10 / Date : N°: Comments: INTERNAL USE ONLY

UNIVERSITE IFM

INSTITUTE OF FINANCE AND MANAGEMENT

Please attach a recent photograph here

Tel. : 0041 22322 25 80
Fax : 0041 22322 25 85
Web site : www.universiteifm.com
E-mail : admissions@universiteifm.com
35 rue des Bains, 1205 Geneva, Switzerland

Application Form

Personal information	
❑ Mr ❑Ms ❑ Miss	
First Name(s):	Last Name:
Nationality (ies):	❑ Residence permit in Switzerland Type:
Date of Birth: / / (d/m/y)	Place of Birth (city, country):

	Permanent home address	**Current address** (if different)
Address		
ZIP/Postal Code		
City		
State/Province		
Country		
Telephone (int.codes)		
Mobile Phone		
Fax		
E-mail		
Mail should be send to	❑ permanent address	❑ current address until / / (d/m/y)

I am applying for the program
❑ BBA Bachelor of Business Administration ❑ BBF Bachelor of Business Finance ❑ BIB Bachelor of International Business ❑ BA Bachelor of Arts in Communication and Marketing ❑ BA Bachelor of Arts in International Relations ❑ MBA Master of Business Administration
section ❑ anglophone ❑ francophone

I am applying for admissions in	
❑ January ❑ April ❑ October	Year
Have you applied to IFM before? ❑ yes ❑ no year :	
❑ I wish to be considered for a credit transfer I am enclosing the credited courses description	

Language	
What is your native language?	
Do you have a diploma in French language? Please specify:	Score:
Do you have a diploma in English language? Please specify:	Score:
My education over the last 3 years has been in ❑ English ❑ French, please specify:	

How did you learn about University IFM?
❑ IFM web site ❑ other web site ❑ advertising, newspaper, radio… ❑ events, college fairs
❑ high school counsellor ❑ relative, friend ❑ current IFM student, alumni
❑ other (please specify):

> please see reverse

Please list secondary/high schools you have attended (Dates, names of schools, addresses, websites, diploma(s) awarded or currently being prepared)

Please list colleges/universities you have attended (Dates, names of colleges/universities, addresses, website, diploma(s) awarded or currently being prepared)

Extra-curricular activities and/or professional experiences (dates, names of companies or entities, position/title)

Complementary information (activities, hobbies, sports, travelling)

Financial information	
Who will pay your education expenses for the University ? yourself / parents / sponsor / government / loan / unknown	
Please specify :	
Please indicate the name and surname of the appropriate contact person :	
Company :	Profession :
Address :	
Tel (int.codes) :	E-mail :
International students must provide evidence of sufficient financial means (letter or statement from the bank validating the financial means)	

Enclosed documents

- ❑ A motivation letter : Bachelor 400 words, MBA 600 words.
- ❑ Official copy of all diplomas and certificates (certified copies in French or English).
- ❑ Official transcripts (certified copies in French or English)
- ❑ For non-native English speakers : an English proficiency test, TOEFL, IELTS , Cambridge Advanced Certificate, TOEIC
- ❑ A French language diploma, if you have one.
- ❑ A recommendation letter from your school or professor.
- ❑ MBA: a resume (curriculum vitae) and a recommendation letter from a professor or an employer.
- ❑ Copy of passport and 4 recent passport sized photos.
- ❑ Non-Refundable application fee of Sfr. 150.-.
- ❑ International students : evidence of financial means.

I hereby certify that the information I have provided on this application is complete and correct to the best of my knowledge. I take full responsibility and ensure that the official transcripts, educational records and any other required documents are sent to the university. I understand that all documents must be submitted before a decision regarding my admission can be made. I understand that my admission file including all documents sent become the property of University IFM and cannot be returned or reproduced. I also agree to respect IFM procedures.

Signature	**Place and date**