

Important Information for International Applicants

Please read the following instructions carefully before applying to VSM/CityU in Slovakia.

Admission Requirements

Each study program offered by Vysoka skola manazmentu v Trencine/City University of Seattle in Slovakia has specific requirements for enrollment, which must be strictly followed with no exceptions.

VSM/CityU will issue an acceptance letter only if all admission requirements are fulfilled and all required documents are delivered by post/by mail in originals or in notarized copies. The application form has to be sent six months prior to the trimester of beginning of the studies. All documents have to be sent to the site where the applicant wishes to conduct their studies.

Mailing Address -Bratislava Site:

Admissions office
Vysoka skola manazmentu/City University of Seattle
Panónska cesta 17
851 04 Bratislava
Slovakia

Mailing Address -Trencin Site:

Admissions office
Vysoka skola manazmentu/City University of Seattle
Bezrucova 64
911 01 Trencin
Slovakia

Recognition of Educational Qualifications

Academic achievements can only be considered as qualification for admission if they have been recognized and notarized by the Ministry of Education in the applicant's home country.

Visa

Vysoka skola manazmentu v Trencine/City University of Seattle in Slovakia is not an authorized institution to give advice regarding the issuing of visa. International applicants have to contact the nearest Slovak Embassy to get official information about the study visa application and requirements. Please understand that it is the applicant's responsibility to attain current valid procedural information regarding the applicant's specific visa requirements. International applicants applying from their home country should take into consideration the amount of time the Slovak Embassies reserve for issuing student visa, the time range between the university acceptance letter issuance and the registration date. Visa procedures may take longer than the time between the acceptance letter and registration. To obtain a visa may take at least 90 days. Therefore, VSM/CityU advises to meet all admission requirements six months prior to the start of trimester.

Tuition & Fees

The application fee has to be paid prior to the application form submission in order to process the application. The tuition fee for the BSBA and MBA programs has to cover **at least nine courses**. The tuition for the IEP program (level 5, level 6) has to be paid a full price. The textbook fee must be paid prior to the registration. VSM/CityU understands that bank charges for international transactions might be sometimes high, so applicants can pay the application fee, tuition and textbook fees in a single payment.

Bratislava site

Name of the bank: Ceskoslovenska obchodna banka, Lehotskeho 3, 815 63 Bratislava

Name of the account: Vysoka skola manazmentu, pobočka Bratislava

Account number: 202861503/7500

Compulsory data:

Variable symbol: passport number

For payments outside of Slovakia

SWIFT code: CEKOSKBX

IBAN code: SK 85 7500 0000 0002 0286 1503

Trenčín site

Name of the bank: Československá obchodná banka, Vajanského 3, 911 50 Trenčín

Name of the account: Vysoká škola manažmentu v Trenčíne

Account number: 211768343/7500

Compulsory data:

Variable symbol:passport number

For payments outside of Slovakia

SWIFT code: CEKOSKBX

IBAN code: SK 36 7500 0000 0002 1176 8343

In case of incorrect quoting of the variable symbol, the tuition will be considered as unpaid.

Tuition Refund

If the applicant does not register for the given trimester as planned, his/her application may be moved to another trimester if requested and the reservation fee of 500 EUR will be taken off the tuition. If the applicant can not attend the program for which he/she applied for in case the visa was not issued, he/she can request a refund of tuition fee minus the reservation fee of 500 EUR. The reservation fee is a nonrefundable part of the tuition payment. If the applicant decides not to attend the program for personal reasons or quits the program in the first year of study, the tuition fee will be not refundable.

English Proficiency

English proficiency is a required part of admission in the IEP, BSBA and MBA programs. The applicant can enroll in the IEP program only with at least 480 points at the TOEFL test.

English proficiency has to be documented in original by post by one of the following documents, that is not older than 2 years:

- **Tests applicable for IEP, BSBA and MBA program enrollment depending on the score achieved:**
 - International TOEFL test: Paper-based, Computer-based or Internet-based
 - Accuplacer test
 - Cambridge Certificates:
 - Certificate in Advanced English
 - Certificate in English Proficiency
 - International English Language Testing System (IELTS)
 - ELPT (English Language Proficiency Test)
- **Documents applicable only for BSBA program enrollment:**
 - successful completion of the 6th level of the Intensive English Program (certificate)
 - High School Diploma and official transcript obtained in an English speaking country (USA, Canada, Australia, New Zealand, Great Britain, Ireland) where the courses are taught in the English language and the diploma was not obtained as a part of an exchange study lasting two years or less
 - at least 45 trimestral credits (or 30 semestral credits) obtained at an accredited University in English speaking country with English as the language of instruction and satisfactory grades achieved (cumulative GPA 2.0 and higher) – official transcript needed
- **Documents applicable only for MBA program enrollment:**
 - undergraduate degree documented by a university diploma and an official transcript accredited or accepted by City University of Seattle obtained in an English speaking country (USA, Canada, Australia, New Zealand, Great Britain, Ireland) where courses are taught in the English language and a cumulative GPA achieved min. 2.0,

