

# Registration Form for the Module

## Expressive Arts Master Exams E

(formerly IT-3/CT-6)

Please fill out the form in block letters and return it by fax or postal mail to the EGS Registration Office. Registration Deadline is **April 30, 2018**.

**Attention graduating students:** You must be registered by April 30, 2018 in order to secure your participation in the graduating class 2018.

Gender             female  
                       male

First Name \_\_\_\_\_ Address \_\_\_\_\_

Surname \_\_\_\_\_ Address \_\_\_\_\_

Email \_\_\_\_\_ Zip Code \_\_\_\_\_

City \_\_\_\_\_

State, Country \_\_\_\_\_

### Admission requirements

Admission to EGS or a cooperating graduate school is required in order to receive graduate credits. To take non-credit courses, students need the permission of the Dean of the relevant program. MA students are only able to register for the Expressive Arts Master Exams E (formerly IT-3 / CT-6) Summer School Seminar, if their application form and documents have been definitively approved by the appropriate Dean or program director of the MA Program.

→ Please do not make any travel arrangements unless your registration is confirmed.

# Graduation Requirements

The following items must be completed before a student can graduate. MA diplomas can **only** be handed out **after this list is completed**. Please include the following items with your registration or bring them to check-in of Summer School:

- Page T “Thesis Requirement”** signed by your thesis advisor and editor, it shows that you have completed your thesis.
- All six M.A. modules need to be successfully completed and signed** in the Testatbooklet by the dean, the assistant to the dean, program director or a core faculty member.
  1. Module K or KS or former CT-1
  2. Module P or A-P or former CT-3 (field work, praxis/ internship)
  3. Module F or former CT-5
  4. Module EXA-P or former CT-2
  5. Module EXA-D or former CT-4
  6. Module EXA-E former IT 3 or CT-6 will be signed after passing the exam successfully
  7. Page G “Graduation” will be signed after passing the exam successfully
- Copy of the thesis evaluation** from your thesis advisor.
- Confirmation letter for each completed module (K, F, P)** from the cooperating institute or module provider.
- Thesis** and Abstract must be forwarded to the EGS administration office as a pdf or on an electronic device USB or CD.
- Thesis on the electronic database:** EGS stores your Thesis abstract in a database on the EGS website. Therefore you need to fill out the AHS Research Database Form at [www.expressivearts.egs.edu/research-database-form](http://www.expressivearts.egs.edu/research-database-form)
- Advanced Standing Assessment ITS-A** students need to have the *sur dossier* documents on file and have the Testatbooklet **page “ITS-A”** signed by the study advisor.
- Students with a **study plan** need to have its completion documented and signed by the student advisor.

**Bring to Summer School:** Your **MA Testatbooklet** and **two paper copies of your thesis, including the abstract** (100–130 words in English). One copy is for the seminar “Presentation and Oral Defense” and the other copy is for the thesis display table.

**To satisfy copyright requirements, you will have to give EGS permission as follows:** (Included on the thesis cover page) “Hereby I give EGS the authorization to send the Thesis file on electronic media to people who are interested in my thesis.”

- Students who are provisionally accepted (do not hold a Bachelor's Degree or its equivalent) must pass the Access Exam before the qualifying third Summer School.
- The Application needs to be complete.
- Please note that the original diploma paper will only be issued if all administrative and financial matters are completed (tuition and fees for room and board).

If your thesis is in its final stages, have your thesis advisor confirm this with a request to the program director or dean to attend the exams. The student may still participate in the graduation ceremony, but will not receive the diploma. The diploma will be sent to the student after all the requirements are fulfilled.

## Tuition and Fees

Students are only permitted to attend the Summer School Seminars in Saas-Fee, if the payment of application fee, tuition and room and board are fully remitted according to the payment contract mentioned in this brochure. Students applying for matching grants towards the tuition or for work study positions need to have already been admitted and must have registered for Summer School. Students applying for US or Canadian Student Loans cannot also apply for a work-study position or a matching grant.

## Room and Board Reservation

Please note that registered students are not allowed to book accommodations for the stay during the EGS seminars in Saas-Fee through any facility other than the EGS partner, which is the Hotel Allalin. Reservation for room and board must be booked and paid directly to the Hotel Allalin. Please consult <http://expressivearts.egs.edu/room-and-board> or send an email to [info@allain.ch](mailto:info@allain.ch) regarding questions about room and board.

## Payment

In order to make the registration final for the MA course, this form must be accompanied by proof of payment for the tuition fee.

I give EGS the authorization to charge my CreditCard

Number of credit card \_\_\_\_\_  
 Expiration date \_\_\_\_\_  
 Amount \_\_\_\_\_

**Visa or Master Card are the only credit cards accepted at EGS for payment. An administrative service tax of 1% of the due amount will be added to credit card payments.**

I have paid through **Bank**, on \_\_\_\_\_ (date of payment), to  
Raiffeisenbank Mischabel-Matterhorn,  
Bahnhofstr. 5, CH-3924  
St. Niklaus, SWITZERLAND  
**BIC/ Swift code** RAIFCH22  
**Clearing /Routing Number** 80496  
**IBAN** CH6680496000007358095  
**Holder of the account:** European Graduate School EHB/EGS,  
Ringacker, CH-3953 Leuk-Stadt, SWITZERLAND

**Please make sure that the full amount due is being received at the EGS bank account. Additional charges for international bank transfers of the senders bank will have to be covered by the sender. Please include your name and student number with the bank transfer.**

**I am applying for a US Student Direct Loan** and I agree that my tuition and fees as well as the required advance payment for room and board of US\$ 1000 per period will be deducted from the Direct Loan granted. **Please note:** The remainder amount for room and board has to be paid to the Hotel Allalin on arrival.

**I hereby confirm that I fully understand the payment conditions of the European Graduate School EGS:**

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

## **Visitor Visa regulations for European countries**

If you are not a resident of United States, Canada or Europe, please inquire at the Swiss Embassy about current visitor visa regulations for Switzerland (Schengen agreement) at least one month prior to departure!

## **Insurance Waiver**

**I agree to be responsible for my own health and accident insurance coverage and waive all claims against the European Graduate School or its employees:**

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

**Administration Office**  
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administration@egs.edu