



**Geneva
Business School®**
Real Business. Responsible Leaders.

Application Guidelines



Swiss Quality Education
International Network
Leadership Development

Geneva · Barcelona · Madrid

Dear Partner,

We are pleased to provide you with our Admissions Process Guidebook, designed to facilitate a seamless application experience for both you and your candidates. The guidebook includes detailed information on:

- **Timeline:** Key dates and deadlines to ensure timely submission of applications and related documents.
- **Entry Requirements:** An overview of the academic qualifications and prerequisites necessary for admission.
- **Supporting Documents:** A comprehensive list of required materials to accompany the application.
- **Fees:** A breakdown of administration and tuition fees associated with the admissions process.
- **Terms and Conditions for Withdrawal:** Policies and procedures regarding the withdrawal process, including any applicable deadlines and financial implications.

Please take the time to review the guidebook thoroughly. We would be grateful if you could return the acknowledgment page dated with your signature to confirm your understanding and acceptance of the outlined procedures.

Best regards.

I acknowledge receipt of the Admissions Process Guidebook. I have reviewed its contents and agree to adhere to the guidelines and procedures outlined within.

Company Name: _____

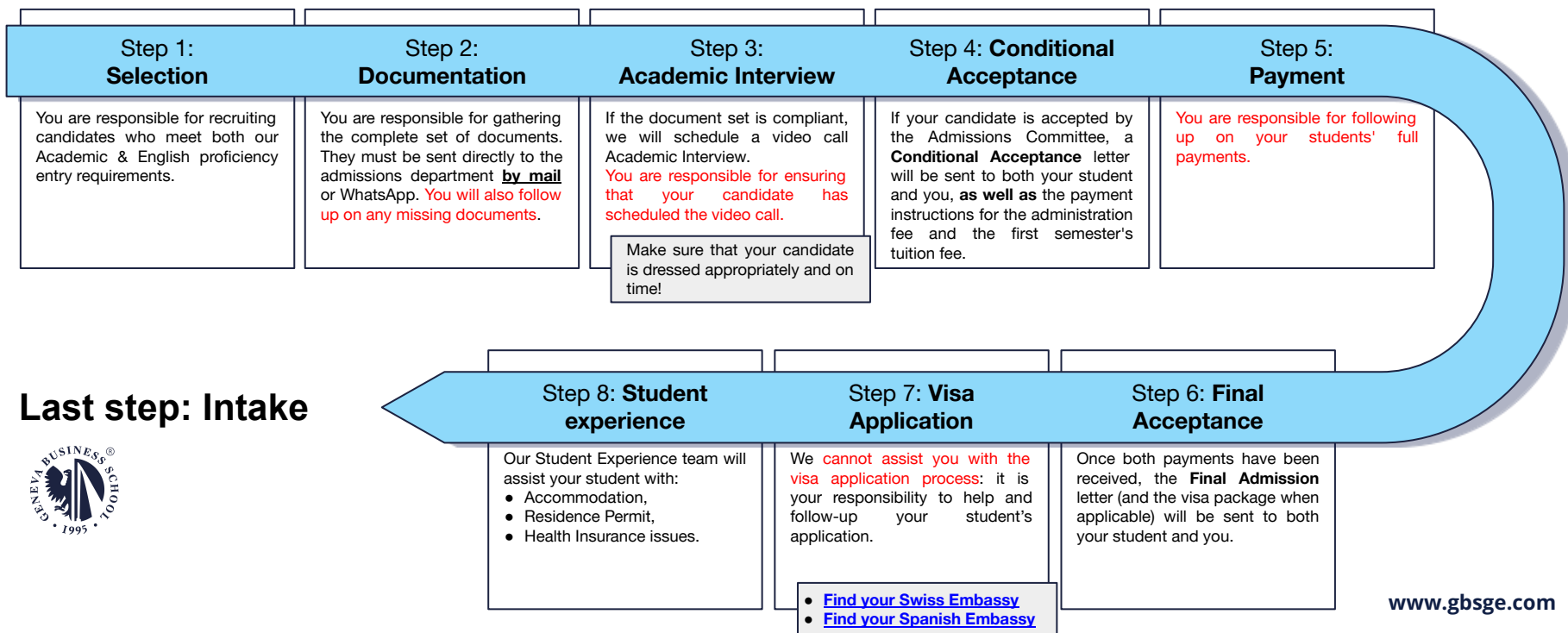
Representative Full Name: _____

Date: _____

Signature



Timeline & Your Operational Duties



Our Bachelor Program

- Entry Requirements
- Supporting Documents
- Fees

Bachelor Program - Entry Requirements

Academic Records

- Applicants must have completed their High school curriculum and graduated:
 - **International Curriculums:** IB Diploma: 30 pts from any combination of six subjects / A Levels: 3 C or above / BTEC: level 3.
 - **National Curriculums:** Swiss Maturité, French Baccalauréat, German Abitur, Spanish Bachillerato, etc.

English proficiency

- IELTS 6.0 / TOEFL 80 / DuoLingo English Test 105-115 / TOEIC 650, Cambridge B2 / Pearson 46.

Or proof of studying previously in an English-speaking environment for a minimum of 3 years.

Bachelor Program - Supporting Set of Documents

- High school diploma and grade transcripts for the last 2 years + current year (*we accept documents in English, Spanish or French, otherwise please have them officially translated into English*). If the diploma is not available yet,
 - IB & A Levels International Curriculum: **predicted grades (*)**,
 - National Curriculum: **expected graduation letter** (*confirming their anticipated graduation date*).
- Their Official English exam results, **or** *proof of studying previously in an English-speaking environment for a minimum of 3 years: Medium of Instruction.*
- **Essential:** a 500-word written response to our business case study (click [HERE](#) to access the case study, find advice for answering a business case study [HERE](#)).
- A reference letter from a former or current teacher, **signed and dated (*)**.
- Our “[Inquiry Form](#)” (*it is a **interactive PDF** you can fill **when downloaded***).
- Photocopy of a valid passport.

