

Pre-Master, Pre-MBA



Foundation Program

Pre-Master Pre-MBA Foundation Program



Pre-Masters Foundation Program in Business & Management

Your passageway to enter Swiss Dual Degree, Global Triple Degree Program

GRADUATE
FOUNDATION
PRE-MASTERS
PROGRAMME

Pre-Master
INTERNATIONAL
STUDY CENTRE
YEAR 1
3 Semesters

MBA 1
UNIVERSITY
DEGREE
START
POSTGRADUATE
3 Semesters



www.sgsb.swiss



Pre-Master Pre-MBA Foundation Programs in Business Studies

SGSB.SWISS Foundation Program (Pre-Master / Pre-MBA) is three semesters long and helps high school graduates prepare for a university program. For students who are not qualified to transfer directly to university, a foundation year bridges the gap and make higher learning available to students who are willing to study hard.



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✚ Pre-Master Foundation Program (+30 credits)

- This optional program allows students who do not hold a business-related Bachelor degree or equivalent to earn up to an additional 30 credits in leveling courses in order to be fully prepared for our graduate programs. Refer to the graduate admission requirements for further details.
- Students who do not hold a business-related Bachelor degree or equivalent may be required to complete an inbound assessment test prior to starting the graduate program, and, depending on the results, earn an additional number of credits in leveling courses from the Pre-Master program in order to be fully prepared for our graduate programs.
- Students who do not hold a Bachelor degree or equivalent should apply for a Bachelor degree program, or for the Undergraduate Diploma top-up program. Students who have 5~15 years of relevant work experience may apply directly for the Pre-Master program and will be required to complete an inbound assessment test prior to starting the graduate program, and, depending on the results, earn an additional number of credits in specific undergraduate courses.
- e.g. Students who wish to earn a Master degree and who are required to complete the full Pre-Master program will need to earn 30 + 60 credits.

Goals

- Express and precise knowledge and understanding in the field of study which is an extension of the secondary school as found in advanced textbooks;
- Use and practice knowledge and understanding to identify and use data to respond clearly to concrete and complex problems;
- Interconnect and explain understanding and skills to friends and supervisors; and
- Demonstrate and prove the skills to pursue higher education.



Multiple Campus Degree Programs

Full-Time, Half-Time, and Online / Distance Learning Programs

- SGSB Graduate. 150 ECTS (Swiss Dual & France & UK, USA, CANADA Master Degree: International 4=Quadruple Degree Program)
- SGSB Graduate. 120 ECTS (Swiss Dual & France Master Degree: Global 3=Triple Degree Program)
- SGSB Graduate. 90 ECTS (Swiss & France Dual Master Degree)
- SGSB Graduate. 90 ECTS (Swiss Dual Master Degree)
 - SGSB Graduate.60 ECTS (Online Swiss Dual Master)



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- SGSB Graduate. 60 ECTS (Swiss Master Degree)
 - SGSB Graduate.60 ECTS (Online Single Master)
- SGSB Graduate. 60 ECTS (Executive Master)
- Graduate. 15 ECTS (Certificate)
 - Graduate.15 ECTS (Online Certificate)
- Graduate. 15 ECTS (Executive Certificate)
 - Graduate.15 ECTS (Online Executive Certificate)
- Pre-Master Foundation. 30 ECTS (Diploma)
 - Online Pre-Master Foundation. 30 ECTS (Diploma)

Pre-Master Program

Secure guaranteed university placement on a top-ranked Master's program.

- **30/32 Lessons / week**
45 minutes each lesson
- The Pre-Master Foundation's Program consists of three main areas: language study, academic skills, specialist modules, and Extracurricular Activities. Specialist modules are academic classes which enable students to gain confidence studying their chosen subject.
- The Pre-MBA and Pre-Master's program is a semester-long program for international students focused on graduate student preparation including GMAT and GRE preparation, assistance with applications to www.sgsb.swiss and other partner universities, as well as optional TOEFL/IELTS preparation.

