

# INTERNATIONAL EXCHANGE

## INCOMING STUDENTS

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According to the GSEM Incoming Mobility Guidelines [available here](#)

1

**Go to the GSEM welcome session for exchange students.**

[more info](#)

2

**Download the tutorial to learn how to set up your class schedule and manage your course registrations.**

[more info](#)

3

**Register for courses and exams using the registration form, and return it to GSEM Student Services (M3287A).**

[more info](#)

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### Regulations and practical advice

→ Students enrolled in a Bachelor's program at their home university cannot register for GSEM Master's courses. Likewise, students enrolled in a Master's program at their home university cannot register for GSEM Bachelor's courses. The Master's courses in Commodity Trading are not open to exchange students.

→ The deadlines for course and exam registration are provided in the GSEM academic calendar and must be complied with. Evaluation methods cannot under any circumstances be altered for exchange students. Exams are organized in the same way for all students, and all students must sit exams in keeping with the academic calendar.

- Please note: Once you have completed your registration, you cannot subsequently cancel it. After the registration deadline, all registrations are final.
- At the end of your stay, we will send a single official paper copy of your grade transcript to the address you provided in the student online portal. If you wish to change this postal address, please do so in the student portal: [portail.unige.ch](http://portail.unige.ch)
- If you fail an exam or have any other questions, please contact the GSEM exchange advisor: [mobility-gsem@unige.ch](mailto:mobility-gsem@unige.ch)

Office hours on Thursdays from 11am to 12pm and on Wednesdays from 10am to 12pm, in office M3254.

For any other questions (regarding housing, scholarships, etc.), please contact the International Affairs Department: [www.unige.ch/international/en](http://www.unige.ch/international/en)