



GENEVA SCHOOL OF DIPLOMACY  
& INTERNATIONAL RELATIONS  
UNIVERSITY INSTITUTE



2021 - 2022



# *Application Guide for GSD programmes*

Bachelor of Arts in International Relations (BAIR)

Master of Arts in International Relations (MIR)

Executive Master of International Relations (EMIR)

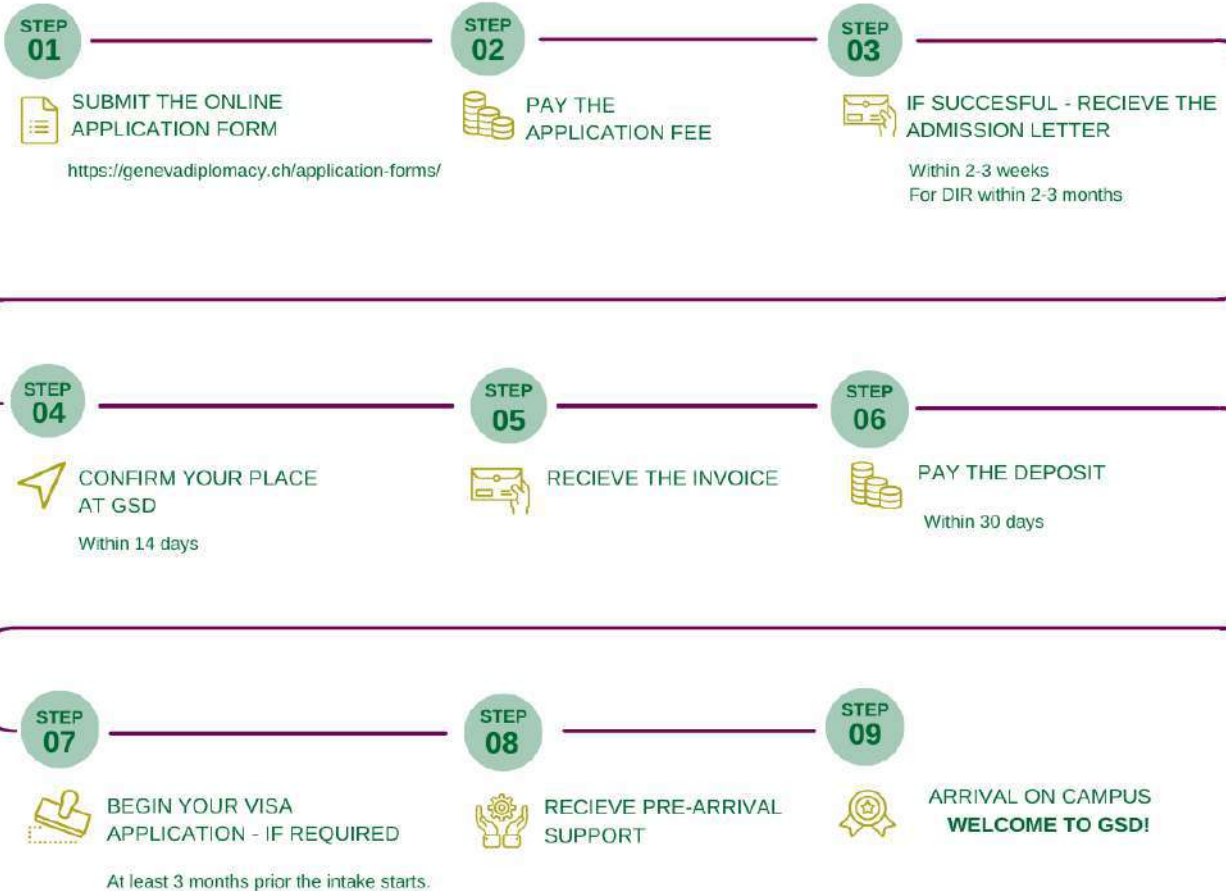
Diploma and Certificates in International Relations and Diplomacy (DASIR, CASIR, CIR)

Doctor of International Relations by Research and by Dossier (DIR)

Short Term Certificate Course in International Relations (STCC)

# APPLYING TO GSD

## Step-by-step guide



## DOCUMENTS TO PREPARE BEFORE APPLYING

1

### CV / Resume

Please upload recent and detailed CV including all previously attended universities and work experience.

2

### Passport Copy

It should be valid for at least three months beyond the planned start of studies.

3

### Cover Letter (approximately 500 words)

For the cover letter please expand: What personal and academic elements make you the best candidate for the programme? Why are we the right school for you?

Explain and justify why she/he meets all the requirements for the Award of the GSD DIR by Dossier.

**4****Research proposal (Applicable only for DIR candidates)**

**DIR by Research** candidates are required to submit the Research Proposal (4000-5000 words). Please click [here](#) to use the template.

**5****Publications (Applicable only for 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).

**6****Two Letters of Recommendation**

The two letters of recommendation should be written by a faculty member or by employer/supervisor, who knows you well enough to evaluate your academic/professional performance and ability to undertake a rigorous academic journey.

You may either upload your recommendations letters directly to your application form, or your referees may send the scan copy of the letters directly to the Admissions Office: **admissions@genevadiplomacy.ch**

The candidates of **DASIR/CASIR/CIR** and **STCC** are exempt from this requirement.

**7****Registration Fee**

The Registration fee can be paid online as the final step of uploading your application or can 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 on our website).

<b>BAIR, MIR, EMIR, STCC</b>	<b>MAIR DUAL</b>	<b>DASIR, CASIR, CIR</b>	<b>DIR</b>	<b>Summer School</b>
CHF 300.-	CHF 400.-	CHF 150.-	CHF 500.-	CHF 100.-

Please refer to our website to see the application to see in more detail the tuition fees of your programme: <https://genevadiplomacy.ch/academic-programmes/>

**8****Diploma & Academic Transcripts (can be provided later)**

Please send us a scan copy of your grade transcripts as well as copy of your high school final diploma. Provisional transcripts are acceptable for students who have not yet completed their studies and should show the last three years' results.

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.

- **BAIR:** Copy of grade transcript and high school diploma are required.
- **MIR, EMIR, STCC, DASIR/CASIR/CIR :** Copy of grade transcript and Bachelor's diploma are required.
- **DIR by Research** and **by Dossier:** Copy of grade transcript, Bachelor's diploma and Master's diploma in International Relations or related field are required.

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### Proof of English Language Proficiency (can be provided later)

The Geneva School of Diplomacy offers academic programmes in English only. The candidate may directly upload the English Language Certificate to the application form or the test score may be sent from the certifying institution to the Admissions Office at: **admissions@genevadiplomacy.ch**

All English certificates must have been issued in the last 24 months prior to starting intake.

Test	TOEFL Internet based	TOEFL Paper based	TOEFL Computer based	TOEIC	IELTS Academic Version	CPE	CAE
Min. scores required	90	600	250	+600	6.5	C grade	B grade

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### English Language Waiver (if applicable)

Candidates may be exempt from providing a proof of English language proficiency upon uploading to the application form a document explaining why the requirement must be waived (i.e., previous studies were completed in English or English is your mother tongue).

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### Interview (if applicable)

The Admissions Committee reserves the right to require an evaluative interview after the submission of the application.

*Our Admissions Office will fully analyse your dossier and get back to you with a decision as soon as possible. During peak times, it may take up to 3 weeks to receive the final decision. In case your dossier is not complete or requires any further clarification, our Admissions Office will get in touch with you.*

*For any further queries regarding your application, please write to **admissions@genevadiplomacy.ch**.*



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# *Geneva School of Diplomacy & International Relations*

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