Program Highlights

- **TOEFL and IELTS Waiver**
Students applying to SGSB graduate degree programs may be eligible to receive a TOEFL and IELTS waiver after completing Pre-Master Foundation Program.
- **GMAT and GRE Waiver**
Students applying to SGSB graduate degree programs may be eligible to receive a GMAT, GRE waiver after completing Pre-Master Foundation Program.
- **Graduate School Application Assistance**
Students receive advising on academic matters to apply for Swiss 2=Dual or Global 3=Triple degree program or International 4=Quadruple degree program, career goals, partner university selection where to apply, and graduate school application preparation.
- **Testing and Placement**
The Pre-MBA and Pre-Master's program offers instruction for high-intermediate to advanced levels. Students are given placement tests in key skill areas (listening,



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reading, and writing) and are placed in classes according to their needs and abilities. At the end of the term, students have the option to test again to measure their progress.

For more information on this program, please contact:

- admissions@sgsb.swiss
- graduate@sgsb.swiss

Pre-MBA and Pre-Master's Program

Number of weeks	36 Weeks (12 weeks in Fall, Spring and Summer semester)
Hours of Instruction	Up to 20~25 hours per week (In-class Instruction and Assignments, including Extracurricular Activities)
Requirements*	High-intermediate to advanced level of English, at least 21 years old, or proof of university level graduation. A 55 on TOEFL or 5.5 on IELTS guarantees admission to the Pre-MBA and Pre-Master's program.
Number of levels	3
Dates	See SGSB Starting semester each year
Also included	All students have access to academic advising, student advising, electives, pronunciation clinics, conversation groups, language and computer labs, and Extracurricular Activities as outdoor class sports and tour activities.
*Applicants not providing this proof will be admitted to the English for Academic Purposes program and will take the placement test. After testing into level evaluation will allow students to enter the Pre-MBA and Pre-Master's program.	



Curriculum

- **Writing Skills**
Students develop advanced academic, business, and research writing skills.
- **Reading Skills**
Students learn strategies to increase comprehension and effectively manage the large volume of reading material in graduate programs.



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- Communication Skills**
 Students develop effective presentation and discussion techniques and improve speaking and comprehension skills. An additional pronunciation clinic is available for students who want to further improve their pronunciation.
- Methods of Instruction**
 Students learn through a variety of methods including team work, class discussions, and guest presenters to better prepare them for the learning environment.
- Seminars and Workshops**
 Topics include resume writing, statements of purpose, interview techniques, and more.
- Popular Electives**
 Elective courses are offered each semester to further support test-taking skills, to improve language proficiency, and to increase knowledge of Cross-Cultural Business and communicational differences between different countries and continents. Courses vary by session.
- Pronunciation Workshop**
 The www.sgsb.swiss language department offers students free personalized articulation and accent modification using specialized software, customized lab activities, and teacher-created materials.
- Pre-MBA and Pre-Master's Plus**
 Opportunity to take one final semester with our sister Business School in Paris, France. Open to advanced students who test above Pre-MBA and Pre-Master's level. Students work closely with their advisors to choose SGSB classes. Students earn SGSB credit in courses with the partner school in Paris students in select departments. Classes are on a space available basis. Official SGSB transcripts and transferable credit are awarded. No Additional fees for learning program.
- Business School / Universities where Pre-MBA and Pre-Master's students have obtained their Graduate degrees:**
 - MBS Business School, INSEAD, Babson College, Bond University, Case Western Reserve, Claremont (Peter Drucker), Clarke, Columbia, CSU (Fullerton, CSU Hayward, CSU Long Beach, CSU San Bernardino, CSU San Marcos), Harvard University, London School of Business, New York University (NYU), Oregon State University, Pace University, Pepperdine, Purdue University, San Francisco State, San Diego State University, Thunderbird, Tulane, IFM, UC Berkeley, UC San Diego, UC Irvine, University of Chicago, University of Colorado, University of Denver, University of Miami, University of Missouri, University of Portland, University of San Diego, and Washington University in St. Louis, and major Business Schools in Europe and USA

