Application Form

***Diploma, Higher Diploma, Bachelor Degree Programs***

*Insert*

*Passport Photo*

*(Please also attach your digital photo as a sepa*rate file.)

**Last Name:       First Name:**

Today’s Date:

Application for academic year: 20  /

**Choose the Program:**

* Diploma in Business Adminisration
* Higher Diploma in Business Adminisration
* Bachelor of Business Administration (final year)

Start Date:

Application process:

Step 1:BBA APPLICATION FORM SENT ELECTRONICALLY

1. Fill out the entire application form ELECTRONICALLY
2. Save WORD document
3. Attach saved WORD document file to an email and send to info@ssm.swiss.

NOTE: Please make sure the form is submitted in WORD. Do not fill in by hand and scan. Hand written forms will NOT be accepted.

Step 2: APPLICATION FEE

Upon receiving an email from SSM stating we have received your application, pay the €400 application fee.

Step 3: SCANED COPIES

1. SCAN and EMAIL the following documents to info@ssm.swiss

(This may be done after the initial submission of your application)

* All University or High School Transcripts
* All Degree certificates/diplomas
* Electronic passport photo (attached within this document or as a separate file. )
* 2 letters of recommendation
* The signature page of your application signed and dated

Note: Application will not be reviewed until all documents have been received electronically and the application fee has been received.

Personal Information:

|  |  |
| --- | --- |
| Last Name: | First Name(s): |
|       |        |
| Place of Birth:  | City:       | Country:      |
| Date of Birth: | Day      | Month      | Year     | Nationality (Please list all countries of citizenship.)     |
| Gender: | [ ]  male | [ ]  female |  | Marital Status: | [ ]  married [ ]  single |

Address (for correspondence):

|  |  |
| --- | --- |
| Street Name | Street no. |
|            |       |
| P.O. Box | ZIP Code |
|       |       |
| City | Country |
|       |            |
| Telephone No:      -     -      |  |
| Fax No:      -     -      |
| E-mail:            |

Permanent Address (if different from above):

|  |  |
| --- | --- |
| Street Name | Street no. |
|            |       |
| P.O. Box | ZIP Code |
|       |       |
| City | Country |
|       |            |
| Telephone No:      -     -      |  |
| Fax No:      -     -      |
| E-mail:            |

**Parents’ Info**

|  |  |  |  |
| --- | --- | --- | --- |
| Father’s Name |       | Profession (pls. specify) |       |
| Mother’s Name |       | Profession (pls. specify) |       |

Emergency Contact

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Relation | Phone Number | Email Address |
|       |       |       |       |
| Name | Relation | Phone Number | Email Address |
|       |       |       |       |

Does your emergency contact speak English? Yes/No

If not, what language do they speak? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate the schools you have attended since the age of 14 (for undergraduate applicants)

18 (for MBA applicants) (Scan and email transcripts and certificates/diplomas)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Frommth/year | Tomth/year | School/College/University Name Address | Degree / Diploma | Specialization (if any) |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

If the answer to either of the following questions is “yes”, please give a detailed explanation. Use a separate sheet of paper

a) Have you ever been dismissed from, subject to any disciplinary action at, any school or college?[ ]  yes [ ]  no

Any scholarships, awards, prizes obtained or examinations taken (pls. indicate)

|  |  |  |
| --- | --- | --- |
| Date | Institution Name Address | Description |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

Sporting activities and hobbies

|  |  |  |
| --- | --- | --- |
| Since (year)  | Description of activity / hobby | Awards received, if any |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

Any foreign country (ies) you have lived in for more than three months

|  |  |  |
| --- | --- | --- |
| Frommth/year | Tomth/year | Country (ies) |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

Languages

Indicate your level of oral and written language proficiency marking the appropriate figure according to the instructions given below:

|  |  |  |
| --- | --- | --- |
| 1 Complete Beginner with no previous experience | 5 Ability to communicate well but with frequent errors |  9 Through mastery of everyday and specialist language |
| 3 Some knowledge but insufficient for communication | 7 Good communication with occasional errors | 10 Mother tongue |

|  |  |  |
| --- | --- | --- |
| LANGUAGE |  ORAL (please check box) |  WRITTEN (please check box) |
|  | 1 3 5 7 9 10 | 1 3 5 7 9 10 |
| English | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  |
| French | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  |
| Italian | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  |
| Spanish | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  |
| Chinese | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  |
| Japanese | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  |
| Other:       | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  |
| Other:       | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  |

Please explain how you intend to finance your studies

Please give the name and the address of person or body responsible for payment of your fees

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Last Name/First Name /Company | Address (Street, Street No.) | P.O. Box | ZIP Code | City | Country |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

Do you need a visa? [ ]  yes [ ] no

Work Experience

Please complete this form with the most up to date information. If you do not currently work, please list your most recent job.

