

## Application to Graduate Study: TRAIL+ Programme at the World Trade Institute (WTI)

For admission to the TRAIL+ programme, beginning in September 2017 (autumn semester), please submit the following documents by **15 February 2017**. Admission details for the spring semester will be communicated after this deadline:

- (1) a completed version of this application form,
- (2) a detailed CV [[optional template](#)],
- (3) a letter of motivation
- (4) a two-page essay in English
- (5) transcripts and degrees of all completed college/university courses,
- (6) evidence of English proficiency for non-native speakers
- (7) two letters of recommendation

By mail or email to:

- TRAIL+ Programme Administration  
World Trade Institute, University of Bern  
Hallerstrasse 6  
CH-3012 Bern, Switzerland
- [inquire@wti.org](mailto:inquire@wti.org)  
Subject line: Application TRAIL+ Programme

**SECTION I: PERSONAL DATA (PLEASE USE BLOCK LETTERS)****1. SELECT TRAIL+ PROGRAMME**

I WISH TO APPLY FOR ADMISSION TO GRADUATE STUDIES FOR THE ACADEMIC YEAR STARTING IN

\_\_\_\_\_

SEMESTER (SPRING OR AUTUMN), YEAR

I AM INTERESTED IN PURSUING THE PROGRAMME FULL-TIME OR PART-TIME:

\_\_\_\_\_

**2. NAME**

\_\_\_\_\_

LAST NAME

\_\_\_\_\_

FIRST NAME

\_\_\_\_\_

MIDDLE NAME

**3. PRIVATE ADDRESS**

\_\_\_\_\_

STREET ADDRESS

\_\_\_\_\_

ZIP CODE

\_\_\_\_\_

CITY

\_\_\_\_\_

COUNTRY

\_\_\_\_\_

TELEPHONE

\_\_\_\_\_

FAX

\_\_\_\_\_

EMAIL

**4. BUSINESS ADDRESS (IF APPLICABLE)**

\_\_\_\_\_

NAME OF INSTITUTION/COMPANY

\_\_\_\_\_

STREET ADDRESS

\_\_\_\_\_

ZIP CODE

\_\_\_\_\_

CITY

\_\_\_\_\_

COUNTRY

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TELEPHONE

FAX

EMAIL

**5. DATE OF BIRTH/CITIZENSHIP/GENDER**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DAY MONTH YEAR

\_\_\_\_\_  
CITIZENSHIP(S)

GENDER ( ) FEMALE ( ) MALE

**6. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

\_\_\_\_\_  
LAST NAME FIRST NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
ZIP CODE CITY

\_\_\_\_\_  
COUNTRY

\_\_\_\_\_  
TELEPHONE FAX EMAIL

**7. HOW DID YOU LEARN ABOUT THE TRAIL+ PROGRAMME?**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> MILE GRADUATE                           | <input type="checkbox"/> WORK COLLEAGUE          | <input type="checkbox"/> POSTER/FLYER AT UNIVERSITY |
| <input type="checkbox"/> WTI LECTURER                            | <input type="checkbox"/> PROFESSOR AT UNIVERSITY | <input type="checkbox"/> MOOT COURT                 |
| <input type="checkbox"/> GOOGLE ADVERTISEMENT                    | <input type="checkbox"/> LLM-GUIDE.COM           | <input type="checkbox"/> MASTERSTUDIES.COM          |
| <input type="checkbox"/> POSTGRADUATE.CH                         | <input type="checkbox"/> WORLDTRADELAW.NET       | <input type="checkbox"/> TRADELAWGUIDE.COM          |
| <input type="checkbox"/> WTI WEBSITE                             |  | <input type="checkbox"/> INOMICS.COM                |
| <input type="checkbox"/> INTERNET SEARCH (GOOGLE, YAHOO, OTHERS) |  |   |
| <input type="checkbox"/> FACEBOOK                                |  |   |
| <input type="checkbox"/> LINKEDIN                                |  |   |
| <input type="checkbox"/> TWITTER                                 |  |   |
| <input type="checkbox"/> YOUTUBE                                 |  |   |
| <input type="checkbox"/> EMAIL                                   |  |   |
| <input type="checkbox"/> OTHER, PLEASE SPECIFY:                  |  |   |

**SECTION II: EDUCATION AND WORK EXPERIENCE****8. ACADEMIC BACKGROUND**

(E.G. LAW, ECONOMICS, INTERNATIONAL RELATIONS, POLITICAL SCIENCE, BUSINESS ADMINISTRATION)

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**9. LIST OF COLLEGES/UNIVERSITIES**

PLEASE LIST ALL COLLEGES AND/OR UNIVERSITIES YOU HAVE ATTENDED, BEGINNING WITH THE MOST RECENT AND INCLUDING CURRENT STUDIES.