SEMESTER AT WWW.SGSB.SWISS				
PROGRAM	SPRING 2020	SUMMER 2020	FALL 2020~2021	SPRING 2021
Semester	February 2020~ May 2020	June 2021~ August 2021	October 2020~ January 2021	February 2021~ May 2021



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Semester Business Executive Program Certificate (AMP)	May 2020 in Paris, France	July 2020 in Switzerland		May 2021 in Paris, France
Semester Certificates <ul style="list-style-type: none"> • Cross-Cultural Management • Family Business & Entrepreneurship • Event & Entertainment Management • Environmental Studies • Hospitality, Tourism, and Recreation Management • International Media • Sustainable Tourism Management 	February 2020~ May 2020	June 2021~ August 2021	October 2020~ January 2021	February 2021~ May 2021

➤ Starting Fall 2020, the Semester at www.sgsb.swiss programs will no longer be separated into General and Business courses. Students enrolling in business classes no longer need to apply for the Semester at WWW.SGSB.SWISS Business Courses program.

INTENSIVE ENGLISH / UNIVERSITY PATHWAY (Waive/Exemption for the Graduate Program Entry Exams)			
PROGRAM	SPRING 2020	SUMMER 2020	FALL 2020~2021
Intensive English for Communication Full Term	Feb to May for 12 weeks	June to August for 12 weeks	October 2020 to January 2021 for 12 weeks
Intensive English for Communication Session A	Flex Entry Dates*: Feb. 3	Flex Entry Dates*: May 26, June 1	Flex last apply/enroll Entry Dates*: August 24, 31, Sept. 14, 21
Intensive English for Communication Session B	March 2–May 7 Flex Entry Dates*: April 6, 13	June 29–August 6 Flex Entry Dates*: July 6, 13	Oct. 19–Dec. 17 Flex Entry Dates*: Oct. 26, Nov. 2, 16



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Intensive English Communication Part-Time	Start Dates: Feb. 3, March 2, April 6, 13	Start Dates: June 1, 29, July 6, 13	Start Dates: Oct. 19, 26, Nov. 2, 16
<p>Flexible Entry — New Intensive English for Communication students may begin their studies after the term begins on a flexible entry date for four weeks or longer. Please note that the exact fees for flexible entry dates must be confirmed by the www.sgsb.swiss.</p> <p>Part-time - Students choosing an IEC Part-time program may begin their studies on any of the listed start dates for four weeks or longer.</p> <p>* When considering Flex Entry dates, please be aware of the holiday schedule.</p>			

All application fees are non-refundable.
Prices, dates, and, options for all programs and accommodations are subject to change.

Program requirements

While all efforts have been made to ensure that the list of courses is complete and accurate at the time of printing, we do reserve the right to make changes to the list as well as to the course planning without prior notice.

All courses are subject to availability and are scheduled based on actual student enrollments and professor availability. Most Graduate courses are available only Indoor-class in the campus in Switzerland and partner University in Paris.

Courses in Business

- BUS2001 - Doing Business in Asia (2)
- BUS2002 - Doing Business in Europe (2)
- BUS2003 - e-Commerce (2)
- BUS2004 - Innovation and Entrepreneurship (2)
- BUS2006 - International Business and Management (2)
- BUS2007 - The Sustainable Enterprise (2)
- BUS2008 - Comprehensive Cases in e-Business (2)
- BUS2009 - Comprehensive Cases in International Entrepreneurship (2)
- BUS2010 - Graduate Research Project in e-Business (2)
- BUS2011 - Graduate Research Project in International Entrepreneurship (2)

Courses in Management

- MAN2001 - Applied Business Strategies (2)
- MAN2002 - Asian Perspectives on Management (2)
- MAN2003 - Change Management (2)
- MAN2004 - Crisis Management (2)