Last Name:       First Name:       Middle:

Applicant for: [ ]  Undergraduate [ ]  MBA Specialization:

Employing company:       Company Location:

How long w/company:       Pls. mark: [ ]  national [ ]  international company

Your actual function:

What is your employment level? (pls. mark)

[ ]  employee [ ]  lowest management level [ ]  medium management level [ ]  upper management level

[ ]  employment as an officer (public authorities)

[ ]  own business without employees

[ ]  owner / shareholder of a company with employees

What sector do you work in? (pls. mark)

|  |
| --- |
| [ ]  aero industry [ ]  logistics / transports |
| [ ]  bank / insurance / finance / investment [ ]  machinery industry / investments |
| [ ]  car industry [ ]  management consultant / trust / accounting |
| [ ]  chemical / pharmaceutical industry [ ]  medicine |
| [ ]  construction industry / architecture [ ]  public authorities / government |
| [ ]  consumer goods - industry / trade [ ]  social institution |
| [ ]  education [ ]  sports / leisure |
| [ ]  electrical engineering [ ]  steel / heavy industry |
| [ ]  hotel industry / gastronomy /catering trade [ ]  tourism  |
| [ ]  information technology / telecom [ ]  others:        |
|  |
| Number of employees at your company Number of Employees you manage(pls. mark) (pls. mark)[ ]  1 – 9 [ ]  1’000 – 4’999 [ ]  none [ ]  100 – 299[ ]  10 – 99 [ ]  5’000 – 9’999 [ ]  1 – 9 [ ]  more than 300[ ]  100 – 499 [ ]  10’000 – 19’999 [ ]  10 – 49[ ]  500 – 999 [ ]  20’000 and more [ ]  50 – 99 |
|  |
|  |

Do you have responsibility for profit and loss? (pls. mark)

[ ]  Responsibility for the budget within the scope of turnover resp. sales

[ ]  Yes, responsibility for a section of the company

[ ]  Yes, responsibility for the entire [ ]  national [ ]  international company

[ ]  no responsibility

Work Experience (continued)

What are the milestones (marks) of your professional career?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From(year) | To(year) | Function | Position | Company | Country |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

What are your goals for after graduation? (pls. mark/indicate)

[ ]  to be a member of the board of directors

[ ]  to be a member of management

[ ]  to change from technical to general management

[ ]  to improve salary

[ ]  to improve qualification of manner/method of action

[ ]  to establish my own business

[ ]  other intention:

What are your expectations related to the studies you wish to complete at the Swiss School of Management? (pls. mark/indicate)

[ ]  General knowledge in management

[ ]  Update to the latest know-how and perceptions in management from Europe and the USA

[ ]  Improved strategic knowledge

[ ]  Important professional contacts/relations with other participants/students

[ ]  Possibilities to work scientifically

[ ]  Contacts/relations to highly qualified professors from Europe and the USA

[ ]  Practice related study cases

[ ]  Development of personality and attitudes as a manager or entrepreneur

[ ]  Development of human qualities

[ ]  Experience and knowledge in new learning and teaching technologies (NLP, LPS, etc.)

[ ]  other expectations:

Declaration:

I am applying for admission to the above Academic program at the Swiss School of Management. I attest that all information given in this application is true to the best of my knowledge. I understand that the decision to offer me a place in the program rests with the Swiss School of Management whose decision is irrevocable. If I am offered and accept a place in the program, I undertake to abide by the rules and regulations of the Swiss School of Management and to ensure payment of all fees. I confirm that to the best of my knowledge the information given in this application form and in the attachments is complete and accurate. I do also agree, that once I do obtain my entry visa, my tuition fee is due to SSM and no payback will be made if I withdraw from the course, program or school.

(Please sign and date this form, scan it and return with your application form)

Signature :

Name in capital letters :

Place / Date:

For SSM Admissions office use only:

Personal Statement

Below, please write an essay about yourself and include the following information: (400-500 words)

1. Information about your background, helping us to assess your skills and suitability for the program
2. Your reasons for choosing the course at Swiss School of Management
3. The challenges facing you in your studies, work or personal career development
4. Your professional dream
5. Description of what you are looking for in this academic program