

FAQ MSc Application

- **WHEN AND HOW TO APPLY**

The [online enrolment](#) procedure starts in **JANUARY** of each year

- **APPLICATION DEADLINES**

- **FEBRUARY 28 : NON EU candidates** [who need to apply for a student visa](#)

- **APRIL 30 : Swiss and EU candidates** (no visa)

[General UNIL Deadlines](#)

- **ADMISSION CONDITIONS**

[Admission conditions for Master studies with a Swiss Bachelor degree](#)

[Admissions conditions for Master studies with a foreign degree](#)

In order to know whether you are eligible, please apply according to the official deadlines and online procedure. The scientific committee of the Master, upon reception of your application form from the Central Admissions Office of UNIL, will deliver a final decision by writing individually to each applicant. We do not pre-assess any application

- **PROBLEMS WITH THE ONLINE APPLICATION**

Please email the Central Admissions Office of UNIL immat.Master@unil.ch

- **STUDY VISA**

Candidates from countries subject to [visa restrictions](#) for stays of more than three months must submit their application from abroad. Students must be in possession of their study visas **before** coming to Switzerland. Since the procedure for visa applications can be quite lengthy, you are strongly recommended to consult the Swiss consular authorities immediately upon receipt of the certificate of admission to registration. To ensure that you will receive the letter of acceptance early enough, you must submit your application **at least two months before the official general deadline.**

We regret to inform you that UNIL nor can the faculty intervene in the visa procedure with the immigration authorities

If the visa is delivered only after the beginning of the courses in September or February, it is not possible to start the program

Please contact immat.Master@unil.ch to verify under which conditions you can postpone your application to the next SEPTEMBER intake

- **TRANSFER INTO A MSc PROGRAM FOR UNIL STUDENTS**

Third year BScM or BScE HEC Lausanne students can transfer using the [online application](#)

Students enrolled in the current semester at UNIL and wish to start a Master program in another faculty have to fill in [the request form for enrolment \("immatriculation"\)](#).

- **I HAVE STUDIED AT UNIL BEFORE: [Re-enrolment](#)**

- **REACTIVATION OF APPLICATION**

To [reactivate their application](#), candidates must once again [enroll online](#) and pay the [administrative fees](#) in case of a foreign degree

- **APPLICATION WITH A BACHELOR DEGREE OF A UNIVERSITY OF APPLIED SCIENCES (HES - FACHHOCHSCHULE)**

Candidates holders of a HES Bachelor in the study field of Management, Economics, Finance or Information Systems are admitted subject to catch up the missing theoretical bases during the Master program. After having successfully achieved the 30 ECTS of a preparatory semester running from February to July, they will be automatically admitted to the corresponding Master

HES candidates can apply online until April 30 or using [this form](#) until **NOVEMBER 30**

- **APPLICATION TO SEVERAL PROGRAMS**

If you are accepted to several programs you will have to make your final choice during the **first week of SEPTEMBER the latest, thus BEFORE the start of the classes**. The registration fee is only charged once

- **APPLICATION DOCUMENTS - CONTENT OF APPLICATION** [Content of application](#)

- **GMAT OR GRE**

None of these tests is mandatory but a good score could help the scientific committee to better appreciate your application GMAT > or = 650 points

- **PROFICIENCY IN ENGLISH**

Applicants whose native tongue is not English or whose Bachelor's degree was not taught in English a solid command of English is essential for succeeding this program. Upon starting the program, you should have attained a level of proficiency in English as a foreign language corresponding to one of the following minimum levels:

- TOEFL CBT: 250 points
- TOEFL IBT: 100 points
- TOEFL PBT: 600 points
- Academic IELTS: 7 points
- Cambridge English Advanced (CAE): Grade B
- Cambridge English Proficiency (CPE): Grade C
- TOEIC: 850 points

The score reports can be sent to us directly. HEC Lausanne Institution Code by the Educational Testing Service (ETS) is 0378

- **FRENCH TEST**

Candidates admitted to a preparatory program leading to a Master program must also sit a [French exam](#) before final registration on a preparatory program unless they speak French as a mother tongue or they hold a Swiss secondary school diploma (maturité) or their previous university studies where fully followed in French.

- **STATEMENT OF PURPOSE**

This document is not mandatory but may help the scientific committee to better understand your application motivation, or give you some advice about the various tracks

A [statement of purpose](#) is mandatory for Unil Grant candidates

- **RECOMMENDATION LETTERS**

This document is not mandatory either but will be read by the scientific committee

[Recommendation letters](#) are mandatory for Unil Grant candidates

- **CONTACT THE CENTRAL ADMISSIONS OFFICE OF UNIL**

Université de Lausanne
Service des immatriculations et inscriptions
Unicentre
CH-1015 Lausanne
Telephone: ++41 (0)21 692 2100

immat.Master@unil.ch for questions about the admission to Master programs and for questions by regular UNIL students registered in a Master program. These questions may for example concern taxation, the family tax break, deadlines for exmatriculation, etc.

- **CONFIRMATION OF ATTENDANCE**

Upon reception of the faculty's decision, the Central Admissions Office will send you all the necessary instructions to confirm your registration

- **PREREQUISITES FOR EACH PROGRAM**

Please read each individual MSc factsheet : <http://hec.unil.ch/hec/Masters.EN/presentation>

- **START OF THE ACADEMIC YEAR**

We have only one intake, in **SEPTEMBER** of each year.
Only HES students can start their preparatory semester in February

- **PART-TIME PROGRAMS**

All our MSc and preparatory programs can be achieved on [part-time basis](#)

- **TUITION AND REGISTRATION FEES**

The [semester tuition fees](#) amount to **CHF 580.-** for **ALL** students

If you hold a degree from a foreign university an unique additional [administrative fee](#) amounting to CHF 200.- will be charged

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

It is essential to enclose proof of payment with your application; failing this, the application will not be processed

- **FINANCIAL SUPPORT, GRANTS**

The [Social Affairs and Student Mobility Office](#) can help you

[UNIL Master Grants program](#)

- **MONTHLY BUDGET – HOUSING / ACCOMMODATION – JOBS – PARKING – SPORTS – ETC**

[Students' Handbook](#)

[Academic calendar](#)