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- MAN2005 - Knowledge Management (2)
- MAN2006 - Managing Across Cultures (2)
- MAN2007 - Managing the Family Business (2)
- MAN2008 - Technology Strategies (2)
- MAN2009- Comprehensive Cases in Asian Management (2)
- MAN2010 - Comprehensive Cases in European Management (2)
- MAN2011 - Comprehensive Cases in International Management (2)
- MAN2012 - Comprehensive Cases in Small Business Management (2)
- MAN2013- Graduate Research Project in Asian Management (2)
- MAN2014 - Graduate Research Project in European Management (2)
- MAN2015 - Graduate Research Project in International Management (2)
- MAN2016 - Graduate Research Project in Small Business Management (2)

Courses in Communication

- COM2001 - Business Communication in Practice (2)
- COM2002 - Digital Communication (2)
- COM2003 - Effective Public Relations (2)
- COM2004 - Negotiation Techniques (2)
- COM2005 - Comprehensive Cases in Business Communication (2)
- COM2006 - Graduate Research Project in Business Communication (2)

Courses in Economics

- ECO2001 - Asian Economic Integration (2)
- ECO2002 - European Monetary and Fiscal Policy (2)
- ECO2003 - International Economics and Policy (2)
- ECO2004 - The Digital Economy (2)
- ECO2005 - Globalization and Integration (2)
- ECO2006 - Comprehensive Cases in International Economics (2)
- ECO2007 - Graduate Research Project in International Economics (2)

Courses in Fashion

- FAS2001 - Fashion Innovation and Entrepreneurship (2)
- FAS2002 - Applied Fashion Strategies (2)
- FAS2003 - Fashion Ethics (2)
- FAS2004 - Fashion Management in Practice (2)
- FAS2005 - Comprehensive Cases in Fashion Management (2)
- FAS2006 - Graduate Research Project in Fashion Management (2)

Courses in Design

- DES2001 - Applied Design Strategies (2)
- DES2002 - Design Management in Practice (2)
- DES2003 - Comprehensive Cases in Design Management (2)



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- DES2004 - Graduate Research Project in Design Management (2)

Courses in Finance

- FIN2001 - Applied International Financial Management (2)
- FIN2002 - Budgeting (2)
- FIN2003 - Capital Budgeting (2)
- FIN2004 - Cost-Volume-Profit Analysis (2)
- FIN2005 - Financial Risk Management (2)
- FIN2006 - Financial Statement Analysis (2)
- FIN2007 - Mergers and Acquisitions (2)
- FIN2008 - Working Capital Management (2)
- FIN2009 - Comprehensive Cases in Financial Management (2)
- FIN2010 - Graduate Research Project in Financial Management (2)

Courses in Human Resources

- HUM2001 - Compensation Strategy and Systems (2)
- HUM2002 - International Labor Relations (2)
- HUM2003 - Leadership and Management (2)
- HUM2004 - Personnel Performance Management (2)
- HUM2005 - Personnel Planning and Work Design (2)
- HUM2006 - Personnel Recruitment and Selection (2)
- HUM2007 - Personnel Training and Development (2)
- HUM2008 - Sports Psychology (2)
- HUM2009 - Comprehensive Cases in Human Resource Management (2)
- HUM2010 - Graduate Research Project in Human Resource Management (2)

Courses in Information Systems

- INF2001 - Business Intelligence (2)
- INF2002 - Digital Business Analysis (2)

Applied Integrated Courses

- INT2001 - Graduate Capstone Project in Asian Management (4)
- INT2002 - Graduate Capstone Project in Business Communication (4)
- INT2003 - Graduate Capstone Project in Cross-Cultural Business Management (4)
- INT2004 - Graduate Capstone Project in Design Management (4)
- INT2005 - Graduate Capstone Project in e-Business (4)
- INT2006 - Graduate Capstone Project in European Management (4)
- INT2007 - Graduate Capstone Project in Fashion Management (4)
- INT2008 - Graduate Capstone Project in Financial Management (4)
- INT2009 - Graduate Capstone Project in Human Resource Management (4)
- INT2010 - Graduate Capstone Project in International Economics (4)
- INT2011 - Graduate Capstone Project in International Entrepreneurship (4)
- INT2012 - Graduate Capstone Project in International Management (4)



