



- 1) [Application period](#)
- 2) [Application documents](#)
- 3) [Application and tuition fees](#)
- 4) [Admission decision](#)

Application process

1) Application period

	Application period	Submission deadline
Autumn semester	1 February – 30 April	30 April
Spring semester	1 September - 30 September	30 September

You may apply for Autumn and or Spring semester at the University of St.Gallen.

All required documents and the completed application must be submitted electronically in [Mobility-Online](#) no later than the submission deadline.

2) Application documents

Please upload the required documents in Mobility-Online according to the order below:

1. Passport photo
2. Copy of passport or ID Card
3. Matura transcript/certificate of eligibility for university entrance* (only for applications on Bachelor's level)
4. Current grade transcript*
5. Confirmation of your current home university declaring your matriculation as a full-time student and permit to continue your degree course at your home university following the exchange semester
6. CV
7. Motivation letter
8. Copy of the payment confirmation of the non-refundable application and admin fee (it is not possible to complete the application without the payment confirmation)
9. Signed application confirmation
10. Applicants at Master's level: Bachelor diploma supplement with detailed grade information*

*Original or certified copies only. Transcripts, which are not in German/French/Italian or English, must be submitted in the original language together with a certified translation. In case of a successful application, original transcripts and original certified translations (if applicable) must be handed in to Student Mobility Services at the beginning of the exchange semester.

3) Application and tuition fees

In order to apply for a Freemover guest stay, you must pay a non-refundable application and admin fee of CHF 250 via the HSG [payment portal](#). Applications will only be processed after the payment of the application and admin fee.

If you are accepted as a Freemover, you are required to pay [tuition fees](#) at HSG. A separate invoice will be sent to you before the semester begins.



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4) Admission decision

Only complete applications will be processed after the submission deadline. Applicants will be selected based on academic achievement, motivation letter and available Freemover places. Notification of the admission decisions will be communicated end of May (Autumn semester) and in mid-October (Spring semester) respectively.

Please keep in mind that regarding [course registration, workload, examinations, grading system and transcripts](#), the same regulation as for partner university exchange guest students apply.

Please note:

Due to the limitation of course slots, you need to be flexible in your course choices as a guest student at HSG. According to our experience, guest students coming to St.Gallen during the last semester of their degree studies are not that flexible anymore. Therefore, we make you aware of the possible troubles an inflexibility of course choices could cause, during your last semester of your studies.

Successful application:

In case of a successful application, original transcripts, and original certified translations (if applicable) must be handed in to Student Mobility Services at the beginning of the exchange semester.

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