

Application Information



Application Requirements

To apply for IMI's Swiss Degree Programme, the following documents are required:

- IMI Application Form
- Most recent educational transcripts
- English language level certificate
- Proof of hospitality industry experience
- Motivation Letter - your background, why you would like to study at IMI, your future plans in the industry - approx. 500 words
- Letter of intent to leave Switzerland after completion of studies
- CV/Resume (in English)
- Two recent passport photos (3.5 x 4.5 cm) - on white or grey background
- Copy of passport (and Swiss residence permit if applicable)
- Certificate of good health completed by a licensed physician. A specific form can be [downloaded here](#).

(Applicants may be required to undergo a personalised academic evaluation or interview prior to acceptance on to the programme.)

Most Recent Educational Transcripts

You need to submit your high school diploma or equivalent. If you are currently in high school and you would like to apply, you may apply with transcripts from your previous terms or semesters of study. Your final transcript and diploma need to be submitted prior to your start of the Swiss Degree in Hotel and Restaurant Management programme.

Other forms of education qualifications are also considered for admittance on to the programme, with the condition that the certificate leads to university or higher education in the country from which the certificate was provided.

Additional accepted school leaving qualifications accepted include:

- Federal Certificate of Competence (EFZ)
- BTEC level 3
- International Baccalaureate
- IGCSE (International General Certificate of Secondary Education)

English Language Level Certificate

Applicants need to have full operational command of the English language. As this is a Swiss degree programme fully delivered in English, students need to regularly communicate, read, write and present with detailed reasoning.

The minimum requirement for acceptance on to the programme is an IELTS 5.0.

Other testing systems accepted:

- TOEIC (Test of English for International Communication) minimum score of 600
- TOEFL (Test of English as a Foreign Language) minimum scores 510 paper-based, 180 computer-based, 64 internet-based
- FCE Cambridge First Certificate
- CEFT (the Common European Framework of Reference for Languages) B2

Hospitality Industry Experience

Applicants are required to have one years' work experience in the hospitality industry. The hospitality experience can be in one of the following positions:

Role/Title	Experience
Hotel Professional	Ensure that guests feel comfortable in their hotel room. This area of responsibility includes room cleaning, laundry, and breakfast service. In addition, they work closely with the reception and take on tasks from other areas.
Hotel Business	At the reception you provide a warm welcome to the guests, receive reservations in the office, write bills or give information; as a hotel professional you do a variety of tasks. You like numbers and are an organizational talent.
Restaurant Professional	You can help guests with a wealth of food and beverage expertise; for example, the secrets of the wines and the origin of the food. You can also prepare drinks and smaller meals yourself. You like to talk to guests and maintain good manners. You are a problem-solver and are able to deal well with various guest requests.

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Catering Expert

Systems restaurateurs plan the division of labour in different restaurant areas and coordinate given activities. This includes the processes in the service and the preparation of the food. System catering is about planning everything to feed guests efficiently and effectively. As an organizational talent you pull the strings in the background.

Cook/Chef

As a cook/chef, you convince and surprise the guests with your creations. Chefs are characterized by a pronounced sense of taste and smell. In addition, chefs are creative and very quick. Since it can be hectic in the kitchen, you should also be a team player and be able to keep a cool head in hectic times.

Hotel Communication Specialist

The hotel communications experts can explain interrelations, understand processes and play a coordinative role in the company's value chain. They get a deeper insight into the administrative processes of a company and can thus optimally assist guests with their questions and wishes. They master both traditional and modern communication methods.

Applicants are required to supply a Letter of Recommendation from a former employer and or a certificate that proves the one-year hospitality experience.



The Application Process

Step 1

Submission of Documents

All documents listed above should be submitted.

Step 2

Personal Academic Consultation

With IMI Admissions team or your local Representative.

Step 3

Provisional Letter of Acceptance issued

The PLOA confirms your eligibility for the programme.

Step 4

Registration Fee to be paid

Fee of CHF 2'800 to be paid within 21 days of receipt of PLOA.

Step 5

50% of course fees to be paid latest 8 weeks before start date

Step 6

Study visa application

IMI Admissions or your Representative will guide you with the process.

Step 7

Remaining 50% of course fees to be paid (by week 2)

Step 8

Start your IMI programme!

Join the IMI family in Switzerland...