INDICATE YOUR CLASS RANK (E.G., 2<sup>ND</sup> OUT OF 100 STUDENTS, TOP 10 PERCENTILE) IF AVAILABLE.

INDICATE ANY HONOURS RECEIVED IN YOUR STUDIES (E.G., 'CUM LAUDE' IN THE UNITED STATES OR SWITZERLAND, THE CLASS OF DEGREE IN THE UNITED KINGDOM, OR 'MENTION' IN FRANCE).

PLEASE DO NOT INCLUDE INFORMATION CONCERNING PRIMARY OR SECONDARY EDUCATION (GRADE SCHOOL OR HIGH SCHOOL LEVEL).

(1)

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NAME OF INSTITUTION

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STREET ADDRESS

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ZIP CODE

CITY

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COUNTRY

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DATES ATTENDED FROM/UNTIL

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ACTUAL NAME OF DEGREE OR EXAMINATION (DO NOT TRANSLATE)

DATE GRANTED OR EXPECTED

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HONOURS (DO NOT TRANSLATE)

CLASS RANK (IF AVAILABLE)

(2)

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NAME OF INSTITUTION

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STREET ADDRESS

---

ZIP CODE

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CITY

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COUNTRY

---

DATES ATTENDED FROM/UNTIL

---

ACTUAL NAME OF DEGREE OR EXAMINATION (DO NOT TRANSLATE)

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DATE GRANTED OR EXPECTED

---

HONOURS (DO NOT TRANSLATE)

---

CLASS RANK (IF AVAILABLE)

(3)

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NAME OF INSTITUTION

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STREET ADDRESS

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ZIP CODE

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CITY

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COUNTRY

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DATES ATTENDED FROM/UNTIL

---

ACTUAL NAME OF DEGREE OR EXAMINATION (DO NOT TRANSLATE)

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DATE GRANTED OR EXPECTED

---

HONOURS (DO NOT TRANSLATE)

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CLASS RANK (IF AVAILABLE)

**10. LIST OF SCHOLARSHIPS/FELLOWSHIPS (IF APPLICABLE)**

PLEASE LIST SCHOLARSHIPS OR FELLOWSHIPS HELD AT PRESENT OR IN THE PAST ALONG WITH SOURCE/SPONSOR, APPROXIMATE AMOUNT IN CHF, DATES AND INDICATE WHICH PART OF YOUR STUDIES THEY WERE DEDICATED TO.

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**11. LIST OF HONOURS/PRIZES (IF APPLICABLE)**

PLEASE LIST ANY ACADEMIC HONOURS OR PRIZES YOU MAY HAVE RECEIVED ALONG WITH DATES.

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**12. LIST OF PUBLISHED ARTICLES (IF APPLICABLE)**

PLEASE LIST ANY BOOKS, ARTICLES, OR THESES YOU HAVE PUBLISHED AND INCLUDE TITLE, DATE OF PUBLICATION, AND NAME OF PUBLISHER.

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**13. LIST OF PROFESSIONAL POSITIONS HELD**

PLEASE LIST ANY PROFESSIONAL POSITIONS YOU HAVE HELD BEGINNING WITH YOUR CURRENT EMPLOYER (IF APPLICABLE).

(1)

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NAME OF INSTITUTION/COMPANY

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STREET ADDRESS

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ZIP CODE

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CITY

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COUNTRY

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JOB TITLE

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DATES WORKED FROM/UNTIL

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MAIN RESPONSIBILITIES

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MAIN RESPONSIBILITIES

(2)

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NAME OF INSTITUTION/COMPANY

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STREET ADDRESS

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ZIP CODE

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CITY

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COUNTRY

---

JOB TITLE

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DATES WORKED FROM/UNTIL

---

MAIN RESPONSIBILITIES

---

MAIN RESPONSIBILITIES



(3)

---

NAME OF INSTITUTION/COMPANY

---

STREET ADDRESS

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ZIP CODE

---

CITY

---

COUNTRY

---

JOB TITLE

---

DATES WORKED FROM/UNTIL

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MAIN RESPONSIBILITIES

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MAIN RESPONSIBILITIES**14. LIST OF ACADEMIC COURSES TAUGHT (IF APPLICABLE)**

PLEASE LIST ANY ACADEMIC COURSES YOU HAVE TAUGHT.

