

INSTRUCTIONS TO FILL IN THE APPLICATION FORM

Please send your file to the attention of the Registration Office before the deadline :

- **Fall semester :**
 - March 10th** for the Master of Arts in Speech and Language Therapy (please download the specific application for this particular program)
 - April 30th** for the Bachelor Program or the Master Program
 - August 15th** for the Institute of French Language and Civilization (ILCF)
- **Spring semester :**
 - November 30th** for the Bachelor Program or the Master Program
 - December 31st** for the Institute of French Language and Civilization (ILCF)

The request for admission by applicants who have obtained a **foreign diploma** carries an administrative fee of **100 Swiss francs** which will be deducted from the first semester university fees.

We remind you that an incomplete file cannot be considered. If one or several of the following documents are lacking without justification the request for admission will be rejected and the file returned.

Documents to be enclosed (please do not staple documents together)

- The present form correctly filled in and signed
- 1 passport photo attached to the present form
- 1 passport photo (not scanned) with family name, first name and date of birth written on the back
- photocopy of the Certificate of higher secondary studies or High School Diploma (if already obtained)
 - for foreign students : please enclose the transcripts of marks (grades) for the three last years of High School
 - for students with a Professional High School Diploma (*maturité professionnelle*) : please enclose a copy of the certificate of the complementary exam (if already taken)
 - for students who have already registered at a Swiss school of higher education: please enclose a recto-verso photocopy of the degree and an attestation of exmatriculation
- Photocopy of your passport or ID card (on a A4 size sheet)

If need be:

- Photocopy of documents proving successful completion of previous university studies (if already obtained)
- Photocopy of the supplement to your diploma or the transcript of grades and ECTS credits for each previous university
- Certificate of end of studies from the last Swiss University or Institution of Higher Education attended (*exmatriculation*)

*If you are in the process of finishing your studies please send us a copy of your transcripts as soon as you receive them. **The original document must be presented to the Registration Office during the first week of the academic year.***

Documents to be enclosed for an admission to the Master's Program or PhD.

- All the above-mentioned documents
- A complete Curriculum Vitae
- Recommendation from the thesis supervisor for students who are registering for a PhD and, if need be, a copy of your co-supervisor agreement

*If you are in the process of finishing your studies or if you receive your results after the beginning of term, please send us, as soon as possible, a proof that you have passed your exams as well as a certificate of end of studies (*exmatriculation*).*

For students with a non-Swiss High School Diploma

- A copy of the diploma which enables the student to start studies at UniNE must be *legalized by the Swiss Embassy in the country of obtention* (exceptions may be granted for European countries, USA, Canada and Australia)
- All documents (if not written in French, German, English, Italian or Spanish) must be translated in French or English by a certified translator.
- Proof of payment of administrative fees (CHF 100.-, see following page)

Please consult the admission requirements of each specific country for the Bachelor's Program:

<http://www2.unine.ch/unine/admissionBachelor>

The original documents must be presented to the Registration Office during the first week of the academic year.

For applications for the Institute of French Language and Civilization (ILCF)

- Please also include all certificates of French courses (levels) attended as well as a copy of grades obtained.

Non-Swiss citizens pay Swiss university fees only if they are able to provide the following documents:

- Documents proving that the student is a permanent resident of Switzerland (copy of residence permit)
- or:
- Documents proving that one of the student's parents or spouse is a Swiss citizen (copy of passport) or is domiciled (permanent residency) in Switzerland (copy of Swiss permit). In this case, documents proving kinship (copy of birth certificate or marriage certificate) are also required.

ADMINISTRATIVE FEES

Request for admission on the basis of a **foreign diploma** must pay an administrative fee of 100 Swiss francs. This amount will be deducted from the first semester university fees as long as the applicant begins studies during the semester requested. Doctorat applicants are exempt.

Fee for late application

Late application requests (after April 30th for the Fall semester and after November 30th for the Spring semester) are only taken into account upon reception of the late fee of 100.- Swiss francs. Students from UniNE, UNIGE and UNIL (Triangle Azur) are exempt. Please note that, for some programs, it is not possible to make a late request, you may find more information on our website under Admission/bachelor ou master/Délais et frais d'inscription (in French).

