



The following Admissions Policy is intended to give more detailed information regarding admission to the University of St.Gallen MBA programme (<http://www.mba.unisg.ch>).

## 1. Admission Requirements

### 1.1 Bachelor's Degree required

Applicants must hold at least a bachelor's degree (3 years) or a Diploma (4 years) with a minimum of 180 ECTS-Credits (European Credit Transfer System) equivalent from a recognised University or a University of Applied Science.

Recognition will be verified by the admissions office team. It is the applicant's duty to provide evidence of recognition if needed. If transcript(s) and diploma(s) are not in English or German, the applicant must supply a certified translation in English or German.

### 1.2 GMAT/GRE score or MBA admissions test required

Applicants are required to submit a GMAT/GRE score no older than five years or successfully complete the Admissions Test with a minimum score of 85% within 21 days of accessing the course portal.

Applicants can apply to the University of St.Gallen MBA without yet holding a GMAT/GRE score or completing the Admissions Test. However full admission to the programme is conditional on submitting a competitive GMAT/GRE score or successfully completing the Admissions Test.

Should more than one GMAT/GRE score result be held, the best score within the last five years will be recognised.

Please indicate the University of St.Gallen MBA programme as an automatic recipient of your official score report.

The University of St.Gallen MBA GMAT Institution Code is 5RK-QG-13

The University of St.Gallen MBA GRE institution Code is 0413 (*GRE scores will be translated into a GMAT equivalent using guidelines on the [GRE website](#)*)

GMAT waivers:

We offer GMAT waivers to applicants who have a CPA or CFA level 2. PhD holders are entitled to request a GMAT/GRE waiver, if they can demonstrate considerable experience with a math/quantitative focus during their studies and studied in an English language environment. Should you be holder of a qualification similar to those listed above, a GMAT waiver can be requested during the online application process and will be assessed on a case-by-case basis.

### 1.3 Fluency in English

An English language test is required unless you can demonstrate that you have considerable experience living, working or studying in an English language environment.

To prove fluency in English, certificates equivalent to at least a C1 level on the European Framework for Foreign Languages (TOEFL, CAE, CPE, BEC Higher) are recognised.

Applicants holding at least a Bachelor's degree taught entirely in English may be exempted from taking an English test.

Please indicate the University of St.Gallen MBA programme as an automatic recipient of your official English test report.



The University of St.Gallen MBA TOEFL Institution Code is 0198.

Knowledge of German is not required for the MBA application and is not required during the programme. To improve participants' regional integration and to increase chances of securing a job in the German speaking region, it is advisable to learn some basic German. Therefore, mandatory German classes are included in the MBA programme.

#### 1.4 Work experience

Applicants are recommended to have a minimum of 3 years of full-time work experience.

Ideally, applicants should be able to demonstrate leadership experience, however it is not a requirement.

Part-time work experience may be considered if the sum is equivalent to three years of full-time work. Evidence thereof must be provided by the applicant. Military service can be recognised as work experience depending on the position. Projects under a PhD can be considered depending on the topic and content of the project.



## 1.5 References

The contact details of two referees are required during the online application process. The referees should be able to assess various facets of your personality, your business achievements and your leadership capabilities.

1<sup>st</sup> referee: Current direct supervisor preferred

2<sup>nd</sup> referee: Someone, who has shared extensive experiences in either the applicant's professional career or during extracurricular activities.

After entering the contact details in the online application, the applicant can generate the email to the referees containing a questionnaire. The questionnaire should take the referee around 10-20min to complete.

The questionnaire contains:

- Evaluation of the applicant's skills and qualifications
- Summary of why the applicant would be suitable for the University of St.Gallen MBA programme

Both referees need to submit their questionnaire before any full offer to the programme can be made.

The applicant can check the submission status of the reference requests within the application and generate a reminder email.

By providing the contact details of the referees, the applicant agrees that the admissions team can contact the referees over email and/or phone, in case of any questions concerning the applicants suitability to the University of St.Gallen MBA programme.

In case you would like to submit a hardcopy recommendation letter, please contact the admissions team at ([mba@unisg.ch](mailto:mba@unisg.ch)).



