

Swiss Finance Institute PhD Program - Zurich

Application Checklist

The Swiss Finance Institute PhD Program in Finance is targeted towards the pursuit of academic excellence. It aims at providing an intellectual environment and a curriculum comparable with the top PhD programs in Europe and North America. The PhD program operates at the three Swiss Finance Institute campuses in Geneva/Lausanne (Léman), Lugano and Zurich.

Your application to the program in Zurich needs to be submitted as a single PDF-file and named as: LAST_NAME-FIRST_NAME-2010-app.pdf (e. g. Doe-John-2010-app.pdf).

A complete application package should include:

- The application form, duly completed and signed,
- Letter of Motivation (at most 2 pages)
- A complete curriculum vitae (at most 3 pages),
- A copy of official grade transcripts, detailed and complete, for your undergraduate, graduate studies and a transcript for on-going studies,
- A copy of your university degrees,
- If available: GRE, GMAT, and/or TOEFL test scores,
- Two to three letters of reference (two of which have to be from academic referees), if you have the letters. Otherwise, they may (as is usually done) be sent directly by postal mail or email by the person recommending you.

Important

- **Application deadline:** There are two rounds of admission: **January 31st and March 31st.**
- Only the candidates with a complete application package will be considered for admission.
- The official grade transcripts and university degrees may be in English, French, German, or Italian; otherwise, copies of the originals, along with a certified translation by the embassy or consulate of the originating country, must be provided. Letters of recommendation may be in English or German. All other documents (application form, letter of motivation, curriculum vitae) must be in English.
- All courses in the doctoral program, as well as the common language of staff and students, is English.
- If you have any question concerning the application procedure, please contact the managing assistant of the Doctoral Program in Finance (currently Ms. Franziska Spycher):

Zurich@sfi-phd.ch, Tel +41 44 634 39 52, Fax +41 44 634 43 45

Swiss Finance Institute, PhD Program - Zurich
Plattenstrasse 14, CH – 8032 Zurich, Switzerland.

Swiss Finance Institute PhD Program - Zurich Application Form

1. Personal Data

Last name F M

First name Date of birth (dd/mm/yy)

Citizenship

Permanent address

Tel. no. (home) (office)

Fax no. E-mail

Mailing address

Tel. no. (home) (office)

Fax no. E-mail

2. Education

Institution	Major	Degree	Year
<i>Present</i>			
<i>Past</i>			

3. Languages

Please indicate your level of fluency.

	Read			Written			Conversation		
	Excellent	Average	Poor	Excellent	Average	Poor	Excellent	Average	Poor
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Other Applications

If you are applying to another higher education program, please specify the degree, field and institution you are applying to.

I am also applying to the PhD Program at: Swiss Finance Institute – Leman
 Swiss Finance Institute – Lugano

5. References

Please enter the address of the persons who completed your reference letters. This will allow us to acknowledge receipt of their evaluation.

Reference 1:

Name Mr. Mrs. Dr.
 Street/ No°
 City/Country Postal code
 Tel. no./ E-mail

Reference 2:

Name Mr. Mrs. Dr.
 Street/ No°
 City/Country Postal code
 Tel. no./ E-mail

I request admission to the Swiss Finance Institute PhD Program - Zurich.

I hereby declare that all information provided in this application is complete and accurate.

Date _____ Signature _____

Swiss Finance Institute PhD Program – Zurich

Motivations & Interests

Answer the following questions concisely :

(Please use additional pages to answer)

1. How did your academic path lead you to apply to a PhD Program in Finance?
2. What are your main research interests?
3. Optional: If already defined, briefly describe the research project you propose to undertake and the subject of the thesis.
4. What are your long-term professional goals? How do you think a doctoral program can contribute achieving career objectives?

Swiss Finance Institute PhD Program - Zurich Recommendation Form

(Section to be completed by candidate)

Last name

First name

Referee

Last name

First name

Title

University or firm

Address

E-Mail

Tel. no.

Evaluation: (To be completed by referee. Information provided will be kept strictly confidential until a final decision is reached. Once done, this form will be destroyed.)

In a group of one hundred people at the same academic/work level, with approximately the same amount of experience and training, how would you rate the candidate, based on the following criteria?:

	highest 30% (average)	highest 20% (good)	highest 10% (very good)	highest 5% (excellent)	highest 2% (outstanding)	Cannot answer
Motivation	()	()	()	()	()	()
Maturity and judgment	()	()	()	()	()	()
Analytical Ability	()	()	()	()	()	()
Initiative and creativity	()	()	()	()	()	()
Ability for research	()	()	()	()	()	()
Writing skills	()	()	()	()	()	()
Oral skills	()	()	()	()	()	()
Overall appreciation	()	()	()	()	()	()

Recommendation: (Please give a brief description of the candidate's talents and weaknesses, ability and motivation to undertake a Ph.D. program. Do not hesitate to detail your opinion on an additional page.)

I recommend the candidate *very strongly* *strongly* *with reservations*

I *do not* recommend the candidate

I have known the applicant for _____ years, as _____

Date _____ Signature _____

Form to be sealed by referee and to be returned with application.

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