

## What do I need for my Master application?

To apply for a place at the HGK, the required documents must be submitted by 15.03.2023.

### When registering online you must upload the following documents as PDF files:

- **Higher education qualification certificate**  
If you are not a Swiss citizen and did not attain your Matura diploma (equivalent to British A-level certificate) in Switzerland, this refers to the highest qualification attained up to now (e.g. Bachelor's or Master's). Otherwise this means your secondary school diploma (Matura), professional matriculation certificate, vocational matriculation certificate, or an equivalent qualification (but not a BA or MA degree).
- **University / Applied University diploma(s)**  
In case you have already graduated from a university or applied university, please also upload a **copy of your de-registration confirmation** in addition to your degree diploma. Otherwise please upload a copy of your current matriculation or a Transcript of Records (ToR).  
Please note that we need certificates from all universities / applied universities you were previously enrolled in, without exception. This also applies to discontinued or unfinished study courses, changes of degree programmes, as well as changes of university. It also pertains to degree programmes in subject areas not relevant to your current registration. If you were studying at a university or applied university in Switzerland, please indicate your matriculation number in the registration form.
- **Job references:** if you worked part-time during your studies and /or have worked since attaining your degree, please add the respective job references.
- **Language certificate** confirming your **proficiency in German**, providing your first language is not German.
- **Language certificate** confirming your **proficiency in English**, providing you are in possession of such a certificate.
- **Photo** for your student card (only JPG acceptable; no copy of passport or ID card; 272 x 378 pixel)
- **CV in tabular format**
- **Passport or ID card (front and reverse)**
- **Any document not originally written in German or English needs to be translated and submitted with the original document.** Certificates issued in Switzerland do not require a translation (see below "Translations").

## **Translations**

Any document not originally written in German or English needs to be translated into German. This does not apply to certificates issued in Switzerland. In addition to the translation, a copy of the original document (in the original language) has to be uploaded.

### **Translation standards**

It must be evident that the translation was done by an authorized translator, and clear to which document the translation belongs.

### **Following translations will not be accepted (no claim to completeness):**

- Translations done by the applicants themselves or by other laypeople
- Incorrect or inaccurate translations
- Translations that bear no professional attributes such as a stamp or a seal
- Translated documents that bear no note of certification