

NOTE: Only complete applications submitted will be examined. If one or more of the documents listed below is missing without justification, the application will not be processed.

I. PROCEDURE

Please find the application form on the website: www.unil.ch/emba
Under the application tab, you will be directed to the online application form.

Please register and follow the instructions until the form validation.

Documents required for admission to the HEC Lausanne Executive MBA programme

The application form must be duly completed and validated with an uploaded copy of:

- A **passport photograph** (minimum size: 283x213px, neutral background, professional look, no scan copy)
- Your **university diplomas** (Bachelor and/or Masters and/or PhD) and **university transcripts** (i.e. grades of each semester)
- A complete and updated **curriculum vitae**
- Your **identity card (for Swiss nationality)** or **working/student/residency permit** and **passport (for foreign nationality)**
- The **essays** answer sheets (the essay topics are disclosed in the application form)
- The **proof of payment of CHF 200**; only for candidates who **do not** hold a Swiss university degree (*see below*)
- The **authenticated translations** of documents not written in French, German, English or Italian. Please note that the original authenticated translations of documents must be presented to the programme in a second stage

The two **reference forms** from your referees have to be directly returned to the programme by email or post.

II. APPLICATION FEES

Candidates who do not hold a Swiss university degree must pay an application fee of CHF 200.

Continuous training diplomas from Swiss universities (e.g. CAS, DAS, short certificates, etc.) are not regarded as degrees in this case.

It is important to **upload the proof of payment** in order to have your application processed.

There are two ways to make this payment:

1. Transfer the sum of CHF 200 (two hundred Swiss francs) to:

Banque Cantonale Vaudoise (B.C.V.)
Place Saint-François 14
1003 Lausanne
Account number: E537 3249 8
Bank clearing: 767
SWIFT: BCVLCH2L
IBAN CH76 0076 7000 E537 3249 8

2. Transfer the sum of CHF 200 (two hundred Swiss francs) to the giro account of:

Université de Lausanne
1015 Lausanne
Account number: 10-13575-3
IBAN: CH17 0900 0000 1001 3575 3
SWIFT/BIC: POFICHBEXX
Université de Lausanne Service Immat

*Important: Bank charges, if applicable, are payable by the issuer.
Please indicate your full name and «UNIL - IMMAT Administrative Fee» to identify your payment
No refunds can be made, even when the application is withdrawn or refused.*

III. INFORMATION TO HELP YOU COMPLETE THE APPLICATION FORM

Section 2: Personal Data

- Swiss student number: indicate your student number if you have already studied at another Swiss university, HES/HEP or EPFL/EPFZ.
- Provide us with your **preferred email address** for all communications regarding your application. You must provide a **second email address** in the next sections (Private/Professional Address) as back-up. If you provide your professional email address, please ensure you provide a private address as well.

Section 3: Address in Switzerland during your studies

- To be **notified to us as soon as possible**; all subsequent correspondence from UNIL and Executive MBA office will be sent to this address.
- Do not forget to mention the date from which this address is valid.

Section 4: University Studies

- List all your degrees, **starting with the most recent one**. Examples of subject areas are: Languages, Engineering, Medicine, etc.
- Provide your grade point average (GPA) or average score for your degree, indicating the scale used at your institution (lowest grade, highest grade and passing grade). If you have a British degree, indicate the class of your degree.
- Any additional document related to your studies can be uploaded at the end of the online application form under other documents.

Section 5: Work Experience

- List all your professional experiences, **starting with the most recent one**. Give details of the position held, as well as your responsibilities and accountabilities.

Section 7: Additional Diplomas / Certifications

- A GMAT score is not compulsory to apply, but if available, list all your GMAT scores, starting with the most recent one. Please note that we will only take into account scores that are less than 5 years old. Also, indicate the dates of any tests you have scheduled but not yet taken. Ensure that the testing organisation communicates your scores directly to HEC Lausanne (code VTR-GM-96).
- A TOEFL / IELTS (academic) test is not compulsory, but if available, list all your TOEFL / IELTS scores, starting with the most recent one. The Cambridge Proficiency Certificate is also accepted. Please note that we will only consider test scores that are less than 5 years old. Also indicate the dates of any tests you have scheduled but not yet taken. As for the GMAT, the admission decision is based on an official score report, so please ensure that the testing organisation communicates your scores directly to HEC Lausanne (TOEFL code 0378, no code required for the IELTS).
- Provide information on any non-university degrees, professional qualifications, diplomas, certificates, etc. that you hold.
- Any additional document related to your diplomas / certifications can be uploaded at the end of the online application form under other documents.

Section 10: References

- For your referees, please choose people who know you sufficiently well to be able to complete the form in a meaningful way. We will attach a higher weight to a recommendation from a person who knows you well than from a person holding a senior position who only knows you casually. Your referee should not be a member of your family and one of the references must be written by a person from your immediate work environment. This person can be a superior or colleague.
- Allow sufficient time for the referees to complete the forms.

The reference forms from your referees have to be directly returned to the programme by email or post.

Section 11: Essays

- **Type separately and upload** the answer sheets in the application form.
- Both essays are **compulsory**.
- Please respect the **maximum word** count.