
USI

Application form

user guide

1. Introduction

Welcome to the user manual for the application form of the Università della Svizzera italiana. This manual will guide you step by step through each section of the form, providing clear and helpful instructions to ensure that you complete the application smoothly. Enjoy reading, and best of luck with your application!

2. Applying for a Bachelor in 9 simple steps

2.1. Step 1, Access to the Form and General Information

- To access the USI application platform, you will be required to create a Switch-EDU account linked to your personal email. If you already have a Switch-EDU account (Swiss university system), use it to log in to the platform.
- Ensure that you provide a valid email address as it will be the primary means of communication with the University.

2.2. Step 2, Choice of Study Programme

- Select the semester and study programme from the list. If you do not see the desired study programme, refer to the [Frequently Asked Questions document](#).
- Once you have selected the study programme, you will receive a confirmation via email confirming the initiation of your application.

2.3. Step 3, Study programme attachments

- The system will notify you if non-academic attachments are required, such as Curriculum Vitae, Motivational Letter, and Reference Letters.

2.4. Step 4, Personal data

- Fill in the required fields carefully with your personal information, specifically personal details and contact information.

2.5. Step 5, Secondary education title

- Enter information about your previous academic qualifications by choosing from the options in the dropdown menu, including School Name, Country, and Location, Exact Title of the qualification, Graduation Year, Language of instruction, and Country of residence at the time of completion of secondary education.
- Pay close attention to the required documents, ensuring they are legible and adhere to accepted formats, as they will be assessed for your eligibility for the selected study programme.

2.6. Step 6, Admission requirements

- The form will provide a summary regarding your academic qualifications and any additional requirements that may be considered for admission.

2.7. Step 7, Previous studies

- Specify any previous academic studies, even if not completed.
- Download and upload, duly completed, the Self-Declaration of Exclusion from Previous Studies.

2.8. Step 8, How did you get to know about USI?

- Select one or more options related to how you learned about the Università della Svizzera italiana.
- This information will not be evaluated for admission to USI but will be important for the orientation purposes implemented by the USI Study Advisory and Promotion Service.

2.9. Step 9, Summary and submission

- The Summary page provides an overview of your application.
- If you haven't uploaded attachments on the respective pages, the summary will show sections that are still incomplete.
- If your application requires a fee payment, the summary page will allow you to proceed through the SaferPay online payment system.
- Once you've reviewed the summary and completed all sections, you can proceed to submit your application.
- You will receive a confirmation via email acknowledging the receipt of your application.
- Subsequently, after the University has reviewed the documentation, you will receive a response with the following possible outcomes:
 - o a confirmation of admission with details regarding the enrollment procedure,
 - o a conditional admission pending the attainment of the diploma,
 - o a rejection of the enrollment application.

3. Applying for a Master in 9 simple steps

3.1. Step 1, Access to the Form and General Information

- To access the USI application platform, you will be required to create a Switch-EDU account linked to your personal email.
- If you already have a Switch-EDU account (Swiss university system), use it to log in to the platform.
- Ensure that you provide a valid email address as it will be the primary means of communication with the University.

3.2. Step 2, Choice of Study Programme

- Select the semester and study programme from the list.
- If you do not see the desired study programme, refer to the [Frequently Asked Questions document](#).
- Once you have selected the study programme, you will receive a confirmation via email confirming the initiation of your application.

3.3. Step 3, Study programme attachments

- The system will notify you if non-academic attachments are required, such as Curriculum Vitae, Motivational Letter, and Reference Letters

3.4. Step 4, Personal data

- Fill in the required fields carefully with your personal information, specifically personal details and contact information.

3.5. Step 5, Previous studies

- Provide details of your previous academic education, including Type of Education, Country and location of the university, Faculty, Start and end dates of studies, Exact title of the diploma, Year of completion, Language of instruction.
- Upload the required attachments. Ensure they are legible and adhere to accepted formats, as they will be assessed for your eligibility for the selected study program.
- Download and upload, duly completed, the Self-Declaration of Exclusion from Previous Studies.

3.6. Step 6, Admission requirements

- The form will provide a summary regarding your academic qualifications and any additional requirements that may be considered for admission.

3.7. Step 7, Secondary education title

- Enter information about your secondary education.

3.8. Step 8, How did you get to know about USI?

- Select one or more options related to how you learned about the Università della Svizzera italiana.
- This information will not be evaluated for admission to USI but will be important for the orientation purposes implemented by the USI Study Advisory and Promotion Service.

3.9. Step 9, Summary and submission

- The Summary page provides an overview of your application.
- If you haven't uploaded attachments on the respective pages, the summary will show sections that are still incomplete.
- If your application requires a fee payment, the summary page will allow you to proceed through the SaferPay online payment system.
- Once you've reviewed the summary and completed all sections, you can proceed to submit your application.
- You will receive a confirmation via email acknowledging the receipt of your application.
- Subsequently, after the University has reviewed the documentation, you will receive a response with the following possible outcomes:
 - o a confirmation of admission with details regarding the enrollment procedure,
 - o a conditional admission pending the attainment of the diploma,
 - o a rejection of the enrollment application.

4. Additional documentation page

This page allows you to integrate documents that you did not have at the time you submitted the application or that are requested by the Student Administration. The Student Administration will verify each document and set a status: accepted or rejected. Rejected documents may require uploading a new document.

The rejected status can be used by the Student Administration in the following cases: the document does not reflect what was requested; the copy is not readable/clear; it is irrelevant for admission purposes (e.g. work reference letter for programmes that do not require it). It is possible to access the Additional documentation page only once the application has been submitted, by clicking on the symbol (next to the application summary line):



5. Important information

- You can apply for a maximum of two programmes per Academic Semester: applications can be initiated in parallel, but it is necessary to indicate the priority of one programme over the other.
- Programme with priority 2 will consider the application only after the evaluation by the programme with priority 1 and only upon specific request from the applicant.
- The application can be initiated and completed at different times, but within the formal application deadline (e.g., start of application 01.01.2024, conclusion of application 16.02.2024).
- The application will resume from the step where the last save occurred: this way, you can check which fields need to be filled and which documents are required and conclude the application when you are ready to complete the procedure.
- **Deletion of the application while in the “Filling in” status:** if errors are made or interest is lost during the application process, the application can be deleted. Nevertheless, it will still be possible to select the same study programme and proceed with a new application later.
- **Withdrawal of the application after the “Submitted” status:** after the application has been completed and submitted, it is still possible to withdraw it. However, it is important to note that withdrawal implies the impossibility of reapplying for the same study programme. If you decide to withdraw the candidacy, you will no longer be considered for that course of study.
For any other eventualities, contact iscrizione@usi.ch before proceeding with the withdrawal.

6. Questions?

For questions related to the application process, we invite you to contact the USI Study Advisory and Promotion Service: studyadvisor@usi.ch, +41 (0)58 666 4795. For technical inquiries, please contact the support team: iscrizione@usi.ch.

Last Update: 26.03.2024