

Università  
della  
Svizzera  
italiana

EMBA  
Executive Master  
in Business  
Administration



*Application Form*

**EMBA 12**  
**Executive Master in Business Administration**  
*Edition 2023-2025*

## 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, Danish, Norwegian, Swedish 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 form provided must be used, substitutes will not 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.

### Costs and cancellation policy

Fees and tuition: CHF 54000

Included are all program-and project-related fees, course materials, coffee breaks and program lunches. Tuition fees do not include accommodation, books, travel to-and-from Lugano, travel and accommodation expenses (one module abroad - California, USA). Meals not specifically listed above need to be covered by the participant. Should a participant need a special payment plan, a proposal is requested in written form.

Should a participant withdraw before August 31, 2023, payment of only the Admission Installment is required. After this time, students will be required to pay only for the modules which they have attended. In the event of an insufficient number of applicants, the program office reserves the right to cancel the program by September 10, 2023. If the program is canceled by September 10, 2023, this contract of agreement is voided. In case a participant provided total or partial payment of the fees and tuition before the program's cancellation date, the payments will be fully reimbursed and no further charges or other duties will be provided from USI EMBA.

### 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. Should a participant benefit from the flexible payment plan the Diploma will be delivered at the successful completion of the payment plan.

## 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	<input type="checkbox"/> Home address
receive mail correspondence?	<input type="checkbox"/> Business Address

Where would you like to	<input type="checkbox"/> Home address
receive e-mail ?	<input type="checkbox"/> Business Address

## Business information

Year of full-time professional activity	
Years with current organization	
Previous employment	
Position within your current organization	<input type="checkbox"/> Executive <input type="checkbox"/> Top Management <input type="checkbox"/> Management <input type="checkbox"/> Staff <input type="checkbox"/> Owner / Freelance
No of team members	
Budget responsibility	<input type="checkbox"/> No <input type="checkbox"/> Yes Budget in CHF :
Direct report (Name & Function)	
Country	
Yearly Salary in CHF (incl. Bonus)	
Contact in HR department	

## 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)	<i>Diploma:</i> <i>ECTS (European Credit Transfer Points – if available):</i> <i>Institution:</i> <i>Year of completion :</i>
Higher educational diploma 2 (University, University of Applied Sciences, Higher Professional Diploma)	<i>Diploma:</i> <i>ECTS (European Credit Transfer Points – if available):</i> <i>Institution:</i> <i>Year of completion :</i>
Higher educational diploma 3 (University, University of Applied Sciences, Higher Professional Diploma)	<i>Diploma:</i> <i>ECTS (European Credit Transfer Points – if available):</i> <i>Institution:</i> <i>Year of completion :</i>
<b>MATRICULATION NUMBER</b> (only if University was attended in Switzerland)	

## Enclosure checklist

Documents written in languages other than English, Italian, French, German; Spanish, Danish, Norwegian, Swedish or Portuguese 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 (official transcripts or notarized copies)
- ☐ Contract of agreement or sponsorship

*To be sent by recommenders directly to the EMBA office:*

- ☐ 2 letters of recommendation

*Place and Date*

*Signature*