

School Application Procedures

Completed application forms and all related documents must be sent to the following address:

Director of Admissions
"César Ritz" Colleges Switzerland
Admissions Office
1897 Bouveret
Switzerland

Tel: +41 24 482 8282 - Fax : +41 24 482 8899
E-mail: admissions@ritz.edu

The application form can be sent by fax or scanned via e-mail, however, the original must be received by post. Missing documents will be noted on the Provisional Letter of Acceptance (PLOA).

Pending documents will be required when available; information should be given to the Admissions Office about any missing documents at the time of application.

Step 1. Application Form

- Completed application form including date and signature, sent to the admissions department with the following documents. If you are in contact with a local representative, they will be able to help with this process.
- High School diploma/transcripts or University degree and transcripts.
- Proof of English (TOEFL, IELTS or equivalent)
- Completed and signed Health Statement (Page 3 of the Application Form)
- Two passport-size photographs
- Curriculum Vitae (Resumé)
- 500-word essay outlining your reasons for taking the programme and career goals. Should be either of:
 1. My future in the international hotel & tourism industry
 2. How Swiss education will enhance my future prospects
- Work certificates if available.

Step 2. Provisional letter of acceptance (PLOA)

Issued, once your application has been accepted.
Payment deadline for Operating Account of CHF 3,000 as indicated on PLOA, usually 30 days. Full bank details will be indicated in the letter.

If the above payment cannot be made by the deadline set, please do not hesitate to contact the Admissions Office to request an extension.

Step 3. Letter of acceptance (LOA)

Issued upon receipt of the payment of the Operating Account
The LOA is necessary to apply for the student visa if required.

Your study place is now reserved.