Bachelor Program - Fees

	 Switzerland	 Spain
Application Fee	EUR 150	EUR 150
Administration Fee *	CHF 3,000	EUR 1,900
Tuition Fee per semester	CHF 12,700	EUR 7,950

* **Early Bird Discount:** 50% off the Administration fee for early applicants.

Our Master & MBA Programs

- Entry Requirements
- Supporting Documents
- Fees

Master & MBA Programs - Entry Requirements

Academic Records

- Applicants must have completed a Bachelor Degree or equivalent.

English proficiency

- IELTS 6.5 / TOEFL 85 / DuoLingo English Test 120-125 / TOEIC 730, Cambridge C1 / Pearson 56.

Or proof of studying previously in an English-speaking environment for a minimum of 3 years.

Master & MBA Programs - Supporting Set of Documents

- Bachelor's degree or equivalent and grade transcripts (*we accept documents in English, Spanish or French, otherwise please have them officially translated into English*). If the diploma is not available yet, most updated grade transcripts, **AND** expected graduation letter, (*confirming their anticipated graduation date*) (*).
- Their Official English exam results, **or** *proof of studying previously in an English-speaking environment for a minimum of 3 years*.
- **Essential:** a 500-word written response to our business case study (click [HERE](#) to access the case study, find advice for answering a business case study [HERE](#)).
- A reference letter from a former or current teacher, **signed and dated** (*).
- Our “[Inquiry Form](#)” (*it is an **interactive PDF** you can fill **when downloaded***).
- Photocopy of a valid passport.

(*) Please note that it is your candidate's or your responsibility to contact the School Counsellors for any school documents.

Master & MBA Programs - Fees

	Master		MBA
	 Switzerland	 Spain	 Switzerland
Application Fee	EUR 150	EUR 150	EUR 150
Administration Fee *	CHF 3,000	EUR 1,900	CHF 3,000
Tuition Fee per semester	CHF 10,250	EUR 5,995	CHF 9,950

* **Early Bird Discount: 50% off** the Administration fee for early applicants.

Our DBA Program

- Entry Requirements
- Supporting Documents
- Fees

DBA Program - Entry Requirements

Academic Records

- Master's degree or equivalent, preferably in a related field.
- Extensive previous business/professional experience.

Proof of English proficiency

- IELTS 7.0 / TOEFL 85 / DuoLingo English Test 130-135 / Cambridge C1 / Pearson 66.

Or proof of studying previously in an English-speaking environment for a minimum of 3 years.

DBA Program - Supporting Set of Documents

- Master's degree or equivalent and final transcripts (*we accept documents in English, Spanish or French, otherwise please have them officially translated into English*).
- Resume/CV.
- Reference letters from a former academic institution and from your current employer (if applicable), **signed and dated**.
- Completion of the [Thesis Proposal Form](#).
- Our "[Inquiry Form](#)" (*it is a **interactive PDF** you can fill **when downloaded***).
- Photocopy of a valid passport.

DBA Program - Fees

Online

Application Fee	EUR 150
Administration Fee	EUR 1,900
Tuition Fee per semester	EUR 5,850

Application Timeline

We are working on rolling admissions

- **Geneva Business School**
offers rolling admissions throughout the year with no fixed deadlines. Our decision process is short.
- **Streamlined Decision Process**
applications are reviewed quickly to ensure a short turnaround time.
- **Applicants can apply at their convenience,**
considering **visa processing and accommodation**, ideally submitting **3 to 4 months before** the intended start.
- **Early Bird option is available, until 3 months before the intakes,**
showcasing the school's commitment to accommodating diverse timelines.



Terms and Conditions: Withdrawals and Refunds

- Refund of 100% of the Tuition Fee and 80% of the Administration Fee if the entry visa or the residence permit is refused by the visa authorities.
- Refund of 100% of the Tuition Fee and, where applicable, the Administration Fee, in case of force majeure.
- Refund of 100% of the Tuition Fee and, where applicable, the Administration Fee, if Geneva Business School receives written cancellation more than eight weeks before the official start date of the course.
- Refund of 50% of the Tuition Fee if written cancellation is received by Geneva Business School between four and eight weeks before the official start of the course.
- No refund if written cancellation is received later than four weeks before the official start of the course. If a refund form is accepted, the refunds will be issued within one month.
- No refund at any time if the student receives a positive decision for their entry visa.
- No refund if an admitted student postpones their entry to Geneva Business School and then postpones or cancels the registration again. Non-attendance does not constitute official withdrawal. Geneva Business School must be notified if any student wishes to leave the program. If the student is on a student visa, discontinuation of enrollment and/or non-payment of pending fees constitutes a breach of visa conditions and may lead to the cancellation or invalidation of the student's visa. Geneva Business School reserves the right to notify immigration authorities of student non-compliance with visa conditions.

Meet our Admissions Team!



Christian Barjonet
Admissions Officer &
Partner's' Ambassador



Lolita Kruglyakova
Associate Admissions Director



Kevin Cappelli
Senior Admissions Officer



Pascal Mezailles
Admissions & High School Officer



Pamela Tórtola
Admissions & High School Officer



Ritupan Deka
Admissions & High School Officer



Elga Zela
Admissions & High Schools Officer