



University of St.Gallen

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 recognized University or a University of Applied Science. Upon enrolment, the applicant must provide official transcripts and, if not in English or German, a certified translation. The degree will be officially verified.

1.2 GMAT, GRE or Executive Assessment (EA) score required

Applicants are required to submit a GMAT, GRE or EA score no older than five years.

Applicants can apply to the University of St.Gallen MBA without yet holding a GMAT, GRE or EA score. However full admission to the programme is conditional on submitting a competitive GMAT, GRE or EA score. Should more than one GMAT, GRE or EA score result be held, the best score within the last five years will be recognised.

1.3 Fluency in English required

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 recognized.

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

1.4 Work experience required

Applicants have a minimum of 3 years of full-time post-Bachelor's degree work experience, in accordance with accreditation guidelines (i.e. AMBA).

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 references are required during the online application process. The references should be able to assess various facets of your character, work experience and leadership capabilities.

1st referee: Current direct supervisor is preferred.

2nd referee: Someone, who has shared extensive experience 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 reference containing a questionnaire. The questionnaire should take the reference around 10-20 minutes to complete. Applicants also have the option of uploading an existing reference letter if it is deemed relevant based on the above information. Both references 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.

2. Assessment Criteria

When an application to the University of St.Gallen MBA is assessed, a range of criteria is taken into account to evaluate the applicant:

- Quality, relevance and scope of prior work experience
- Stated aims for pursuing an MBA at the University of St.Gallen
- Post MBA employability
- Academic background and grades
- Standardized test scores
- International exposure
- Interview performance
- Case solution
- References
- Qualities they will bring their cohort and the alumni community

3. Original documents

Applicants are requested to upload copies of diplomas and transcripts at the application stage. Degrees will be verified for authenticity. MBA participants may be asked to arrange for hard copies of original documents to be sent to the admissions team once they have enrolled in the MBA. This includes at least the original Bachelor's degree transcript (with certified translations in English if in another language).



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 program will be communicated when an offer of admission is made.

Conditional Admission

Conditional offers do not guarantee a place in the program applied for. Conditions such as a satisfactory GMAT, GRE or EA test score, or any other pending requirement, must be met before a full offer can be subsequently issued. Conditions and deadlines will be outlined in the conditional offer letter.

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 about expected timelines for communicating whether an offer will be made.

Reject

The Admissions Committee decided that the applicant does not competitively gain admission into the University of St.Gallen MBA program. The committee is not obliged to provide feedback.

5. Financing and Payment Arrangements

It is highly recommended to plan financing before applying to the MBA. Awarding of loans and/or scholarships cannot be guaranteed. Loans are available when a candidate can show evidence of financial need and will be assessed by our Finance Department. More information is outlined in the official Finance Guidelines, which can be provided by the Finance Team at the time an offer of enrolment is made.

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

The early enrolment tuition fee reduction of CHF 7,500 is available to students entering the 2023 intake, who enroll and pay the enrolment fee before 31 December 2022. Therefore, only applicants applying in Round 1 are eligible. Please note applicants who have deferred from the previous year are not eligible. The amount will be deducted from the tuition, with the remainder split across the most up-to-date payment schedule defined on our website.



6. Admission Deadline

Application deadlines are listed on our website. Applications are assessed shortly after each deadline. Anticipated interview time frames are also listed for each deadline. If an applicant is invited for an interview, but no interview can be scheduled during the proposed time frame, alternative arrangements can be requested for a later date on a case-by-case basis.

7. Deferral Policy

The University of St.Gallen MBA does not encourage applicants to defer their application, but we do understand that circumstances may present a necessity to defer. An applicant can defer for a maximum of one year before needed to formally reapply. Applicants must pay their enrolment fee in order to request a deferral and secure a deferred place in the following year's class. The tuition fee is subject to change and will be adjusted accordingly. Early Enrolment Fee Reductions are not offered to candidates who defer their enrolment. Loan offers and scholarship offers are not transferrable to the deferred year. An applicant must re-apply for loans and scholarships in the year they are enrolling.

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 fee reductions, loans or scholarships to the new application.