

# Registration

University Continuing Education



## Diploma of Advanced Studies (DAS) in Commodity Trading

Bi-weekly Format 2018-2019

### Please attach the following documents

- Updated CV in English
- Letter(s) of recommendation
- Copies of your qualifications
- Copy of your ID document
- Passport photo in jpg format
- Covering letter in English

### Completed file

to be returned **before 30 April 2018** to

Leticia SAURA  
Programme Assistant  
DAS in Commodity Trading  
GSEM Executive University of Geneva  
40 Bd du Pont d'Arve  
1211 Geneva 4 Switzerland  
E-mail: gsem-exec-trading@unige.ch

The information provided will be treated in the strictest confidence in accordance with data protection legislation.

### Personal details

*Please complete in block capitals.*

Ms/Mrs     Mr

Surname/Family name: ..... Maiden name: .....

First name: ..... Middle name: .....

Date of birth (day/month/year): .....

Occupation: .....

Swiss nationality:  yes /  no    Canton: ..... Nationality (ies): .....

### Mailing address: (tick one box only)

Personal     Business

### Invoicing address: (tick one box only)

Personal    Business

### Business contact details

Company/Institution: .....

Address: .....

Post code/City/Country: .....

Tel.: ..... Fax: .....

E-mail: .....

### Personal contact details

Address: .....

Post code/City/Country: .....

Tel.: ..... Fax: .....

E-mail: .....

### AVS

Since 2011, the enrolment number for students at Swiss universities is based on the AVS number.

AVS number: \_\_\_\_\_

**If you do not have an AVS number** (Swiss social security system), you will be allocated one by the University of Geneva. Please provide the following information in the event that your identification data (Family name, first name, date of birth) is not unique in the Swiss information system:

Surname/Family name of father: ..... First name of father: .....

Surname/Family name of mother: ..... First name of mother: .....

**Education**

**Previous university education**

Have you enrolled previously in a Swiss higher education institution?      Yes/    No

Swiss enrolment number (SIUS)\_\_\_\_\_

If you are not able to provide your enrolment number, please give the name of the last higher education institution you attended in Switzerland. This will enable us to retrieve your enrolment number: .....

**End of Study level**

- Federal Certificate of Competence (CFC)
- Vocational school-leaving certificate
- General school-leaving certificate / Baccalaureate (secondary)
- Bachelor/Master from University of Applied Sciences / University of Teacher Education
- Bachelor/Master/Doctorate from University or Federal Institute of Technology
- Other: .....

**Highest university qualification obtained**

University : .....

Country: .....

City: .....

Degree (type of certificate):  Bachelor       Master       Postgraduate Certificate     Ph D

Full title of qualification: .....

Start year : ..... Year of completion: .....

Number of semesters : .....      Number of ECTS credits earned : .....

**Additional information**

**How did you find out about this course? (tick all that apply)**

- Personal recommendation
- My company
- Education/careers adviser
- Newspaper advertisement => state which:.....
- University of Geneva brochure / prospectus / poster / continuing education course catalogue
- University of Geneva continuing education website [www.unige.ch/formcont](http://www.unige.ch/formcont)
- Another website => state which: [www.....](http://www.....)
- Direct enquiry to the University of Geneva
- E-mail advertising the course
- At a trade fair or show (e.g. Salon RH, Salon de l'Etudiant) => state which: .....
- Other:.....

**Other experience of continuing education over the last two years:**

*(Please include all types of education and training, including seminars, symposia, conferences, debates, etc.)*

No other experience of continuing education

Number of courses of one day or less ( $\leq$  8 hours): .....

Number of courses of more than one day ( $>$  8 hours): .....

Number of award-bearing courses (Certificate/Diploma/Master of Advanced Studies, etc.): .....

**Employment**

**Are you currently in employment?**

- Yes, full-time
- Yes, part-time => Percentage worked: .....%
- No => because you are:     Seeking employment     On training leave     Retired
- Other, please specify: .....

If you are not currently in employment, please complete the section below based on the last position in which you were employed.

**Role** (job title): .....

**Level**

Self-employed    Senior manager                       Middle manager                       Employee

**Sector:**

Self-employed business     NGO  
 Public administration or similar                                       European organisation  
 Association     International organisation  
 Private company

**Size of company:**

1 employee     2 to 10 employees                       11 to 50 employees                       51 to 100 employees  
 101 to 500 employees                       501 to 1000 employees     over 1,000 employees

The following three questions are optional, but help us get a better understanding of our students' situation. The data are kept confidential and are strictly used for statistical purposes.

Civil status:  single    married    civil partner    divorced    separated    widowed    other

Number of children: .....

Birth place: (Country : canton if Switzerland, département if France).....

**Comments** .....

.....

**Registration**

**I would like to enrol on the:**

DAS in Commodity Trading Bi-weekly 2018-2019 and agree to pay the sum of CHF 250.- (application fee non refundable) before 1 May 2018 and CHF 750.- upon receipt of confirmation of my registration and pay the tuition fees of CHF 15'000.- at least two weeks before the start of the programme.

**I would like to attend the following module(s):**

Module 1     Module 2     Module 3     Module 4     Module 5     Module 6  
 Module 7     Module 8     Module 9     Module 10     Module 11     Module 12

and agree to pay the fees due upon receipt of confirmation of my registration (CHF 1'800.- per module).

We will accept registration on individual modules only upon space availability.

**Cancellation conditions**

Any withdrawal will incur an administration fee. All cancellations must be done in writing. Please read the refund policy on our website under "practical information-fees": <http://internationaltrading.unige.ch/>

The information provided will be treated in the strictest confidence in accordance with data protection legislation. Incomplete applications will not be considered.

By signing this form, you confirm that the information you have given is correct and complete.

Date:.....Signature: .....