EMBA

Application Form

USI EMBA 13

Executive Master in Business Administration

Edition 2024-2026

Completing the application

Important details

The information in the application form is treated as strictly confidential.

Personal data, business data and educational information

The candidate is required to complete the form in all its part. If data are missing, the application cannot be processed.

Official transcripts, degrees and diplomas

Transcripts are required from all colleges, universities and professional schools attended and must include a comprehensive record of completed courses, grades obtained and an overall grade average. Only original transcripts or notarized copies will be accepted. Documents may be certified as "original" by school officials or other legal authorities such as embassies or notaries. If transcripts are not in English, Italian, French, German, Spanish or Portuguese, you must supply a certified translation with the original.

Motivational essay

A motivational essay must be submitted to the Executive MBA office along with the full application package. The essay must not exceed 1000 words and should cover the following topics:

- Explain your decision and motivation for applying to the Executive MBA.
- Why do you feel you are a strong candidate for the program?
- How will getting an Executive Master in Business Administration influence your career intentions?
- What would you contribute to the overall experience of the EMBA class?

Letters of recommendations

The provided form can be used, but substitute forms will also be accepted. Please complete the form with your first name, last name and organization. Send the forms to those persons from whom you are requesting a recommendation. They should forward the recommendation directly to the Executive MBA office (emba@usi.ch). Most valuable recommendations come from individuals who have observed your abilities in a professional environment.

Final Certification

After the successful completion of the USI EMBA program the participants will be granted with a Transcript (Transcript Form) stating the grades and credits. This USI EMBA Certificate recognized 60 ECTS.

Personal Data & Contact

Last name _____

First name _____

Middle name _____

Title (Ms/Mr/Dr.) _____

Home address (City) _____

Street _____

Postal code _____

Country _____

Phone _____

E-mail _____

Skype _____

Gender _____

Mother tongue _____

English Level _____

Date of birth _____

Nationality _____

Bürgort/Lieu d'origine/Luogo d'origine and ZIP code (only Swiss nationals) _____

Residence permits type for non Swiss living in Switzerland _____

AVS Nr. (personal insurance number, 13 digits - obtainable at the AVS office of your town hall of residence) if applicable _____

Business contact data

Professional title _____

Name of organization _____

Department _____

Street _____

P.O. Box _____

Postal code _____

City _____

Country _____

Phone _____

Fax _____

Cell Phone _____

E-mail _____

URL _____

Where would you like to receive mail correspondence?

- ☐ **Home address**
- ☐ **Business Address**

Where would you like to receive e-mail ?

- ☐ **Home address**
- ☐ **Business Address**

Business information

Year of full-time professional activity _____

Years with current organization _____

Previous employment _____

Position within your current organization

- ☐ Executive
- ☐ Top Management
- ☐ Management
- ☐ Staff
- ☐ Owner / Freelance

No of team members _____

Budget responsibility

- ☐ No
- ☐ Yes

Budget in CHF :

Direct report (Name & Function) _____

Country _____

Yearly Salary in CHF Not mandatory* _____

Contact in HR department _____

*Financial data is requested only for statistical purposes

Educational information

Please note that this part is mandatory and required by the Federal Office of Statistics (Berne). If the data are missing or incomplete, your application cannot be processed.

City and Country of residence at the time of high school diploma	
Name of high school	
Length of high school (years)	
Type of high school diploma	
High school diploma title	
Higher educational diploma 1 (University, University of Applied Sciences, Higher Professional Diploma)	*Diploma:*
	ECTS (European Credit Transfer Points – if available):
	Institution:
	Year of completion :
Higher educational diploma 2 (University, University of Applied Sciences, Higher Professional Diploma)	*Diploma:*
	ECTS (European Credit Transfer Points – if available):
	Institution:
	Year of completion :
Higher educational diploma 3 (University, University of Applied Sciences, Higher Professional Diploma)	*Diploma:*
	ECTS (European Credit Transfer Points – if available):
	Institution:
	Year of completion :
MATRICULATION NUMBER (only for candidates who have studied at Swiss Universities)	

Enclosure checklist

Documents written in languages other than English, Italian, French, German require an enclosed certified English translation.

Please check to make sure that you have enclosed all necessary documents.

To be sent by the candidate to EMBA office:

- ☐ Curriculum Vitae
- ☐ Motivational essay
- ☐ Passport picture (electronic) in high resolution
- ☐ Diplomas

To be sent by recommenders directly to the EMBA office:

- ☐ 2 letters of recommendation

Privacy

Università della Svizzera italiana (USI) observes the federal and cantonal provisions in force on the right to privacy (Article 13 of the Federal Constitution; Cantonal Law on the protection of personal data of 9 March 1987 and related regulations), as well as those of the European Union where applicable (Regulation 679/2016).

No personal data is recorded when browsing the University's websites (domains .usi.ch). Exceptions are:

access credentials (login, sign-in) used voluntarily by the user to take advantage of specific content or functionality, which are recorded until the user exits the website (logout, sign-out);
personal data provided by the user consensually, e.g. through forms. The personal data collected in this way are treated confidentially only by those employees who need them for the performance of their duties and are not passed on to third parties, except with the express prior consent of the person concerned.
The University's websites make or may make use of «cookies», either their own or those of third parties, to collect aggregate statistical data on use that cannot be traced back to individuals, in order to improve the quality of the contents.

Place and Date *Signature*