

## Application Form Further Education Program

Study Program

### Personal Details

Title

First Name | Surname

Date of Birth

Nationality

Place of Origin

Swiss Matriculation Number

E-Mail (Private)

E-Mail (Work)

Preferred E-Mail for Communication

Phone Number

AHV Number\*

Emergency Contact Information

*(Name, Phone, Relationship)*

*\*If applicable*

### Private Address

Street

Postal Code | City

Canton

Country

Additional information

### Corporate Address

Company

Position

Function

Industry

Company Size

Years of Working Experience

Years of Management Experience

**Memberships (only applicable for the EMBA program)**

If applicable, please email us the confirmation of membership at our partners (see partnerships on [our website](#)). Discounts are non-cumulative.

**Billing Information**

Invoices associated with the Rochester-Bern program can be billed to your private address or to the company. If the invoice must be issued to your company, please state the company's billing address below:

- ☐ Total invoice to private address  
☐ Total invoice to company address (please state below)

In order to facilitate the billing process, we kindly request the Purchase Order (PO) number and any other details associated with the transaction, if applicable:

PO Number \_\_\_\_\_  
Comments \_\_\_\_\_

Street \_\_\_\_\_  
Additional information \_\_\_\_\_  
Postal Code | City \_\_\_\_\_  
Canton \_\_\_\_\_  
Country \_\_\_\_\_

Please note that for administrative reasons, all billing information provided at the time of enrollment is final and cannot be modified at a later stage. Additionally, invoices cannot be split between you and your employer in our system. Kindly coordinate the implementation of a potential payment split directly with your employer.

Please state the info of your company's HR contact below:

First Name | Surname \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-Mail \_\_\_\_\_



### Motivation Letter

Why are you applying for this program? What is your professional and personal motivation? What expectations do you have in terms of content, instructors and class experience?



### Further Documents

Please send the following documents together with your application form via email:

- Portrait picture (.jpeg, .jpg, .png, in a high resolution)  
*The photo is used for the class photo list and shared with fellow students, lecturers/guest speakers, RoBe employees and any companies visited during the course. The list includes your name, function, and company.*
- Current CV (.pdf)
- Certificates/diploma from the highest degree (.pdf)
- Copy of passport/ID for the Uni-Registration (front- and backside)
- Two filled out Recommendation Forms

### Consent Form

I confirm that:

- all **information** provided on this application **is complete and true**.
  - ☐ Yes
  - ☐ No
- I have read, and I understand and accept the [Terms and Conditions](#) of Rochester-Bern.
  - ☐ Yes
  - ☐ No
- I have read, and I understand and accept the [Privacy Policy](#) on the Rochester-Bern website.
  - ☐ Yes
  - ☐ No

EMBA and international programs (English-speaking DAS and CAS) only:

- I consent to my personal data being forwarded to the University of Rochester in the USA. This information will only be used for the purpose of registration, student records, grades, and transcripts.
  - ☐ Yes
  - ☐ No

Place, Date: \_\_\_\_\_

Signature: \_\_\_\_\_