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### SECTION III: LANGUAGE

#### 15. NATIVE LANGUAGE(S)

WHAT IS/ARE YOUR NATIVE/FIRST LANGUAGE(S)?

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#### 16. FOREIGN LANGUAGE SKILLS (IF APPLICABLE)

PLEASE INDICATE WHAT (OTHER) LANGUAGE(S) YOU SPEAK AND THE LEVEL OF PROFICIENCY BY TICKING THE APPROPRIATE BOXES.

	<b>SPOKEN</b>	<b>WRITTEN</b>
_____ LANGUAGE	<input type="checkbox"/> BASIC KNOWLEDGE <input type="checkbox"/> WORKING KNOWLEDGE <input type="checkbox"/> EXCELLENT KNOWLEDGE <input type="checkbox"/> FLUENT/BI-LINGUAL	<input type="checkbox"/> BASIC KNOWLEDGE <input type="checkbox"/> WORKING KNOWLEDGE <input type="checkbox"/> EXCELLENT KNOWLEDGE <input type="checkbox"/> FLUENT/BI-LINGUAL
_____ LANGUAGE	<input type="checkbox"/> BASIC KNOWLEDGE <input type="checkbox"/> WORKING KNOWLEDGE <input type="checkbox"/> EXCELLENT KNOWLEDGE <input type="checkbox"/> FLUENT/BI-LINGUAL	<input type="checkbox"/> BASIC KNOWLEDGE <input type="checkbox"/> WORKING KNOWLEDGE <input type="checkbox"/> EXCELLENT KNOWLEDGE <input type="checkbox"/> FLUENT/BI-LINGUAL
_____ LANGUAGE	<input type="checkbox"/> BASIC KNOWLEDGE <input type="checkbox"/> WORKING KNOWLEDGE <input type="checkbox"/> EXCELLENT KNOWLEDGE <input type="checkbox"/> FLUENT/BI-LINGUAL	<input type="checkbox"/> BASIC KNOWLEDGE <input type="checkbox"/> WORKING KNOWLEDGE <input type="checkbox"/> EXCELLENT KNOWLEDGE <input type="checkbox"/> FLUENT/BI-LINGUAL

#### 17. LANGUAGE OF INSTRUCTION

WHAT IS/WAS THE LANGUAGE OF INSTRUCTION AT YOUR UNIVERSITY?

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## 18. ENGLISH AS A FOREIGN LANGUAGE/ENGLISH LESSONS IN SCHOOL (IF APPLICABLE)

IF YOU ARE A NON-NATIVE ENGLISH SPEAKER, PLEASE INDICATE HOW MANY YEARS OF ENGLISH LANGUAGE TRAINING YOU RECEIVED DURING THE COURSE OF YOUR EDUCATION.

PRIMARY SCHOOL	NUMBER OF YEARS	FROM/UNTIL
SECONDARY SCHOOL	NUMBER OF YEARS	FROM/UNTIL
UNIVERSITY	NUMBER OF YEARS	FROM/UNTIL
EXTRACURRICULAR	NUMBER OF YEARS	FROM/UNTIL

## 19. LIVING ABROAD (IF APPLICABLE)

HAVE YOU LIVED, STUDIED AND/OR WORKED IN A COUNTRY WHERE ENGLISH IS THE NATIVE LANGUAGE? (E.G., UNITED KINGDOM, USA, CANADA, AUSTRALIA)

☐ YES ☐ NO

IF YOU ANSWERED YES, WHAT WAS THE PURPOSE AND LENGTH OF YOUR STAY AND WHEN DID IT OCCUR?

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## 20. ENGLISH AS A SECOND LANGUAGE (IF APPLICABLE)

IF YOU ANSWERED YES TO QUESTION 19, PLEASE INDICATE BELOW HOW MANY YEARS OF YOUR EDUCATION OR PROFESSIONAL LIFE ABROAD WERE IN ENGLISH.

