



Fact sheet «Documents to be submitted before study start »

Do not send us any original documents by postal mail!

- **Degree documents**

For completed academic programmes a certified copy of the academic degree is required including an official final academic transcript and, if issued by the degree awarding institution, the Diploma Supplement.

The final academic transcript must contain the definitive final grade as well as the complete summary of academic achievements. If the degree certificate has not yet been issued by the time of submitting the academic transcript, the graduation and the degree level have to be apparent unambiguously on the final academic transcript (i.e. Degree awarded, graduated, Degree granted).

Printouts from online portals or electronic transcripts are not accepted.

These degree documents have to be submitted to the Admissions Office no later than the start of the degree course (calendar week 38 for autumn semester / calendar week 8 for spring semester).

As a rule you do not submit originals but authenticated copies (e.g. copies authenticated by your home higher education institution). However, we reserve the right to request originals for verification. Authenticated documents become the property of the University of St.Gallen and will not be returned.

- **Upper secondary school leaving certificate (i.e. Maturität, Abitur, IB, A-levels, etc) – original document:**

If you enrol at a Swiss university for the first time, a small sticker with the Swiss matriculation number must be affixed to the original copy of your upper secondary school leaving certificate. The original copy of the certificate must therefore be submitted to the Admissions Office by calendar week 38 for autumn semester / calendar week 8 for spring semester