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Master of Business Administration
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University of St.Gallen

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The following Admissions Policy is intended to give more detailed information regarding admission to the University of St.Gallen MBA program (http://www.mba.unisg.ch) for the Fall 2026 intake. Applications for this intake are scheduled to open in September 2025 (https://apply.mba.unisg.ch/).

1. Admission Requirements

1.1 Bachelor's Degree required

Applicants must hold at least a Bachelor's degree (3 years) or a Diploma (4 years) with a minimum of 180 ECTS-Credits (European Credit Transfer System) equivalent from a recognized University or a University of Applied Science. Upon enrolment, the applicant must provide official transcripts and, if not in English or German, a certified translation. The degree will be officially verified.

1.2 GMAT, GRE or Executive Assessment (EA) score required

Applicants are required to submit a GMAT, GRE or EA score no older than five years.

Applicants can apply to the University of St.Gallen MBA without yet holding a GMAT, GRE or EA score. However, full admission to the program is conditional on submitting a competitive GMAT, GRE or EA score within 45 days of receipt of the conditional offer. Should more than one GMAT, GRE or EA score result be held, the best score within the last five years will be recognised.

1.3 Fluency in English required

An English language test is required unless you can demonstrate that you have considerable experience living, working or studying in an English language environment. To prove fluency in English, certificates equivalent to at least a C1 level on the European Framework for Foreign Languages are recognized.

Applicants holding at least a Bachelor's degree taught entirely in English may be exempted from taking an English test. Likewise, applicants who can demonstrate proof that they work extensively in English in a professional capacity may be considered on a case-by-case basis to be exempted from taking an English test. Suitable evidence can be provided in the form of a signed letter from a superior attesting to the applicant's use of and proficiency in English.

Each applicant's English level will also be assessed verbally during the interview phase of the application, plus other verbal interactions with the Talent Acquisition Team, with the final judgement of English proficiency at a level suitable to undertake our MBA program made thereafter.

1.4 Work experience required

Applicants must have a minimum of 2 years of full-time post-Bachelor's degree work experience by the start date of the MBA program to be considered for admission in accordance with University of St.Gallen (HSG) policy (i.e. *Satzung*).

Part-time work experience, including work experience completed as an official part of an educational degree program, may be considered at the discretion of the Talent Acquisition Team. Military service and volunteer or non-profit service can be recognized as work experience depending on the position and nature of the work, considered on a case-by-case basis. Projects, research, and practical training completed as part of a PhD or other doctoral programs (MD, EdD, DBA, etc.) may be considered on a case-by-case basis.

1.5 References

The contact details of two references are required during the online application process. The references should be able to assess various facets of your character, work experience and leadership capabilities.

1st referee: A current direct supervisor is preferred.

2nd referee: Someone who has shared extensive experience in a professional or academic context.

After entering the contact details in the online application, the applicant can generate an email to the reference containing a link to a questionnaire hosted on the application portal. The questionnaire should take the reference around 10-20 minutes to complete.

Applicants also have the option of uploading an existing reference letter if it is deemed relevant based on the above information. Both references need to submit their questionnaire before any full offer to the program can be made. The applicant can check the submission status of the reference requests within the application and generate a reminder email.

By providing the contact details of the referees, the applicant agrees that the admissions team can contact the referees over email and/or phone, in case of any questions concerning the applicant's suitability for the University of St.Gallen MBA program.

2. Assessment Criteria

When an application to the University of St.Gallen MBA is assessed, a range of criteria is taken into account to evaluate the applicant:

- Quality, relevance, and scope of prior work experience
- Stated aims for pursuing an MBA at the University of St.Gallen
- Post MBA employability
- Academic background and grades
- Standardized test scores
- Interview performance
- Case solution

- References
- Qualities they will bring their cohort and the alumni community
- Other points in alignment with the current assessment rubrics in use

3. Original documents

Applicants are requested to upload copies of diplomas and transcripts at the application stage. Degrees will be verified for authenticity. MBA participants may be asked to arrange for hard copies of original documents to be sent to the admissions team once enrolled in the MBA. This includes at least the original Bachelor's degree transcript (with certified translations in English if in another language).

4. Admission decisions

There are four possible admission application outcomes: full admission, conditional admission, hold, and reject.

Full Admission

A full offer of admission guarantees the applicant a place in the program, for the start date of the program applied for, if the applicant (a) signs the acceptance letter and (b) can show evidence of payment of the enrollment fee within the admission deadline. A full offer ceases to be valid if the first tuition installment is not paid by the deadline stated in documents provided by the Finance Team.