Late applications may be submitted until August 15th (for the Fall semester) and December 31st (for the Spring semester).

Proof of payment must be attached to the application form. Any extra bank charges are the responsibility of the candidate.

Payment can be made in one of two ways:

- A) **Bank transfer of CHF 100 / 200** to the Banque Cantonale Neuchâteloise (BCN), CH-2000 Neuchâtel, Beneficiary : University of Neuchatel
N° IBAN CH59 0076 6000 L138 2800 4, Account N° L 1382.80.04, N° BIC BCNNCH22
Please join proof of the transfer to the admission form.
- B) **Post transfer of CHF 100 / 200**, N° IBAN CH 42 0900 0000 2000 1125 6. Account N° 20-1125-6 (only for people living in Switzerland). N° BIC POFICHBEXXX
Please join the check to the admission form.

ATTENTION: The request for admission will only be processed once we have received payment. If the candidate is refused or if he decides not to start his studies at our university, the administrative charges will not be reimbursed.

More information can be found on <https://www.unine.ch/etudier/en/home.html>

Brochures are available on: <http://www.unine.ch/unine/home/formation/brochures.html> or in paper version upon request

Useful addresses

Registration Office

Av. du 1^{er} Mars 26
CH-2000 Neuchâtel
Tél. : +41 32 718 10 00
E-mail : immatriculation@unine.ch

Faculty of Humanities

Espace Tilo-Frey 1
CH-2000 Neuchâtel
Tél. : +41 32 718 17 00
E-mail : secretariat.lettres@unine.ch

Faculty of Law

Av. du 1^{er} Mars 26
CH-2000 Neuchâtel
Tél. : +41 32 718 12 00
E-mail : secretariat.droit@unine.ch

Faculty of Science

Rue Emile-Argand 11
Case postale 158
CH-2009 Neuchâtel
Tél. : +41 32 718 21 00
E-mail : secretariat.sciences@unine.ch

Faculty of Economics and Business

Av. du 1^{er} Mars 26
CH-2000 Neuchâtel
Tél. : +41 32 718 15 00
E-mail : secretariat.seco@unine.ch

APPLICATION FORM

DO NOT FILL IN THIS PART

Date received :
Incomplete file returned on:
Person in charge of the file:

Family name(s) :

First name(s) :
(Underline first name used)

Date of birth : __ / __ / ____
(day/month/year)

Marital status : single married divorced widowed

Please glue your photo here

Maiden name :

Gender : male female
Registration number (if already registered in a Swiss University or Institution of Higher Education) :

AVS :

Nationality : City and canton of origin (for Swiss students only) :

Start of studies at UniNE: (Indicate only one semester)	Academic year:	Fall semester Spring semester
Desired program of studies : (The exact title of the first intended degree as mentioned in annex 1)		

For the Bachelor of Arts (FLSH) (see annex 2)

Majors: 1)
2)

Minor to be declared as of 2nd year if applicable

For the Bachelor of Science in Science and Sports

Chosen discipline: Biology and Sports or Mathematics and Sports

For the Bachelor of Science in Economics and Business: Major intended in the third year
(Your choice can be modified during the 2nd year) Economics Management

For the Master of Arts	Master of Arts in Social Sciences (see annex 3)	Master of Arts in Historical Science (see annex 3)
Principal Pillar :		
If necessary: Orientation 1 :		
Orientation 2 :		
You have the possibility to combine your principal pillar with a secondary pillar or an optional block (to choose) from the first semester. Secondary Pillar (Attention : the secondary pillar cannot be the same as the principal pillar)		
Secondary Pillar:		
Orientation of Second Pillar:.....		
Optional block (only with a master 120 ECTS credits)		

For the Master of Law (FD) (please indicate the option(s) intended) :	without specialization
Judicial professions	Business and Tax Law
Entrepreneurship and Innovation	International and European Law
Criminal Law and Criminology	Health Law and Biotechnology
	Public Policies
	Sports Law
	Social Right

For the Master in innovation (please indicate the title) :	Master of Law in innovation
Master of Science in innovation, Innovation Management	Master of Arts in innovation, innovation and society

High School Diploma (Fill in this part even if you have not yet received your diploma)

