer and place of employment

- Publications :

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I hereby confirm that I have answered all of the questions above completely and accurately.

Place and date : \_\_\_\_\_ Signature : \_\_\_\_\_

## Previous studies for which equivalencies are requested



**You are not required to complete the table below if you submit all of the documents listed on the first page !**

Academic year	University, school, institute	Discipline or subject	Type of training (courses, seminars, practical work, memoir, etc...)	Number		Evaluation				Other (specify)
	Name			of hours weekly	of semesters	Exams				
						Grading scale (max./min.)	Min. mark to pass	Mark obtained	Number of credits	