



Prepare for your next chapter.

A practical checklist for your first conversation with admissions. Use it to clarify your goals and the questions you want answered before applying.

01 Define your direction

Write down your career goal, subject interests and preferred study format. Note whether you are exploring a degree pathway or focused professional learning.

02 Summarise your background

Prepare a brief overview of your education, relevant experience and language skills. Do not send identity documents or academic records through the enquiry form.

03 Ask for programme facts

Confirm the awarding institution, qualification level, curriculum, delivery location, duration, entry requirements, available intakes and progression routes.

04 Plan time and costs

Ask for a written breakdown of tuition and other costs, payment and refund terms, and your expected weekly commitment. Confirm any internship conditions separately.

05 Understand the next steps

Ask how to make a formal application, which documents are needed and how to submit them securely. An enquiry is not an application or an offer of admission.

Start your conversation at leadersswiss.com/contact.

This checklist does not confirm programme availability, accreditation, fees, visa eligibility or placement. Request current written details from admissions.