Exact title

Awarded on _____ Specific option _____

Name of School

City _____ Country _____

Place of residence at the time of passing the above-mentioned exams (High School Diploma)

City _____ Country _____

Higher Education studies Yes No
(University, Institution of Higher Education, etc.) (Fill in this part even if you have not/or not yet received an award)

Beginning of studies	End of studies	Name of School or University	City + Country CH: Canton)	Award or level obtained

Have you had a definite failure or any other form of elimination in a University or Institution of Higher Education? (*required field) Yes No

If yes, please indicate the discipline/branch and the place in which you have failed:

Discipline/Branch	University or School of Higher Education

Have you ever been excluded from a University or Institution of Higher Education for disciplinary reasons? (*required field) Yes No

Have you enclosed a request for transfer credits with the present admissions form? Yes No

To request a transfer for credits passed at another university, please ask for the form at the Registration Office or go on the Neuchâtel University website: <https://www.unine.ch/etudier/en/home.html>. In order to be able to take the request into consideration the credit transfer form must be given at the same time as the application form.

Address for correspondence (Please inform us of any change of address)

C/o _____ Street/N° _____

Postal code _____ City _____ Country _____

E-mail _____ Phone _____ Mobile _____

Address of parents or spouse

Family Name _____ First Name _____

Street/N° _____

Postal Code _____ City _____ Country _____

E-mail _____ Phone _____ Mobile _____

How did you first learn about the University of Neuchâtel ? (Only one answer possible)

Our website (www.unine.ch) UniNE Brochure Information Day Education fairs or forums School visit Advertisement Social network Word of mouth Other

By my signature:

- I commit myself to inform the University of Neuchâtel immediately in case of definite failure or any other form of elimination which may occur after this application form has been handed in,
- I authorize the schools where I have been studying before to give every information about me to the University of Neuchâtel,
- I confirm that the answers to all the questions asked are true, complete and accurate and that, if I have not fully complied with these requirements, the University of Neuchâtel has the right to exclude me from studying at this University.
- I authorize the University of Neuchâtel to reveal my name and student status in the University directory.

Students from abroad are reminded that it is mandatory to apply for a residence permit with the relevant State Authorities. Admission to the University does not automatically guarantee that the Authorities will grant the right to a residence permit.

Place and date..... Signature.....

ANNEXE 1

Offre de formation/ *Study opportunities* : Université de Neuchâtel 2020-2021

(we reserve the right to modify)

