



GENEVA SCHOOL OF DIPLOMACY
& INTERNATIONAL RELATIONS
UNIVERSITY INSTITUTE

Application Guide for STCC (Short Term Certificate Course)

Dear STCC Candidate,

Welcome to the Geneva School of Diplomacy and International Relations. We would like to thank you for your interest in our School and especially in the Short Term Certificate Course (STCC) Programme.

The following guide aims at assisting you in the preparation and completion of your application for the STCC Programme at GSD (duration of programme: one semester/14 weeks). Please note that it is crucial for the application process to complete all required fields as thoroughly and accurately as possible.

Only complete applications can be considered and reviewed by the Admissions Committee. All application documents, once submitted, remain the property of the Geneva School of Diplomacy and are treated confidentially.

The Geneva School of Diplomacy follows a rolling admission process with possible intakes in September and February of each academic year. This allows each candidate to carefully prepare his or her application on time whilst remaining flexible with the entry dates. You should clearly indicate your preferred entry intake (month and year) on the application form. However, the Admissions Committee reserves the right to offer a place for a later intake, should the spaces for a particular intake have already been attributed or should the administrative procedures for obtaining a student Visa require more preparatory time.

In average, the Committee takes around three weeks from the reception of a candidate's application to the notification about the decision. Candidates may at any time of the year submit their application for an intake in the future for which the deadline has not yet passed by.

For any questions regarding the application process, please contact info@genevadiplomacy.com or +41 (0) 22 300 33 77. During the evaluation process of your application, neither the Admissions Office nor the Admissions Committee can give any answer on the status of your dossier.

We thank you very much for your interest and wish you a successful application process!
We are looking forward to hearing from you!

Sincerely,
The Geneva School of Diplomacy

**Postgraduate Candidates only (MIR):
Application requirements**

I. ONLINE APPLICATION FORM

- **Completed Online Application Form**
Please complete the application form available under:
<http://www.genevadiplomacy.com/apply-now>

- **Upload the following documents to your online application form**
 - **Motivation letter in English**
Please attach a motivation letter (min. of 300 words) of why you would like to join the STCC programme and be part of the GSD Community.

The Admissions Committee puts special focus on the link between each candidate and the school, as well as between the candidate and the specialisation International Relations. Why are we the right school for you? What personal and academic elements make you a matching candidate for this Programme?

 - **CV / Résumé**
Please upload a detailed CV including all previously attended universities and working experience.

 - **Proof of payment: Registration Fee of CHF 300.-**
The Registration fee has to be transferred to the school's bank account before the application is submitted; a scan of the payment receipt has to be uploaded to your online application (see bank details below).

II. DOCUMENTS TO BE SUBMITTED IN HARDCOPY TO THE ADMISSIONS OFFICE:

- ***Official Grade Transcripts / Academic Reports / Diplomas***
Please send us in hardcopy grade transcripts of previous studies as well as copies of any university diplomas together (minimum requirement for STCC is Bachelor degree). All documents must be officially certified and submitted in English (please add translated and certified copies if necessary). Please make sure the grading scale used in your previous university or an explanatory note of the grading system is provided together with any transcript.

- ***Proof of English Language Proficiency***
The Geneva School of Diplomacy offers academic programmes in English only. If your mother tongue is not English, your test score needs to be directly sent from the certifying institution to the Admissions Office as proof of your English Language Proficiency
In very exceptional cases, a candidate *may* be dispensed from providing a proof, e.g. if your previous studies were in English. Please provide us on a separate document with detailed explanations on your English skills and how you obtained them. The Admissions Office might then decide to accept this in lieu of a testing score.

III. OPTIONAL:

- ***Schedule an Admissions Interview***
An evaluative interview is a very useful way for both the applicant as well as for the school to get a more complete picture of the candidate and to learn more about the Geneva School of Diplomacy and the mutual expectations. Interested candidates visiting the school may be interviewed on an informal basis by a staff member. The interviewer may take notes and add his feedback to the candidate's application which will be transferred to the Admissions Committee. Furthermore, the Admissions Committee reserves the right to require also personal evaluative interview before or even after the submission of the application.

- ***Fellowship Request (optional)***
GSD grants a very limited number of fellowships in lieu of administrative assistance. Should you need to apply for financial aid in form of a fellowship, we highly recommend applying as early as possible for your studies. The fellowship request has to be submitted together with your application documents.

TUITION & EXPENSES

Below you find an overview of the estimated costs you have to expect during your studies at the Geneva School of Diplomacy and in Switzerland.

Tuition fees (per year)

The current Programme fees of the Master in International Relations (MIR) Programme can be viewed here: <https://genevadiplomacy.ch/admissions/financing-your-studies/>.

Please Note: The tuition fees do NOT include travel, living accommodation, meals, medical or health insurance and can be subject to annual adjustments.

Estimates of living expenses in Geneva (per year)

Lodging	CHF 11'000.-	(around CHF 900.- per month)
Food and other	CHF 6'000.-	(around CHF 500.- per month)
Insurance	CHF 1'200.-	

**TOTAL COSTS PER YEAR (tuition and other):
approximately CHF 45.000,- Per Year.**

Please remember: Geneva is amongst the most expensive cities in the world. It is important to establish a realistic and sustainable financial plan for the entire period of studies.

Bank Details GSD

Payments can be made by using the following bank details:

Account's holder: Geneva School of Diplomacy & International Relations

*Address: Château de Penthes, Chemin de l'Impératrice 18,
1292 Pregny /Switzerland*

Name of the bank: UBS SA

Address of the bank: 1260 NYON / SWITZERLAND

Account #: 22855816401Q

Swift / BIC: UBSWCHZH80A

IBAN: CH460022822855816401Q

Reference: Candidate's name + course reference "Short Term Certificate Course (+year of intake)"

Payments through Paypal are accepted, but are subject to commission depending on the countries. Please note that we only accept payments that also cover the transfer fees charged by Paypal, apart from the school fees. Any financial matters should be addressed to: accounts@genevadiplomacy.ch.