PRIMARY SCHOOL	NUMBER OF YEARS	FROM/UNTIL
SECONDARY SCHOOL	NUMBER OF YEARS	FROM/UNTIL
UNIVERSITY	NUMBER OF YEARS	FROM/UNTIL
WORK	NUMBER OF YEARS	FROM/UNTIL

**21. UNIVERSITY EXAMS IN ENGLISH (IF APPLICABLE)**

IF YOU ARE A NON-NATIVE ENGLISH SPEAKER, WERE YOUR EXAMS AT TERTIARY LEVEL IN ENGLISH?

☐ YES ☐ NO

**22. ORAL/WRITTEN UNIVERSITY EXAMS IN ENGLISH (IF APPLICABLE)**

IF YOU ARE A NON-NATIVE ENGLISH SPEAKER, WERE YOUR ENGLISH-LANGUAGE EXAMS AT TERTIARY LEVEL ORAL OR WRITTEN?

☐ ORAL

☐ IN WRITING

☐ BOTH

**23. ENGLISH PRESENTATION SKILLS (IF APPLICABLE)**

DO YOU HAVE ANY EXPERIENCE WITH GIVING PRESENTATIONS IN ENGLISH? PLEASE PROVIDE DETAILS.

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**24. PROFICIENCY OF ENGLISH AS A FOREIGN LANGUAGE (IF APPLICABLE)**

IF YOU ARE A NON-NATIVE ENGLISH SPEAKER AND NOT OTHERWISE EXEMPT (SEE BELOW: APPENDIX I: ENGLISH LANGUAGE REQUIREMENTS), PLEASE PROVIDE RESULTS AND ALSO SUBMIT EVIDENCE OF ANY OBJECTIVE ENGLISH LANGUAGE TESTING YOU HAVE TAKEN IN THE PREVIOUS TWO YEARS (E.G., TOEFL, IELTS, MELAB, OR CAMBRIDGE).

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TEST RESULT

IF YOU ARE NOT EXEMPT FROM SUBMITTING TEST SCORES (APPENDIX I: ENGLISH LANGUAGE REQUIREMENTS) AND HAVE NOT YET TAKEN AN OBJECTIVE ENGLISH LANGUAGE TEST, PLEASE INDICATE WHEN YOU PLAN TO DO SO. YOU SHOULD SUBMIT YOUR APPLICATION AND IT WILL BE PROCESSED PENDING YOUR TEST RESULTS.

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EXPECTED DATE

**SECTION IV: LETTERS OF RECOMMENDATION/SIGNATURE****25. LETTERS OF RECOMMENDATION**

PLEASE LIST THE PEOPLE FROM WHOM YOU HAVE REQUESTED LETTERS OF RECOMMENDATION (TWO REQUIRED).

NAME	TITLE	EMPLOYER
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NAME	TITLE	EMPLOYER
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NAME	TITLE	EMPLOYER
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**26. ACCURACY AND COMPLETENESS OF INFORMATION**

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION FORM AND ANY SUPPLEMENTAL MATERIALS IS ACCURATE AND COMPLETE AND I WILL NOTIFY THE WTI IF ANY OF THIS INFORMATION CHANGES.

DATE AND PLACE
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SIGNATURE
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NAME PRINTED
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**SECTION V: ADDITIONAL ELEMENTS OF THE TRAIL+ APPLICATION****27. LETTER OF MOTIVATION**

The letter of motivation is one of the most important elements of your application. It should be brief and to the point. Keep in mind that your target audience is the Selection Committee – its members are accomplished academics with professional experience outside of academia. Introduce yourself, write about your academic and professional accomplishments, and explain why you believe the TRAIL+ Programme will benefit you and your career. Without exaggerating, be positive about yourself and your outlook on life. Tell us how and why you wish you to contribute to the TRAIL+ spirit and experience.

**28. ACADEMIC ESSAY IN ENGLISH**

In a separate document, please respond to one of the three questions below in a two-page (maximum 1000 words) academic essay in English. Try to structure your essay deductively and correctly reference any sources you cite. The World Trade Institute – like any graduate school – employs plagiarism detection software.

FORMAL REQUIREMENTS:

- Font: Times New Roman/Arial
- Font size: 12pt
- Line spacing: 1.5 lines

ESSAY QUESTIONS:

- (1) “Describe the benefits and costs of globalisation from your country’s perspective and the role that trade policy can play in integrating your country more strongly into the global economy.”
- (2) “Please describe what you consider to be some of the key challenges confronting the World Trade Organization as its members strive to conclude the Doha Development Agenda.”
- (3) “How does, in your opinion, international trade benefit your country?”