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- INT2013 - Graduate Capstone Project in Marketing Management (4)
- INT2014 - Graduate Capstone Project in Operations Management (4)
- INT2015 - Graduate Capstone Project in Small Business Management (4)
- INT2016 - Graduate Capstone Project in Technology Management (4)
- INT2017 - Graduate Capstone Project in Tourism and Hospitality Management (4)
- INT2018 - Graduate Capstone Project in Transportation and Logistics Management (4)
- INT2019 - Graduate Thesis in Asian Management (8)
- INT2020 - Graduate Thesis in Business Communication (8)
- INT2021 - Graduate Thesis in Design Management (8)
- INT2022- Graduate Thesis in e-Business (8)
- INT2023 - Graduate Thesis in European Management (8)
- INT2024 - Graduate Thesis in Fashion Management (8)
- INT2025 - Graduate Thesis in Financial Management (8)
- INT2026 - Graduate Thesis in Human Resource Management (8)
- INT2027 - Graduate Thesis in International Economics (8)
- INT2028 - Graduate Thesis in International Entrepreneurship (8)
- INT2029 - Graduate Thesis in International Management (8)
- INT2030 - Graduate Thesis in Marketing Management (8)
- INT2031 - Graduate Thesis in Operations Management (8)
- INT2032 - Graduate Thesis in Small Business Management (8)
- INT2033 - Graduate Thesis in Technology Management (8)
- INT2034 - Graduate Thesis in Tourism and Hospitality Management (8)
- INT2035 - Graduate Thesis in Transportation and Logistics Management (8)

Courses in Management

- MAN2001 - Applied Business Strategies (2)
- MAN2002 - Asian Perspectives on Management (2)
- MAN2003 - Change Management (2)
- MAN2004 - Crisis Management (2)
- MAN2005 - Knowledge Management (2)
- MAN2006 - Managing Across Cultures (2)
- MAN2007 - Managing the Family Business (2)
- MAN2008 - Technology Strategies (2)
- MAN2009- Comprehensive Cases in Asian Management (2)
- MAN2010 - Comprehensive Cases in European Management (2)
- MAN2011 - Comprehensive Cases in International Management (2)
- MAN2012 - Comprehensive Cases in Small Business Management (2)
- MAN2013 - Graduate Research Project in Asian Management (2)
- MAN2014 - Graduate Research Project in European Management (2)
- MAN2015 - Graduate Research Project in International Management (2)
- MAN2016 - Graduate Research Project in Small Business Management (2)

Courses in Marketing

- MAR2001 - Analyzing Marketing Opportunities (2)
- MAR2002 - Applied Consumer Behavior (2)



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- MAR2003 - Applied Design Marketing (2)
- MAR2004 - Applied Retail Strategies (2)
- MAR2005 - Asian Brand Strategy (2)
- MAR2006 - Brand Management (2)
- MAR2007 - Creative Advertising (2)
- MAR2008 - Developing Marketing Strategies (2)
- MAR2009 - Digital Business Marketing (2)
- MAR2010 - Luxury Management (2)
- MAR2011 - Planning Marketing Programs (2)
- MAR2012 - Product Management (2)
- MAR2013 - Sales Management (2)
- MAR2014 - Comprehensive Cases in Marketing Management (2)
- MAR2015 - Graduate Research Project in Marketing Management (2)

Courses in Operations

- OPE2001 - Enterprise Resource Planning (2)
- OPE2002 - Event Management in Practice (2)
- OPE2003 - International Transportation and Regulations (2)
- OPE2004 - Inventory Control Systems (2)
- OPE2005 - Logistics Management (2)
- OPE2006 - Managing the Supply Chain (2)
- OPE2007 - Operations Management (2)
- OPE2008 - Production Management (2)
- OPE2009 - Project Management (2)
- OPE2010 - Total Quality Management (2)
- OPE2011 - Comprehensive Cases in Operations Management (2)
- OPE2012 - Comprehensive Cases in Transportation and Logistics Management (2)
- OPE2013 - Graduate Research Project in Operations Management (2)
- OPE2014 - Graduate Research Project in Transportation and Logistics Management (2)

