



GENEVA SCHOOL OF DIPLOMACY
& INTERNATIONAL RELATIONS
UNIVERSITY INSTITUTE

Application Guide for DIR (Doctor of International Relations by Research)
[DIR by Dossier on page 4]

Dear Doctorate Applicant,

Welcome to the Geneva School of Diplomacy and International Relations. We would like to thank you for your interest in the Geneva School of Diplomacy and in the Doctor of International Relations (DIR) Programme.

The following guide aims at assisting you in the preparation and completion of your application for the Doctorate Programme by Research (duration of programme: three years). Therefore, you might want to use this document throughout the entire process as it contains all pertinent information during your application. Please note that it is crucial for the applicant 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 submission dates at any point throughout the year. This allows each candidate to carefully prepare his/her application whilst remaining flexible with regards to the commencement of the programme.

In average, the Committee takes around *three weeks* from the reception of a candidate's application to the notification about the decision.

For any questions regarding the programme, please contact GSD's Postgraduate Programme Staff at emir-dir@genevadiplomacy.com or call +41 (0) 22 300 33 77.

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

Sincerely,

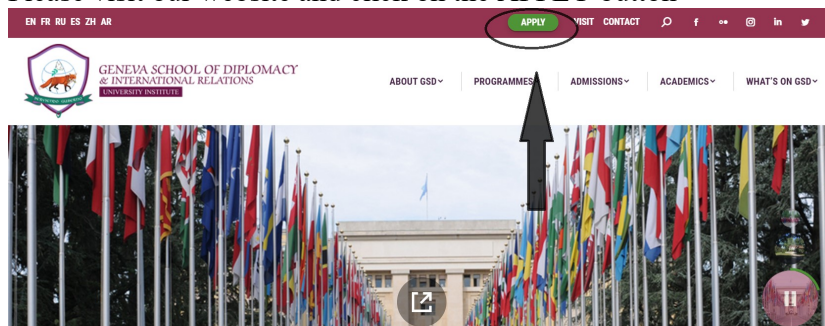
The Geneva School of Diplomacy

DIR by Research Application Requirements:

I. **ONLINE APPLICATION FORM**

- **Completed Online Application Form**

Please visit our website and click on the APPLY button



- **Upload the following documents to your online application form**
 - **CV/ Résumé**
Please upload a detailed CV including all previously attended universities and working experience.
 - **Research Proposal (5,000 words)**
Please use our research proposal template available on our website.
 - **Proof of payment: Registration Fee of CHF 500.-**
The registration fee has to be paid upon application. The applicant can choose to pay either by credit card or via bank transfer by using the bank details below (see last page).

II. **DOCUMENTS TO BE SUBMITTED IN HARD COPY TO THE ADMISSIONS OFFICE:**

Attach a copy of the following documents on the online form (if available) and send us the original documents by courier.

- **Two Letters of Recommendation**
The two letters of recommendation should be written by faculty members who know you well enough to evaluate not only your academic performance and your capability to conduct independent academic research. Your referees have to send the letters directly to the Admissions Office (either via email or surface mail).
In case your last university enrolment has exceeded a time period that does not enable you to acquire 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 a hard copy of all your school documents previously obtained (both undergraduate and graduate levels). Additional documents may be

requested if the submitted documents do not satisfy the Admissions Committee.

- ***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 dispenses from providing a proof if previous studies were in English. Please provide us a letter of confirmation from previous university. The Admissions Office might then decide to accept this and waive the certificate.

III. RECOMMENDED:

- ***Schedule an Interview (in person or via Skype)***
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. The Admissions Committee reserves the right to require additional evaluative interview before or even after the submission of the application.

TUITION & EXPENSES

Application fee: 500.-chf (non-refundable)

Tuition fees: 33,000.-chf (may be paid 11,000.-chf per year)

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

Bank Details

Account's holder:	Geneva School of Diplomacy and International Relations
Bank:	UBS SA, Case Postale 8098, Zurich, Switzerland
Account:	228-558164. 01 Q
IBAN:	CH46 0022 8228 5581 6401 Q
SWIFT:	UBSWCHZH8 0A
Bank CCP Account:	80-2-2
Reference:	Candidate's/Student's name



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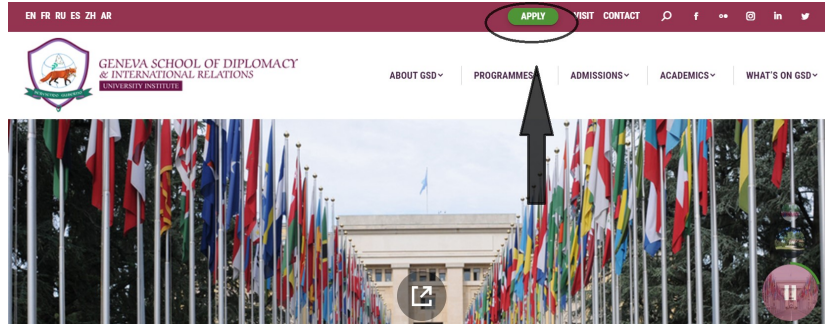
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The Geneva School of Diplomacy

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I. *ONLINE APPLICATION FORM*

- ***Completed Online Application Form***
Please visit our website and click on the APPLY button



- ***Upload the following documents to your online application form***
 - ***CV / Résumé***
Please upload a detailed CV including all previously attended universities and working experience.
 - A statement of **1,000 words** where the candidate explains and justifies why he/she meets all the requirements for the award of the GSD DIR by Dossier.
 - A collection of **8 scholarly papers** published in top international journals or a solely authored book published by a prestigious publishing house or university press (published a maximum of 3 years in advance to the year of the application).
 - ***Proof of payment: Registration Fee of CHF 500.-***
The registration fee has to be paid upon application. The applicant can choose to pay either by credit card or via bank transfer by using the bank details below (see last page).

II. *RECOMMENDED:*

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TUITION & EXPENSES

Application fee: 500.-chf (non-refundable)

Tuition fees: 9,000.-chf

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

Bank Details

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Bank CCP Account:	80-2-2
Reference:	Candidate's/Student's name