

## GCB Application Checklist

Application deadlines for the GCB: April 15<sup>th</sup>, August 15<sup>th</sup>, December 15<sup>th</sup>

Documents to be submitted for application to the GCB:

**Step 1:** Submit electronic documents # 1–4 as a *single, merged* PDF file to [info@gcb.unibe.ch](mailto:info@gcb.unibe.ch)

*Candidates with foreign degrees:* Additionally, submit your Master Thesis as a *separate* PDF file to [info@gcb.unibe.ch](mailto:info@gcb.unibe.ch) (see list below, # 9)

**Step 2:** Submit paper documents # 1–7 or # 1–8 (& # 10) as *loose sheets in a folder*, by mail to PD Dr. Marlene Wolf, Coordinator GCB, c/o Theodor Kocher Institute, P.O. Box 938, CH-3000 Bern 9, to be *received* by the deadline. Please avoid calling personally at the GCB offices, unless absolutely unavoidable.

*Candidates with foreign degrees:* Please note # 8 & # 9 in the list below

*Candidates of the Vetsuisse Faculty Zurich:* Please note # 10 in the list below

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- 1. Fully completed GCB Application Form: first *save* filled out form on your computer (File → «Print as PDF» → save on computer); electronic copy: *type in date and name* (= «signature»); paper copy: **add hand-written signature**
  - 2. Curriculum vitae
  - 3. Letter of acceptance by the supervisor, **written on official letter paper, dated and signed**, including financial pledge and, where applicable, confirmation that the permission for animal experiments or experiments involving human tissues has been obtained from the relevant institution (i. e. Ethics Commission, BVET, etc.)
  - 4. Description of planned research project, using the "GCB Research Project Form"  
The description of the planned research project should comprise 2 to max. 4 pages, be written by the candidate on the official GCB "Research Project Form" and address the items according to the outline on the form.
  - 5. Written "Statement of Co-advisor", **dated and signed**
  - 6. Photocopies of university diplomas and intermediate diplomas/exam certificates (e.g. Bachelor *and* Master)
  - 7. Photocopies of all transcripts/mark sheets (e.g. Bachelor *and* Master)  
Transcripts should include a conversion key for marks where needed.
  - 8. Officially certified, complete translations of all documents # 6 & # 7 listed above, if these are issued in a language other than German, English, French, or Italian  
*Only applies to candidates with foreign university degrees*
  - 9. Electronic copy of the Master Thesis in the original language, and *including an abstract of the thesis in English*, to be submitted as *one single, separate* PDF file by e-mail to [info@gcb.unibe.ch](mailto:info@gcb.unibe.ch)  
*Only applies to candidates with foreign university degrees*
  - 10. Official UZH proof of registration, including matriculation number, issued by the University of Zurich  
*Only applies to candidates of the Vetsuisse Faculty Zurich*
- Incomplete applications/folders will not be considered
  - Electronic documents to be submitted by e-mail to [info@gcb.unibe.ch](mailto:info@gcb.unibe.ch)
  - Paper documents to be submitted by mail to the coordinator of the GCB, to be received by the deadline; or drop your documents in the letter box at the TKI entrance

For further details, see:

[http://www.gcb.unibe.ch/application\\_and\\_admission/application/index\\_eng.html](http://www.gcb.unibe.ch/application_and_admission/application/index_eng.html)