



Application Guide for EMIR (Executive Master of International Relations)

Dear Executive Master 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 Executive Master of International Relations (EMIR) Programme.

The following guide aims at assisting you in the preparation and completion of your application for the Executive Master Programme at GSD (duration of programme: two terms/one academic year as full-time student). Therefore, you might want to use this document throughout the entire application process as it contains all pertinent information during your candidacy.

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 filled or should the administrative procedures for obtaining a student Visa require more preparatory time.

On 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, please contact emir-dir@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 (EMIR):
Application requirements**

I. ONLINE APPLICATION FORM

- Completed Online Application Form***
Please complete the application form available under:
<http://genevadiplomacy.ch/admissions/online-application/>
- Upload the following documents to your online application form***
 - Motivation Letter (approximately 500 words)***
 - 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:

□ *Two Letters of Recommendation*

The two letters of recommendation should be written by faculty members who know you well enough to evaluate your academic performance and your capability to conduct independent academic research at an executive level. Your referees have to send the letters directly to the Admissions Office via surface mail (as reference please indicate clearly name of applicant, intended programme and intake you are applying for).

In case your last university enrolment has exceeded a time period that does not enable you to acquire academic letters of recommendation, you may also submit one academic and one professional reference in lieu of two academic references.

□ *Official Grade Transcripts / Academic Reports / Diplomas*

Please send us in hardcopy grade transcripts of previous studies as well as copies of any university diplomas. 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 Evaluative 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 or faculty 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.

FEES AND OTHER 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.

Executive Master in International Relations (EMIR)

Yearly Tuition: 18,000 CHF

Registration Fee: 300 CHF

Diploma in Advanced Studies in International Relations and Diplomacy (DASIR)

Yearly Tuition: 9,000 CHF

Registration Fee: 300 CHF

Certificate in Advanced Studies in International Relations and Diplomacy (CASIR)

Yearly Tuition: 3,600 CHF

Registration Fee: 200 CHF

Certificate in International Relations and Diplomacy (CIR)

Yearly Tuition: 1,800 CHF

Registration Fee: 100 CHF

Books and other supplies: 500 CHF

Please Note: The fees do NOT include travel, living accommodation, meals, medical or health insurance.

Estimates of living expenses (per year) if residing in Geneva:

Lodging CHF 11'000.- (around CHF 900.- per month)

Food and other CHF 6'000.- (around CHF 500.- per month)

Insurance CHF 1'200.-

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 UBS SA, Rue de la Morâche 6, CH-1260 Nyon, Switzerland

Account No.: 228-558164. 01 Q

IBAN: CH46 0022 8228 5581 6401 Q

SWIFT: UBSWCHZH8 0A

Bank CCP Account: 80-2-2

Reference: Candidate's name + Purpose of payment