



GENEVA SCHOOL OF DIPLOMACY
& INTERNATIONAL RELATIONS
UNIVERSITY INSTITUTE

***Application Guide for STCC
(Short Term Certificate Course in International Relations)***

Dear STCC Candidate,

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 Short Term Certificate Course in International Relations (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 equivalent to 14 weeks). Therefore, you might want to use this document throughout the entire process as it contains all pertinent information during your candidacy. 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 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 be already 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.

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

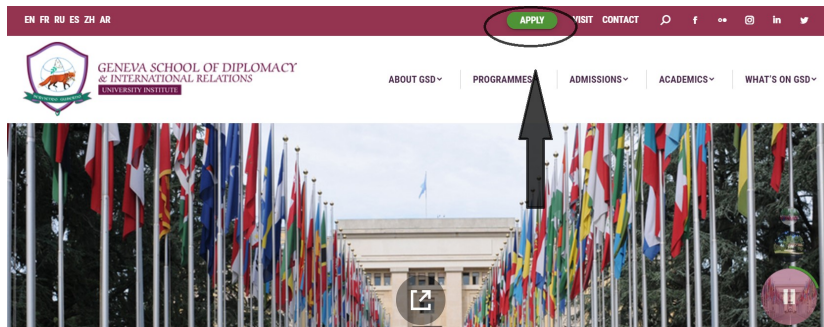
Sincerely,

The Geneva School of Diplomacy

Postgraduate Candidates only (STCC) 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***
 - ***Written Essay in English***
Please respond to either of the two essay questions with approximately 500 words.

Essay I:

How a recent world event influenced your perspective on life. Please include in this statement how you think GSD will help you develop this outlook and your individual talents and goals.

OR

Essay II:

Who has been the single most important influential person in your life (it can be a real or fictional character). Describe how his or her influence has helped or will help you shape your outlook on life and GSD.

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 schools, extra-curricular activities and working experience.
- ***Proof of payment: Registration Fee of CHF 300.-***
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 HARDCOPY 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 teachers who know you well enough to evaluate not only your academic performance, but who are also capable of assessing your character and your general behaviour.
- ***Official Grade Transcripts / Academic Reports / Diplomas***
Official grade transcripts of previous studies as well as certified copies of any school or university diplomas must be submitted in hard copy. All documents must be officially certified and submitted in English (please add translated and certified copies if necessary). Also, make sure the grading scale used in your previous school 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, you are required to submit a proof of your English proficiency level.
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 the admissions manager. 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 additional evaluative interview before or even after the submission of the application.

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.

Application fee: 300.-chf (non-refundable)

Tuition fee: 4,600.-chf

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	around CHF 900.- per month
Food and other	around CHF 500.- per month
Insurance	around CHF 100.- per month

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. A proof of financial stability will also be required by the immigration office upon application for visa and residence permit.

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