

APPLICATION PROCESS OVERVIEW

Forms All forms referenced can be found on the GCB Website www.gcb.unibe.ch, [Applications and Admissions page](#). Please keep in mind that as the official GCB language is English. All application forms must be completed and submitted in English.

Application deadlines: April 15, August 15, and December 15.

Due to the high volume of applicants, the GCB makes no exceptions to the application date. If you miss a deadline (or submit an incomplete application), you must wait for the next application date.

Pro Tips:

1. Familiarize yourself with the GCB Promotion Regulations before applying.
2. Write a strong research proposal. Rewriting proposals can delay or deny acceptance.
3. Apply as early as possible. Applications are processed in the order received and only when received complete.

Step One

1. Please complete and sign the *International Confirmation of Supervision* form, also obtaining your supervisor's signature prior to proceeding to the next step.
2. Email the Confirmation of Supervision along with your university transcripts and current CV to the GCB Coordinator to info.gcb@gcb.unibe.ch for approval and signature. Note that no signature is needed from the Dean's Office.
3. After having approved your master's degree, the Admissions Office of the University of Bern (ZIB) will forward the documents you have sent to the GCB for GCB review, approval and signature. The GCB will notify you by email when this process is complete. Once you have received notice from the GCB that your application documents have been signed by the GCB, you may proceed to the next step.
4. Now, enroll online at the University of Bern using the following link: <https://www.studis.unibe.ch/en>.
5. It is required that you are registered at the same faculty as your supervisor.

Step Two - collect documents in digital form

1. Fully completed, dated, and signed GCB application form. You may sign it with an electronic signature or a scan of your signature.
2. Your curriculum vitae (CV) in English.
3. Letter of acceptance with the specific financial commitment from the supervisor, written on official institute letterhead, dated and signed. Please note that according to GCB Promotion Regulations, your supervisor is advised to pay you a salary in accordance with Swiss National Foundation (SNSF) guidelines.
4. Description of planned research project, using the Research Project Form. The description should be two to maximum four pages,

be authored by the applicant and address all points included in the form. Remember sample size where applicable.

5. Written, signed and dated statement from your co-advisor.
6. Digital copies of your university diplomas such as Bachelor's and Master's degree.
7. Digital copies of transcripts / grade sheets of Bachelor's and Master's studies. Transcripts should include a conversion key on the level of qualification with respect to ECTS.
8. If you are submitting any transcripts issued in a language other than an official Swiss language (i.e., German, French, Italian, Romansh), please include digital copies of translations to English of all documents listed in point 6) & 7) above.

Step Three

1. Verify you have indeed all documents required (refer to the checklist as often as necessary). Submitting your application in its entirety will save you from having to resubmit your application again.
2. Create a merged pdf file with all documents in the order listed in step two. You can use the checklist as a guideline.
3. Please label your application file with the naming convention as follows: *familyname_firstname_GCB-application* (example: *Smith_Jordin_GCB-application*).
4. Send by email, the completed pdf file to info.gcb@unibe.ch with the following as subject line: "GCB Application". Include the relevant application month and year (e.g., April, August, or December) sign the form and send the file in a pdf format.
5. After having sent the email, you will receive a short email confirming the receipt of your email containing your application. Note that this e-mail is not a confirmation that your application has been accepted.