Courses in Tourism

- TOU2001 - Eco-tourism (2)
- TOU2002 - Hospitality Management in Practice (2)
- TOU2003 - Leisure Management in Practice (2)
- TOU2004 - Tourism Management in Practice (2)
- TOU2005 - Comprehensive Cases in Tourism and Hospitality Management (2)
- TOU2006 - Graduate Research Project in Tourism and Hospitality Management (2)

Foundation at a Glance

- 30 ECTS / 15 US Credits x 3 Semester = 90 ECTS
- Full-Time



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- 2 Entry Dates (apply from April until August for Fall semester, starting program from October; apply from October till January for Spring Semester, starting program from February)
- 4~5 Courses per semester
- Various Extracurricular activities, outdoor class events, company visits, etc.
- 1 Year program / 3 Semesters (Fall semester from October to January; Spring semester from February to May; Summer semester from June to August)

Questions?

- Questions, more Information, Contact & Applications
 - info@sgsb.swiss
 - admissions@sgsb.swiss
 - undergraduate@sgsb.swiss



Tuition and Scholarships

Tuition Fees for Foundation Program

- Total Tuition: CHF.9,000.00 / Per Semester x 3 Semesters

CHF 27'000.00

Payment Options

Options	Payment Amount
1) Pay before the beginning of the semester	1 payment of CHF.21'000.00
2) Pay before the beginning of Fall semester and Spring semester	2 payments of CHF.24,000.00
3) Pay before the beginning of Fall semester and Spring semester	3 payments of CHF.27,000.00

Other Fees

<ul style="list-style-type: none"> • Application fees • for 2 campuses • Non-refundable • Switzerland + France 	<ul style="list-style-type: none"> • for 1 campus CHF 75.00 • for 2 campuses CHF 150.00
<ul style="list-style-type: none"> • Registration fees • for 2 campuses • Non-refundable 	<ul style="list-style-type: none"> • for 1 campus CHF 100.00 • for 2 campuses



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<ul style="list-style-type: none"> Switzerland + France 	<ul style="list-style-type: none"> CHF 200.00
<ul style="list-style-type: none"> Deposit fees 100% refundable 	<ul style="list-style-type: none"> CHF 2,000.00
<ul style="list-style-type: none"> Official Transcripts fee 	<ul style="list-style-type: none"> CHF 20.00
<ul style="list-style-type: none"> Official Diploma fee 	<ul style="list-style-type: none"> CHF 20.00
<ul style="list-style-type: none"> Official Notary Seals On Request Transcripts (50) + Diploma (50) 	<ul style="list-style-type: none"> CHF 100.00
<ul style="list-style-type: none"> Graduation Ceremony fee 	<ul style="list-style-type: none"> CHF 200.00
<ul style="list-style-type: none"> Extracurricular Activity (Asia Study Tour 10 days) : Mandatory 	CHF 2'950.00
<ul style="list-style-type: none"> Paris Seminar & Culture Tour for 6 days: Mandatory 	CHF.1'950.00.00
<ul style="list-style-type: none"> Other Extracurricular Activities of Ski trip, company visits, all excursions, and various outdoor school activities. 	Free of Charge Activities expenses by www.sgsb.swiss

The following items are **included** in the student fees: courses, teaching materials and assessments, learning materials in class, case studies, all excursions, career and academic support workshops, internship and career placement support, academic advisor, student ID card, wireless internet connection, any certificate as an attending student.

The following items are **not included** in the student fees: School's mandatory 2- Extracurricular activities (1)Asia study tour for 10 days, and (2)Paris seminar & culture tour for 6 days, personal computer, personal expenses such as travel, accommodations, health insurance.

Need-Based Financial Aid

Incoming and continuing students with a demonstrated financial need may be awarded Need-Based Financial Aid of up to **CHF 1'500.00** in the form of scholarships for Pre-Master Foundation Program.