Conditional Admission

Conditional offers do not guarantee a place in the program applied for. Conditions such as a satisfactory GMAT, GRE or EA test score, or any other pending requirement stated in an offer letter or email from the Talent Acquisition Team, must be met before a full offer can be subsequently issued. Conditions and deadlines will be outlined in the conditional offer letter.

Conditions must be met within 45 days of receiving a conditional offer, based on the date of the offer letter. If a satisfactory GMAT, GRE or EA score is not submitted, or other condition is not met, within this time period, the conditional offer will expire.

Hold

Due to the limited class size, no place can be offered at this point. Applicants on hold will be informed about expected timelines for communicating whether a full offer will be made. In the event a full offer cannot be made for the start date of the program applied for, information about opportunities to secure deferred enrollment in the following year's class will be provided via email from the Talent Acquisition Team. This will include the deadline to pay the enrolment fee to secure deferred admission and the tuition rate the applicant is eligible for.

Reject

The applicant does not competitively gain admission into the University of St.Gallen MBA program. The committee does not provide feedback to applicants regarding rejected applications.

5. Financing and Payment Arrangements

It is expected that all applicants have planned financing scenarios before applying for the MBA. Awarding of scholarships, loans, and/or financial aid cannot be guaranteed.

Scholarships are need-based and merit-based, and can be applied for during Phase 3 of the application process. Applicants may choose the scholarship to apply to, from the scholarships listed on the application portal for the intake the applicant is applying for. In cases of discrepancy between information on the website and the application portal, the information in the application portal is deemed the most updated. Scholarships cannot be combined unless expressly stated.

Loan applications are possible when a candidate can show evidence of financial need and that funding cannot be secured from third-party sources, including attempts to secure loans from third party sources. Loan applications are assessed by our Finance Team. It is not guaranteed that applicants will receive a loan. It is not guaranteed that applicants will receive the full loan amount applied for. More information is outlined in the official Finance Guidelines, which can be provided by the Finance Team at the time an offer of enrolment is made.

Financial aid may be granted in the event an applicant cannot cover the complete enrolment fee and tuition due after scholarships, external financing, and loans have been assessed and administered. Financial aid is need-based and assessed in cooperation between the Talent Acquisition Team and the Finance Team, using the documentation submitted to the Finance Team as part of a loan application to determine need. Awarding of financial aid is not guaranteed.

In case of tuition fee payment default (not paying by the tuition installment deadline), no place in the MBA program can be guaranteed. The enrolment fee for the MBA program is non-refundable.

6. Admission Deadlines

Application deadlines are listed on our website. Applications are assessed shortly after each deadline. Anticipated interview time frames are also listed on the website for each deadline. If an applicant is invited for an interview, but no interview can be scheduled during the proposed time frame, alternative arrangements can be requested for a later date on a case-by-case basis.

Deadlines to accept full offers of admission and offers of scholarship will be listed in the offer letter sent to applicants who successfully gain admission to the MBA program. Deadline extensions may be offered on a case-by-case basis via email to the applicant from the Talent Acquisition Team. Extension durations may be determined in cooperation with the Finance Team if a loan or other financial matter is pending finalization. The Talent Acquisition Team retains the final say on deadline extensions in all cases.

The final deadline to apply to a specific intake of the Full-time MBA may differ for applicants without an EU or EFTA passport or permanent residence in Switzerland (i.e. be earlier than the deadline for other applicants). The final deadline to apply to a specific intake of the Part-time MBA may differ for applicants who are not resident in Europe. Final application deadlines are listed on the website.

7. Deferral Policy

The University of St.Gallen MBA does not encourage applicants to defer their application, but we understand that circumstances may present a necessity to defer. An applicant can defer for a maximum of one year before needed to formally reapply. Applicants must pay their enrolment fee before applications open for the next application cycle (date to be communicated by the Talent Acquisition Team to the applicant), in order to request a deferral and secure a deferred place in the following year's class. The tuition fee is subject to change and will be adjusted accordingly. Early Enrolment Fee Reductions are not offered to candidates who defer their enrolment. Scholarship offers, loan offers, and financial aid are not transferrable to the deferred year. An applicant must re-apply for loans and scholarships in the year they are enrolling.

8. Re-application

In case of a rejection or of missing a deferral deadline, an applicant is entitled to re-apply in subsequent years. It is recommended to contact the admissions team before re-applying. Any outstanding conditions must be fulfilled and any requested documents must be updated. An explanation for a re-application may be requested during the admissions process. Re-applicants are not entitled to carry-over to the new application any fee reductions, scholarships, loans, or financial aid that were previously awarded.