FLSH : Faculté des lettres et sciences humaines / Faculty of Humanities	ECTS	Taught in	Start sem	Other
Bachelor of Arts en lettres et sciences humaines <i>Bachelor of Arts</i>	180	FR	FA, SP	<i>see annex 2 ; modern languages are taught in the language of the pillar (German, English, Spanish)</i>
Master of Arts en lettres et sciences humaines <i>Master of Arts</i>	90/120	FR	FA, SP	<i>see annex 3 ; modern languages are taught in the language of the pillar (German, English, Spanish)</i>
Master of Arts en sciences sociales <i>Master of Arts in Social Sciences</i>	90/120	FR	FA, SP	<i>see annex 3</i>
Master en sciences historiques <i>Master of Arts in Historical Science</i>	90/120	FR	FA, SP	<i>see annex 3</i>
Master of Arts en études muséales <i>Master of Arts in Museum Studies</i>	120	FR	FA	<i>for admission see : http://www2.unine.ch/unine/master_en_etudes_mu_seales</i>
Master of Arts en logopédie <i>Master of Arts in Speech and Language Therapy</i>	120	FR	FA	<i>deadline March 10, special admission form may be downloaded from : http://www.unine.ch/orthophonie</i>
Master of Arts en histoire (bilingue Neuchâtel-Lucerne) <i>Master of Arts in History (bilingual Neuchâtel - Lucerne)</i>	120	FR,GER	FA, SP	<i>Joint Master with the University of Lucerne</i>
Master of Arts/Science en sciences cognitives <i>Master of Arts/Science in Cognitive Science</i>	120	ENG	FA	<i>Interfaculty Master FLSH and FS</i>
Master of Arts en ethnomusicologie <i>Master of Arts in Ethnomusicology</i>	120	FR	FA	<i>Joint Master with the University of Geneva and the HEM Genève</i>
Master of Arts en Innovation, orientation Innovation et Sociétés <i>Master of Arts in Innovation, Innovation and Society</i>	120	FR, ENG	FA, SP	<i>Master interfacultaire (FLSH, FD, FSE)</i>
Doctorat ès lettres <i>PhD</i>			FA, SP	<i>indicate the discipline</i>
Doctorat en sciences humaines et sociales <i>PhD</i>			FA, SP	<i>indicate the discipline</i>
FS : Faculté des sciences / Faculty of Science				
Bachelor of Science en biologie <i>Bachelor of Science in Biology</i>	180	FR	FA	
Bachelor of Science en mathématiques <i>Bachelor of Science in Mathematics</i>	180	FR	FA	
Bachelor of Science en biologie et ethnologie <i>Bachelor of Science in Biology and Ethnology</i>	180	FR	FA	
Bachelor en sciences et sport <i>Bachelor of Science in Science and Sports</i>	180	FR	FA	<i>Biology + Sports or Mathematics + Sports</i>
Bachelor of Science en systèmes naturels <i>Bachelor of Science in Natural Systems</i>	180	FR	FA	
Première année propédeutique, Bachelor of Medicine <i>First Propedeutic Year, Bachelor of Medicine</i>	60	FR	FA	<i>inscription jusqu'au 15 février auprès de Swissuniversities : http://med.swissuniversities.ch</i>
Première année propédeutique, Bachelor of Science en sciences pharmaceutiques <i>First Propedeutic Year, Bachelor of Science in Pharmaceutical Sciences</i>	60	FR	FA	
Master of Science en biologie <i>Master of Science in Biology</i>	120	ENG	FA	
Maîtrise universitaire ès sciences en biogéosciences <i>Master of Science in Biogeosciences</i>	120	FR	FA	<i>Joint Master with the University of Lausanne</i>
Master of Science en hydrogéologie et géothermie <i>Master of Science in Hydrogeology and Geothermics</i>	120	FR, ENG	FA	
Master of Science en informatique (BeNeFri) <i>Master of Science in Computer Science (BeNeFri)</i>	90	ENG	FA, SP	<i>Joint Master with Bern and Fribourg</i>
Master of Science en mathématiques <i>Master of Science in Mathematics</i>	90	FR	FA, SP	
Master of Science en psychologie, orientation psychologie du travail et des organisations <i>Master of Science in Psychology, Major in Work and Organizational Psychology</i>	120	FR, ENG	FA, SP	
Master of Science en statistique <i>Master of Science in Statistics</i>	90	ENG	FA	
Doctorat ès sciences <i>PhD</i>			FA, SP	<i>indicate the discipline</i>

FR : French, GER : German, ENG : English

FA : Fall semester (September to February) ; SP : Spring semester (February to June)

ANNEXE 1 (suite)

Offre de formation/ *Study opportunities* : Université de Neuchâtel 2020-2021 (we reserve the right to modify)