**29. LETTERS OF RECOMMENDATION**

In your application to the TRAIL+ Programme, we require you to submit two letters of recommendation from two different authors.

If you are enrolled at a university or recently graduated, the letters should be written by two (former) professors or by a professor and an employer. If you completed your previous degree more than three years ago, the letters should be written by a current

and/or former employer. The letters need to be specific to your application to the TRAIL+ Programme. You may submit them along with the other application documents in signed and sealed envelopes. Alternatively, have them directly sent by email to [inquire@wti.org](mailto:inquire@wti.org) or by mail to our contact address (subject line: Application of Mr/Ms 'Your Name' to the TRAIL+ Programme).

TRAIL+ Programme Administration  
WTI, University of Bern  
Hallerstrasse 6  
CH-3012 Bern, Switzerland

### 30. TRANSCRIPTS AND DEGREES

Please include transcripts and degrees of all university/college courses you have completed as well as a supplement explaining the grading system.

If the documents are not issued in English, please include officially certified translations.

Incomplete application forms will not be processed.

## APPENDIX I: ENGLISH LANGUAGE REQUIREMENTS

The TRAIL+ Programme is taught exclusively in English and you need to arrive at the WTI with a level of English that allows you to fully benefit from the courses. In particular, your level of English needs to allow you to express yourself effectively in and outside the classroom, deliver on weekly writing assignments and adequately cover a weekly reading load of up to 200 pages.

When evaluating your application, the Selection Committee pays close attention to evidence of your proficiency in English. As is common for graduate programmes, you are required to submit objective test scores of one of the accepted tests listed below:

Test	Minimum Score	Website
TOEFL iBT	100 points or above	<a href="http://www.ets.org/toefl">www.ets.org/toefl</a>
TOEFL Paper	600 points or above	<a href="http://www.ets.org/toefl">www.ets.org/toefl</a>
IELTS	7.0 or above	<a href="http://www.ielts.org">www.ielts.org</a>
Cambridge CAE	A	<a href="http://www.cambridgeesol.org/exams">www.cambridgeesol.org/exams</a>
Cambridge CPE	C or higher	<a href="http://www.cambridgeesol.org/exams">www.cambridgeesol.org/exams</a>

## Exemptions

The following applicants are exempt from submitting test scores:

- Native English speakers
- Students with an undergraduate and/or graduate degree from an institution in the USA, Canada, the UK, Ireland, Australia or New Zealand, where English was the primary language of instruction and the degree was awarded no longer than five years ago.

You may apply for exemption from submitting text scores if you are

- a student with an undergraduate and/or graduate degree from an institution where English was the primary language of instruction and the degree was awarded no longer than five years ago,
- a student who has completed at least one year of study in an English speaking country and at an institution where English was the primary language of instruction immediately prior to joining the TRAIL+ Programme.

Please [contact us](#) if you are unsure of your exemption status and we will be glad to help. However, please be advised that exemptions from the language requirement are rarely granted.

Important: Independent of your exemption status, you are required to fill in the section on English language in the TRAIL+ Application Form and submit a two-page essay in English as part of your application.



## APPENDIX II: REGISTRATION FEES

Upon admission to the TRAIL+ Programme, we kindly ask you transfer a one-time, non-refundable registration fee of CHF 200. You will receive the WTI's bank details along with the confirmation of admission.

Please note that you will only receive further details about the TRAIL+ once you have transferred the registration fee. We will apply the registration against your tuition fees, unless you receive a WTI Scholarship covering your entire tuition.

Please note that any charges incurred during the transfer of the registration fee must be borne by the applicant.

## APPENDIX III: TUITION, SCHOLARSHIPS AND FINANCIAL AID

**The tuition fee for one year of graduate studies on the TRAIL+ Programme is CHF 27'000.** All TRAIL+ applicants will be considered for scholarships upon request. A limited number of scholarships and a limited amount of financial aid are available. Please consult the information on scholarships and financial aid on our website if you are in need of support.

Tuition covers all courses, the supervision of your master's thesis, a trip to Geneva with visits to international organisations as well as a range of extracurricular activities.

Tuition does not cover airfares, costs of accommodation/living, health insurance, books or any other expenditure incurred during your stay in Switzerland.