* Information about international TOEFL test: www.ets.org/toefl

Process of fulfilling all admission requirements / how to get the acceptance letter:

- Fill out the application form properly and clearly in block letters filled in, dated and hand-written signed solely by the applicant himself/herself.
- Verified copy of high school Diploma or secondary school leaving examination certificate or undergraduate degree diploma or graduate degree diploma.
- Original English proficiency document
- Copy or original of bank statements of tuition and fees payments
- Official transcript

All of the above stated documents have to be in original paper forms and delivered to the Admissions Office via post in a sealed envelope. After the Admissions Office receives this envelope, it will determine the authenticity of all documents and whether payments have been credited to the school's account. Afterwards, the Admissions Office will immediately issue the acceptance letter and will send it to the mailing address the applicant provided on the application form.

Accommodation in Bratislava site

Vysoka skola manazmentu/ City University of Seattle, site Bratislava does not provide accommodation for students. The applicants can use real estate agencies to find accommodation.

Accommodation in Trencin Site

Vysoka skola manazmentu/ City University of Seattle, Trencin site has reserved eight places for international students at the dormitories. The places at dormitories are assigned to students always at the beginning of the school year in October. Applicants interested in accommodation should send an official dormitory request together with the application form. After the international applicants get response from the school about providing accommodation, students should pay for 1 term of accommodation. To issue a confirmation for visa purposes, a one-term fee for accommodation has to be paid. If a student does not enroll at school or postpones the enrollment, only 50% of the 1 term accommodation fee will be refunded. The accommodation fee for the upcoming terms must be paid prior to the registration date.

After the capacity of dormitories is filled, international applicants can ask real estate agencies to help them find accommodation.

Web sites

These web sites might be helpful for applicants in finding useful information about Slovakia or about accommodation.

<http://www.slovakia.com/>

<http://visit.bratislava.sk/en/>

<http://www.bratislava-life.com/>

<http://www.trencin.sk/en/>

<http://old.reality.sk/foreign/eng/detailsearch.aspx>

<http://www.4expat.eu/en/assistance-to-expats/>

www.hostelbookers.com

Information regarding to the application process for applicants from countries with a visa entry to Slovakia:

Afghanistan		Oman
Albania	Georgia	Pakistan
Algeria	Ghana	Palau
Angola	Grenada	Palestine
Antigua and Barbuda	Guinea	Papua New Guinea
Armenia	Guinea-Bissau	Peru
Azerbaijan	Guyana	Philippines
Bahamas	Haiti	Qatar
Bahrain	India	Russian Federation
Bangladesh	Indonesia	Rwanda
Barbados	Iran	Saint Kitts and Nevis
Belarus	Iraq	Saint Lucia
Belize	Jamaica	Saint Vincent and the Grenadines
Benin	Jordan	Salomon Islands
Bhutan	Kazakhstan	São Tomé and Príncipe
Bosnia-Herzegovina	Kenya	Saudi Arabia
Botswana	Kyrgyzstan	Senegal
Burma (see Myanmar)	Kiribati	Seychelles
Burkina Faso	Kuwait	Sierra Leone
Burundi	Laos	Somalia
Cambodia	Lebanon	South Africa
Cameroon	Lesotho	Sri Lanka
Cape Verde Islands	Liberia	Sudan
Central African Republic	Libya	Suriname
Chad	Macedonia	Swaziland
China (People's Republic)	Madagascar	Syria
Colombia	Malawi	Tajikistan
Comoros	Maldives	Tanzania
Congo (Democratic Republic)	Mali	Thailand
Congo (Brazzaville)	Marshall Islands	Togo
Côte d'Ivoire	Mauritania	Tonga
Cuba	Mauritius	Trinidad and Tobago
Djibouti	Micronesia	Tunisia
Dominica	Moldavia	Turkey
Dominican Republic	Mongolia	Turkmenistan
Ecuador	Morocco	Tuvalu
Egypt	Mozambique	Uganda
Equatorial Guinea	Myanmar (formerly Burma)	Ukraine
Eritrea	Namibia	United Arab Emirates
Ethiopia	Nauru	Uzbekistan
East Timor	Nepal	Vanuatu
(Serbia and Montenegro)	Niger	Vietnam
Fiji Islands	Nigeria	Western Sahara
Gabon	North Korea	Yemen
Gambia		Zambia
		Zimbabwe