FD : Faculté de droit / <i>Faculty of Law</i>	ECTS	Taught in	Start sem	Other
Bachelor of Law <i>Bachelor of Law</i>	180	FR	FA	
Master of Law <i>Master of Law</i>	90	FR (ENG)	FA, SP	<i>Diverse choice of orientations. Some orientations contain courses taught in English.</i>
Master of Law bilingue (Neuchâtel – Lucerne) <i>Bilingual Master of Law (Neuchâtel – Lucerne)</i>	120	FR, GER	FA, SP	Two semesters in Neuchâtel and two semesters in Lucerne.
Master of Law en Innovation <i>Master of Law in Innovation</i>	120	FR, ENG	FA, SP	Master interfacultaire (FLSH, FD, FSE)
Master commun bilingue en droit comparé de la santé <i>Joint Masters of Comparative Health Law</i>	120	FR, ENG	FA	<i>Joint Master with King's College London and Paris Descartes. Applications are to be sent to the University of Paris Descartes</i>
Doctorat en droit <i>PhD in Law</i>			FA, SP	
Doctorat en criminologie <i>PhD in Criminology</i>			FA, SP	
FSE : Faculté des sciences économiques / <i>Faculty of Economics and Business</i>				
Bachelor of Science en sciences économiques <i>Bachelor of Science in Economics and Business</i>	180	FR, ENG	FA, SP	<i>indicate the major</i>
Bachelor en économie et sports <i>Bachelor of Science in Economics and Sport</i>	180	FR, ANG	SA, SP	
Bachelor en management et sports <i>Bachelor of Science in Management and Sport</i>	180	FR, ANG	SA, SP	
Master of Science en développement international des affaires <i>Master of Science in International Business Development</i>	90	FR, ENG	FA	
Master of Science en finance <i>Master of Science in Finance</i>	90/120	ENG	FA	
Master of Science en économie appliquée <i>Master of Science in Applied Economics</i>	90	ENG	FA, SP	
Master of Arts en journalisme et communication, orientation journalisme <i>Master of Arts in Journalism and Communication, Major in Journalism</i>	120	FR, ENG	FA	<i>for admission see : http://www.unine.ch/ajm</i>
Master en journalisme et communication, orientation journalisme innovant <i>Master of Arts in Journalism and Communication, Major in Journalism and Innovation</i>	120	FR, ENG	FA	Double diplomation : Master en Journalism (délivré par l'UCLouvain) pour la constitution du dossier, voir / <i>for admission see : http://www.unine.ch/ajm</i>
Master of Arts en journalisme et communication, orientation création de contenus et communication d'intérêt général <i>Master of Arts in Journalism and Communication, Major in Content Creation and Communication of General Interest</i>	120	FR	FA	
Master of Science en Innovation, orientation Management de l'innovation <i>Master of Science in Innovation, Innovation Management</i>	120	FR, ANG	SA, SP	Master interfacultaire (FLSH, FD, FSE)
Master of Science in General Management <i>Master of Science in General Management</i>	90	FR, ENG	FA	
Doctorat en finance <i>PhD in Finance</i>			FA, SP	
Doctorat en informatique <i>PhD in Computer Science</i>			FA, SP	
Doctorat en science économique <i>PhD in Economics</i>			FA, SP	
Doctorat en management <i>PhD in Management</i>			FA, SP	
Doctorat en comptabilité financière <i>PhD in Financial Accounting</i>			FA, SP	
Doctorat en statistique <i>PhD in Statistics</i>			FA, SP	
Doctorat en journalisme et médias <i>PhD in Journalism and Media</i>			FA, SP	
FLSH-ILCF : Institut de langue et civilisation françaises				
Certificat d'études françaises <i>Certificate of French Studies</i>	60	FR	FA, SP	
Diplôme pour l'enseignement du français langue étrangère <i>Diploma for teaching French as a second language</i>	120	FR	FA, SP	
Sport				
Attestation en sciences et pratique du sport (SePS) <i>Attestation in Science and Sport</i>	70	FR	FA	In principal the SePS is integrated in a Bachelor of Arts or in a Bachelor of Science ; normally the SePS is not possible for students from other faculties

FR : French, GER : German, ENG : English

FA : Fall semester (September to February) ; SP : Spring semester (February to June)

ANNEXE 2

Structure du Bachelor en lettres et sciences humaines / *Bachelor of Arts*

http://www2.unine.ch/unine/lettres_et_sciences_humaines

Deux structures d'études sont possibles :

	A	Deux piliers principaux 70 crédits ECTS chacun	Un pilier secondaire 40 crédits ECTS		B	Deux piliers principaux (renforcés) 90 crédits ECTS chacun	
3 ^e année		20 credits ECTS	20 credits ECTS	20 credits ECTS	3 ^e année	30 credits ECTS	30 credits ECTS
2 ^e année		20 credits ECTS	20 credits ECTS	20 credits ECTS	2 ^e année	30 credits ECTS	30 credits ECTS
1 ^{re} année		30 credits ECTS	30 credits ECTS		1 ^{re} année	30 credits ECTS	30 credits ECTS

La première année, l'étudiant s'inscrit uniquement à 2 piliers (un pilier peut être choisi dans une autre faculté). Il choisit en fin de première année s'il veut s'inscrire à un 3^{ème} pilier, selon la structure A.

