

Office check  
Applicant's signature



Victoria University  
The School of Management

## APPLICATION FOR ADMISSION

### GENERAL INFORMATION

Name: Last (Family) \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

Prefix (Mr, Ms): \_\_\_\_\_ Passport/ID Number: \_\_\_\_\_

Gender (Male, Female): \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (month/day/year)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_

Zip Code / Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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### PROGRAMME INFORMATION

The programme you are applying for: \_\_\_\_\_

Proposed Date of Commencement: \_\_\_\_\_

Programme Type (Full Time/Part Time/In Company): \_\_\_\_\_

If others, please specify: \_\_\_\_\_

Please explain your objectives and goals as they relate to attending this programme.

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**ACADEMIC HISTORY**

Degree (Circle only the highest level attained):  
Doctoral / Master's Degree / Bachelor's Degree / Diploma / Professional Certificate  
High School / Others: \_\_\_\_\_

Name of Qualification: \_\_\_\_\_

Year Start: \_\_\_\_\_ Year Completed: \_\_\_\_\_

Name of Secondary School/Educational Institution: \_\_\_\_\_

You must provide certified copies of any previous qualifications and/or any other supporting documentation in relation to your application. Documents submitted with this application form will not be returned. It is therefore important you do not submit original documents with your application.

**EMPLOYMENT AND PROFESSIONAL BACKGROUND**

Please list your positions in reverse chronological order, starting with your current one. If all positions are in the same company, please give the major promotional sequence. You may also attach Curriculum Vitae/Resume or letters of support (recommendation).

Company Name	Industry	Position	From (Year)	To (Year)

Please estimate your total years of professional experience: \_\_\_\_\_

Please provide a brief description of your current organisation:

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Please describe your current responsibilities, including your level in the organisation:

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## **HOW DO YOU INTENT TO FINANCE YOUR STUDIES**

- Self-Funding    Partially or fully funded by employer
- Other (please specify) \_\_\_\_\_

## **PRIVACY**

The information being sought in this form is collected for the purposes of processing your application and for the supply to you of educational services. The information will be held by Victoria University and may be accessed and used by people employed or engaged by Victoria University, Switzerland.

The information may be used or disclosed to others where required or authorised by law. The provision of the information is voluntary, but if this information is not provided, Victoria University may be unable to process your application or provide services to you. You have a right of access to, and correction of your personal information, subject to any exceptions in relevant legislation.

## **APPLICANT DECLARATION**

I understand that:

- Victoria University is collecting the information on this form for the purposes of processing my application and for the supply of educational services
- Victoria University may disclose personal information about me to others where required or authorised by law.
- I declare that I have read the instructions and that all information submitted is correct and complete.
- I acknowledge that the provision of incorrect information may result in the withdrawal by Victoria University of any place which may be offered.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Prior to submitting the form check you have completed the following:

- Completed all sections of the application form
- Attached certified copies of required documentation
- Attached Curriculum Vitae/Resume
- Completed any extra requirements

To be completed and send it directly to:

Admission Office  
Victoria University  
Avenue de la Gare 2  
2000 Neuchâtel  
Switzerland

Or Email to: [info@vubs.ch](mailto:info@vubs.ch)