Admission Steps

We welcome undergraduate students who come from diverse academic and personal backgrounds, but share the vision and determination to work together in an active, collaborative, and supportive learning environment.

We admit Foundation Students two times per year, for the Fall and Spring terms. Although we accept applications on a rolling basis throughout the year, we recommend that you submit all of your materials at least one to 4 months prior to the start of the term. International applicants who require a student visa should apply at least 12 weeks prior to the start of the semester, especially international students from Asian countries at least 4 months prior to the start of the semester.

Admissions Criteria

We often get asked, "What are you looking for in an applicant?" Although grades are important, we take a holistic approach to admissions. We evaluate a candidate's potential for success both in the certificate program and after graduation by looking at all of your achievements, both academic and personal, and evaluate your application the context of your own educational circumstances. While no one attribute guarantees the admission, we use the following 5 themes to evaluate an applicant:

What We Are Evaluating	What We Use To Evaluate Your Application
Your Prior Academic Performance	<ul style="list-style-type: none"> • Previous Studies (minimum of secondary school completion) • Letters of Recommendation • Standardized Testing
Your Personal Accomplishments	<ul style="list-style-type: none"> • Application Form • Application Essay • Personal Interview • Letters of Recommendation
Your English Language Proficiency	<ul style="list-style-type: none"> • Standardized Testing (e.g. TOEFEL, IELTS) • Previous Studies
Your Motivation for Completing a Degree	<ul style="list-style-type: none"> • Application Essay • Personal Interview
Your Character	<ul style="list-style-type: none"> • Letters of Recommendation • Personal Interview



Pre-Master, Pre-MBA Foundation Program

Step 1: Apply.

The easiest way, you can send them by e-mail or post them as the register letter at the post-office.

1. Application Form

Available on your request.

2. Curriculum Vitae

A short CV including what studies you have undertaken and any relevant extra-curricular activities you may have participated in.

3. Academic Transcripts

All applicants must have completed secondary school. Please provide academic transcripts which reflect your grades for the prior 2 years.

You may submit unofficial copies with your application; however, we require official transcripts if you are accepted for study. Foreign credentials in a language other than English, German or French or any other countries must be officially translated into English. Applicants currently enrolled in the final year of their high school program may apply but official transcripts which reflect completion of high school will be required for full admission.

4. Recommendation

Please provide contact information for one referee who can attest to your skills and character, such as a current teacher.

You will need to provide the referee's full name and email address.

5. Application Essay (*Optional)

The application essay is our opportunity to get to know you better and how your experiences have prepared you for this educational commitment.

Essay question: Describe an instance in your life when you felt that you had a positive impact on your family, friends, or community.

The essay should be a maximum of 1,000 words.

This will be highly recommended to evaluate with ease and effectively.

6. English Language Proficiency



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Applicants whose native language is not English should submit proof of English language proficiency. This requirement can be waived for applicants who have successfully completed at least three academic years in high school, or one academic year of university-level coursework, in English.

The minimum requirements for admission are:

- TOEFL - 550
- TOEFL iBT - 80
- IELTS - 6.0

7. Application Fee

The CHF.150 application fee can be paid by bank transfer. You will receive the details upon submitting your application.

8. Acceptance Deposit Fee

The CHF.2,000 Acceptance Deposit Fee can be paid by bank transfer. You will receive the details upon submitting your application.

8. Optional: SAT / ACT / Standardized Test Scores

Although not required, you may choose to submit standardized test scores if you wish to supplement your application. Scores older than five years are not considered valid and cannot be accepted.

Step 2: Personal Interview.

Once your application is complete, we will set up an interview in person or, if you are outside the local area, online.

The interview is an important aspect of the application process. It gives us the opportunity to learn more about you, and for you to learn more about us. We want to make sure you will do well in our environment and that we can help you meet your goals.

Step 3: Decision.

The admissions committee reviews your application and the recommendations of your referees and interviewer and will make a decision, usually within 1 to 2 weeks.