L'offre de piliers de la Faculté des lettres et sciences humaines est la suivante :

Archéologie
 Civilisations et langues de l'Antiquité et du Moyen Age (CLAM)
 Ethnologie
 Français langue étrangère (uniquement pour étudiants non francophones)
 Géographie
 Histoire
 Histoire de l'art
 Langue et littérature allemandes
 Langue et littérature anglaises
 Langue et littérature françaises
 Langues et littératures hispaniques
 Linguistique historique et variationnelle du français
 Logopédie (*pilier principal uniquement*) (*début uniquement au SA*)
 Philosophie
 Psychologie et éducation
 Sciences de l'information et de la communication
 Sciences du langage
 Sociologie

Un pilier peut être choisi dans une autre faculté au sein de l'UniNE :

Biologie	(Faculté des sciences)
Mathématiques	(Faculté des sciences)
Economie	(Faculté des sciences économiques)
Management	(Faculté des sciences économiques)
Sciences et pratique du sport (SePS) (<i>pilier principal 70 ou 90 ECTS uniquement</i>)	(Service des sports de l'UniNE)

Remarques :

- Pour poursuivre en master en logopédie, il faut choisir dans le cadre du bachelor les piliers principaux « logopédie » et « psychologie et éducation ». Il faudra ensuite s'inscrire au pilier secondaire « sciences du langage » dès la 2^e année.
- Il est possible de suivre un pilier (principal ou secondaire) dans une autre université si celui-ci n'est pas proposé à l'UniNE

Structure du
Master en lettres et sciences humaines et du
Master en sciences sociales et du
Master en sciences historiques

<http://www2.unine.ch/unine/page-38569.html>

- L'étudiant peut obtenir un master à 90 ou à 120 crédits ECTS. En 1^{ère} année, il choisit obligatoirement un pilier principal. En parallèle, il peut choisir un pilier secondaire (30 ECTS : parmi les piliers des deux masters). Dans le cas du master à 120 ECTS, Il peut aussi choisir un bloc libre (30 ECTS).
- Sauf exception mentionnée, tous les piliers proposés peuvent être étudiés à hauteur de 30, 60 ou 90 crédits ECTS.
- Un pilier secondaire peut être étudié dans une autre université si celui-ci n'est pas proposé à l'UniNE.
- Pour l'inscription, veuillez indiquer sur la *Demande d'admission* uniquement ce que vous désirez commencer en 1^{ère} année, soit le pilier principal et, le cas échéant, le pilier secondaire ou le bloc libre. Vous trouverez plus d'informations sur le site internet indiqué ci-dessus.

L'offre de piliers proposés à l'UniNE :

Master en lettres et sciences humaines

Dramaturgie et histoire du théâtre (uniquement en pilier secondaire - 30 ECTS) (obligation de faire un master à 120 ECTS)
Enseignement du français langue étrangère
Linguistique historique et philologie françaises
Littératures : Orientations à choix : - Littératures de l'Antiquité et du Moyen Age - Littérature allemande - Littérature anglaise et américaine - Littérature espagnole et hispano-américaine - Littérature française
Pathologie du langage (uniquement en pilier principal 90 ECTS)
Philosophie
Sciences du langage et de la communication : Orientations à choix : - Orientation théorique et appliquée - Linguistique allemande - Linguistique anglaise - Linguistique du français moderne - Linguistique hispanique
Sciences et pratiques du sport (SePS) (uniquement en pilier secondaire - 30 ECTS)

Master en sciences sociales

Anthropologie
Géographie humaine
Migration et citoyenneté
Psychologie et éducation
Sociologie

Master en sciences historiques

Archéologie
Histoire
Histoire de l'art

- Pour les piliers qui proposent plusieurs orientations, l'étudiant choisit une orientation principale qui est celle de son travail de mémoire. Il peut obtenir une deuxième orientation sur son titre si, dans le cadre du plan d'études de son pilier ou de son bloc libre, il accumule un minimum de 30 crédits ECTS dans l'orientation en question. Les crédits acquis dans le cadre des tronc communs ne peuvent en principe pas être comptabilisés comme crédits d'orientation.