

## Swiss Finance Institute PhD Program 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.*

### A complete application package should include :

- The application forms, duly completed and signed,
- A curriculum vitae,
- A statement of your motivations and interests,
- At least two recommendation letters, sealed and hereby enclosed,
- A copy of official grade transcripts, detailed and complete, for your undergraduate, graduate studies and a transcript for on-going studies,
- An official description of your previous courses,
- A copy of your university degrees,
- Graduate Management Admission Test (GMAT) score. You are strongly encouraged to submit a GMAT score as this will provide important additional information to the admission committee.

### Important

- **Application deadlines:** There are two rounds of admission: **January 31st and March 31st.**
- Only the candidates with a complete application package will be considered for admission.
- All documents provided must be written in English or the local Center's language. Any document in another language must be submitted with a translation, certified by the embassy or consulate of the originating country.
- The doctoral program's official language is English. The language commonly spoken in the Geneva and Lausanne area is French.
- If you have any question concerning the application procedure, please contact the local Center or the coordinating office by e-mail: [PhD@sfi.ch](mailto:PhD@sfi.ch), or by consulting our site: <http://www.SwissFinanceInstitute.ch>.

#### Léman (Geneva/Lausanne):

Swiss Finance Institute PhD  
program  
University of Lausanne  
Extranef Building  
CH-1015 Lausanne  
Tel: +41 21 692 33 84  
Fax: +41 21 692 34 35  
E-Mail: [Leman@sfi-phd.ch](mailto:Leman@sfi-phd.ch)

#### Lugano

Swiss Finance Institute PhD  
program  
Universita della Svizzera Italiana  
Facoltà di scienze economiche  
Via Giuseppe Buffi 13  
CH - 6900 Lugano  
Tel: +41 58 666 47 12  
Fax: +41 58 666 46 47  
E-Mail: [Lugano@sfi-phd.ch](mailto:Lugano@sfi-phd.ch)

#### Zurich:

Swiss Finance Institute PhD  
program  
University of Zurich  
Plattenstrasse 14  
CH-8032 Zurich  
Tel: +41 44 634 39 52  
Fax: +41 44 634 43 45  
E-Mail: [Zurich@sfi-phd.ch](mailto:Zurich@sfi-phd.ch)

# Swiss Finance Institute PhD Program Application Form

## 1. Personal Data

*Last name*

F  M

*First name*

*Date of birth (dd/mm/yy)*

*Citizenship*

### Permanent address

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*Tel. no. (home)*

*(office)*

*Fax no.*

*E-mail*

### Mailing address

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*Tel. no.(home)*

*(office)*

*Fax no.*

*E-mail*

## 2. Education

**Institution**

**Major**

**Degree**

**Year**

*Present*

*Past*

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### 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"/>
_____	<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. PhD Applications

This application is for:

- Swiss Finance Institute – Léman
- Swiss Finance Institute – Lugano
- Swiss Finance Institute – Zurich

Other programs you are applying to:

- Swiss Finance Institute – Léman
- Swiss Finance Institute – Lugano
- Swiss Finance Institute – Zurich

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 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.

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

Date \_\_\_\_\_ Signature \_\_\_\_\_

## Swiss Finance Institute PhD Program 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 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.)

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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.**

## Swiss Finance Institute PhD Program 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.)

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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.**