## 2. Assessment Criteria

When the Admissions Committee assesses an application, a range of criteria is taken into account to evaluate the applicant's suitability for the MBA Programme:

- Quality of prior work experience
- Post MBA employability as assessed by the Career Advisory team
- Academic exposure
- GMAT/GRE or Admissions Test scores
- International exposure
- Personal Competency Assessment
- Language abilities
- Interview (in person or by video call)
- References

We encourage all potential applicants to contact the admissions team for an informal assessment at ([mba@unisg.ch](mailto:mba@unisg.ch)) prior to applying to the St. Gallen MBA programme.



### 3. Original documents

Applicants are requested to only send electronic copies of certificates and transcripts at the application stage, as originals sent at this stage will not be returned. MBA participants must submit hard copies of original documents to the admissions team for verification, no later than at the beginning of the MBA programme. This includes at least:

- Original University Degree and Transcripts (with certified translations to either English or German)
- Original GMAT Score Result (sent electronically over test provider)



#### 4. Admission decisions

There are four possible admission decision outcomes: full admission; conditional admission; hold and reject.

##### Full Admission:

A place in the MBA class is guaranteed, if the applicant signs the acceptance letter and can show evidence of payment within the decision deadline. The deadline for accepting the place in the programme will be given in the admissions offer and is normally within 10 business days from the date of offer.

##### Conditional Admission:

The Admissions Committee will offer applicants a conditional acceptance should GMAT, GRE, Admissions Test or any other requirement be pending. Any condition set must be met prior to the final application deadline as the MBA programme cannot guarantee that places will still be available for conditional applicants at this stage.

##### Hold:

The Admissions Committee was pleased with the application, but due to the limited class size, no place can be offered at this point. Applicants on hold will be informed no later than four weeks prior to the start of the programme whether they can be made an offer of a place.

##### Reject:

The Admissions Committee decided that the applicant does not fit into the University of St.Gallen MBA programme. The committee is not obliged to provide feedback. However, upon request, the admissions office team may be able to give feedback on the decision.

#### 5. Financing and Payment Arrangements

It is highly recommended to plan financing before applying for a place on the MBA. Loans and scholarships are awarded on merit and cannot be guaranteed prior to the admissions decision. Loans are available when a candidate can show evidence of financial need and will be assessed by our Finance Department. A loan contract will only be offered once a deposit has been paid, however, applicants will be asked to apply for and reserve a loan prior to submitting a deposit.

In case of deposit payment default, no place can be guaranteed. The deposit for the MBA Programme is non-refundable.

Tuition fee discounts are offered for both the Full and Part-time MBA Programmes. An Early Enrolment Discount of CHF 7,500 is awarded to applicants enrolling onto the programme before 31 December.

Early payment discount: Students making tuition payments prior to 31 March before the commencement of the MBA will receive a 5% discount off any funds transferred. The discount will be deducted from the remaining tuition fee (e.g. an early payment of CHF 15,000 will result in a deduction of CHF 750 from the remaining tuition fee). This offer does not apply to the non-refundable deposit or to the university agreed loan. For any questions related to early payment discount, applicants are encouraged to contact the Finance Manager ([mba-finance@unisg.ch](mailto:mba-finance@unisg.ch)).



## **6. Admission Deadline**

Applications can be submitted throughout the year, pending availability. Please contact the admissions team for the most updated information on availability to apply for the next intake of our full & part-time MBA programmes.

## **7. Deferral Policy**

The University of St.Gallen MBA does not encourage applicants to defer their application. A deferral must be requested prior to the acceptance deadline as stated in the offer letter and will be considered by the Admissions Committee. There is no guarantee of a deferral even if a deposit has been paid. The tuition fee is subject to change and will be adjusted accordingly. In addition, early application discounts, loans and scholarship offers are not guaranteed to be carried forward in case of a deferral.

## **8. Re-application**

In case of a rejection or of missing a deferral deadline, an applicant is entitled to re-apply for the following year. It is recommended to contact the admissions team before re-applying. Any outstanding conditions must be fulfilled and any requested documents must be updated. An explanation for a re-application may be requested during the admissions process. Re-applicants are not entitled to carry-over any discounts, loans or scholarships to the new application.