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You will receive an official letter, attestation as a certificate stating whether you have been accepted or not. If you have been accepted, you need to pay the requested program fee (1 time or 2 times) to confirm your enrollment and ensure a seat in the program of your choice.

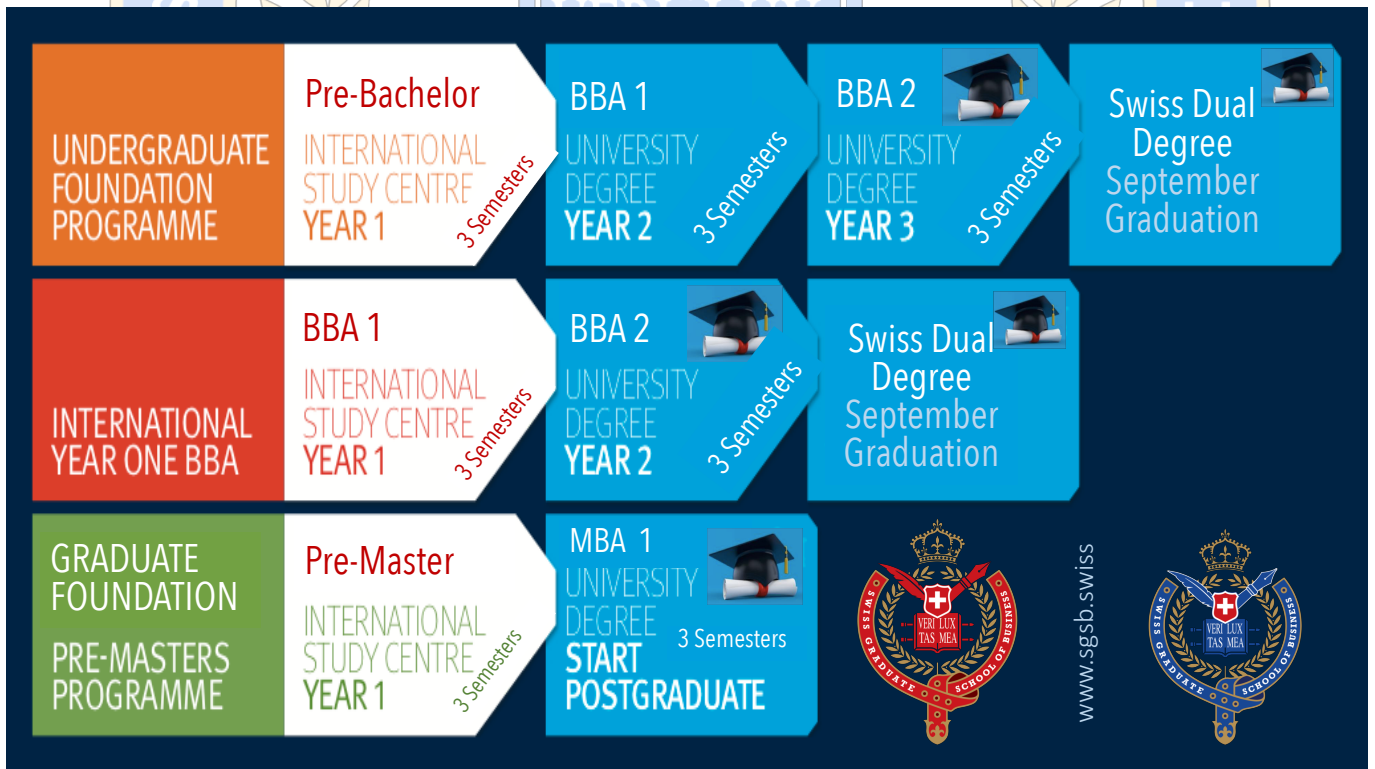
Step 4: Visa Application.

(International applicants only) Once you have confirmed your enrollment, you will receive all the necessary information to apply for a visa.

Step 5: Start Your Studies. With us in Switzerland.



"Welcome with open arms to be www.sgsb.swiss family!"



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