

The first half of 2019

# Guidelines for Admission



**Chung – Ang University**  
**Graduate School of Business (MBA)**

<http://mba.cau.ac.kr>

□ Recruitment unit and Recruitment number

Course Name	Number	Characteristics
Global MBA [Full Time]	00	<ul style="list-style-type: none"> <li>• Provides the foundation of fundamental knowledge base in the field of business administration for the generalist and specialist expertise in multiple degrees or sub-disciplines               <ul style="list-style-type: none"> <li>- Year 1 : Study Basic business courses</li> <li>Year 2 Selecting course : Choose 1) Advanced Characterization or 2) Dual degrees</li> </ul> </li> <li>- Class with foreign exchange students</li> <li>- If meeting the standards of major course by characteristics area, advanced qualification is given               <ul style="list-style-type: none"> <li>⇒ Characterization Area : Accounting and Finance / Management &amp; Organizations / Operations &amp; Information System Management / Strategic Marketing Management</li> </ul> </li> </ul> <p>※ <b>MBA Dual-degree Program with the U.S. Cal State-LA (1+1) is added</b></p>
		<b>Dual Degree Course</b>
		<p><b>Fudan Univ. (China)</b></p>
<p><b>CSU-LA (USA)</b></p>	<ul style="list-style-type: none"> <li>• <b>USA California State Univ-LA. - Dual Degree Course</b> <ul style="list-style-type: none"> <li>- 1 year study at the MBA program at Chung-ang University</li> <li>- 1 year study at CSU-LA MBA</li> </ul> </li> <li>• <b>Dual degrees from both schools after 2 years</b> <ul style="list-style-type: none"> <li>- Chung-Ang Univ. MBA : Master of Business Administration</li> <li>- CSU-LA MBA : Master of Business Administration</li> </ul> </li> </ul> <p>* CSU-LA applicants must pay CSU tuition for the second year.</p>	

Course Name	Number	Characteristics		
CAU Leader MBA [Night/ Weekend course]	00	<ul style="list-style-type: none"> <li>• Class Schedule : Select a weekday (night) and weekend class to set a personal timetable.</li> <li>• Class Opening : Weekdays (Monday-Friday, Night), Saturday (Morning, Afternoon)</li> <li>• Advanced major area               <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>- General Management</li> <li>① Human resources / Organization / Strategy</li> <li>② MS/MIS</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>- Characterization area</li> <li>① Marketing communication</li> <li>② Financial Information and Asset Management</li> <li>③ Media Entertainment Management</li> </ul> </td> </tr> </table> </li> </ul>	<ul style="list-style-type: none"> <li>- General Management</li> <li>① Human resources / Organization / Strategy</li> <li>② MS/MIS</li> </ul>	<ul style="list-style-type: none"> <li>- Characterization area</li> <li>① Marketing communication</li> <li>② Financial Information and Asset Management</li> <li>③ Media Entertainment Management</li> </ul>
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## □ Application qualification

1. A person with a bachelor's degree either attained domestic or abroad, or a person with the same educational background according to the law
2. Those scheduled to receive bachelor's degrees before February 28th, 2019
3. Academic background and major are not concerned
4. Global MBA : Available for English Course
5. When choosing dual degrees from the Global MBA student course,
  - A. FUDAN UNIVERSITY
    - TOEFL iBT 90 or IELTS 6.5 or higher must be obtained **before receiving an application** from FUDAN Univ.  
( If no score is found, the admission decision is made by using an additional evaluation by FUDAN Univ )
    - If applied for Chinese government scholarship application for English score, you must get English score in March after entering school.
  - ※ **There may be further evaluation of FUDAN Univ.**
    - For the spring semester applicants, they will enter FUDAN Univ after completing the first semester, then they will proceed to complete their last semester at the Chung-Ang University.

## B. CALIFORNIA STATE UNIVERSITY LA

- Need TOEFL IBT over 80 points or IELTS over level 6 and GMAT / GRE scores.
- GMAT/GRE may be exempted depending on prior experience before entering the school.
- Should get "B" or better in Chung-Ang MBA programs.
- Details will be announced after admission.

6. CAU Leader MBA : Experience in the workplace preferred

### Online Application

Apply via MBA homepage

### Application reception and admission schedule

Typical classification		Detailed schedule
<b>Early Admission</b>	Internet application	2018. 10. 15(Mon) ~ 11. 11(Sun)
	Submission of documents	2018. 11. 14(Wed) - Submit it to the Graduate School of Business Administration
	Interview	2018. 11. 17(Sat), 18(Sun) Choose 1day
	Announcement	2018. 11. 28(Wed) 16:00 Announcement on the homepage (mba.cau.ac.kr)
<b>1<sup>st</sup> Round Admission</b>	Internet application	2018. 12. 01(Sat) ~ 2019. 01. 13(Sun)
	Submission of documents	2019. 01. 15(Tue) - Submit it to the Graduate School of Business Administration
	Interview	2019. 01. 19(Sat)
	Announcement	2019. 01. 25(Fri) 16:00 Announcement on the homepage (mba.cau.ac.kr)
<b>2<sup>nd</sup> Round Admission</b>	Internet application	2019. 01. 25(Fri) ~ 2019. 02. 06(Wed)
	Submission of documents	2019. 02. 07(Thu) - Submit it to the Graduate School of Business Administration
	Interview	2019. 02. 09(Sat)
	Announcement	2019. 02. 15(Fri) 16:00 Announcement on the homepage (mba.cau.ac.kr)

※ If the document is not submitted after receiving it on the Internet, it is invalid.

※ All documents received are not returned.

**❑ Evaluation method**

- Document evaluation and interview

**❑ Evaluation Criteria**

- a. Select document evaluation score and interview score based on total score of 500points
- b. It is not allowed to pass the score lower than 60% for each qualification.
- c. A table of points

Division	Document screening	Interview	Sum
Regular evaluation	100	400	500
General evaluation	200	300	500
evaluation category	Assess cover letter, work experience, academic record, language performance, professional certificates, etc.	Evaluate attitude, learning ability, etc.	

**❑ Application fee : 80,000 KRW**

**❑ Required Documents**

Submission	
1. Admission Application(After online admission, submit printed documents)	Required submission
2. A letter of self-introduction (Need to focus on Professional experience / A plan of study / support motivations, Within two pages A4 size)	
3. Certificate of Degree or Proof of expected Graduation(hard copy)	
4. Transcript 1 part - The percentage of the total grade average score should be recorded	
5. English Proficiency test result: TOEFL, TOEIC, TEPS, IELTS	Applicant who hold English Proficiency Test Result
6. Proof of work experience	Applicant who has Work experience

Submission	
7. Company Sponsorship Confirmation Letter	If Applicable
8. Degree Verification form, Letter of Consent	Applicant who graduated foreign University
9. Copy of passport or certificate of alien registration of applicant and applicant's parents - Chinese applicant should submit copy of household register (get notarized)	Essential Documents for foreign applicants
10. Certificate of Bank Balance (over USD 22,000)	

**※ How to get notarial certificate (foreign university graduates only)**

- Applicants who earned their degree in United States : All documents submitted should be notarized by Korean-American Educational Commission or National Student Clearinghouse.
  1. Korean-American Educational Commission(한미교육위원단):  
<http://www.fulbright.or.kr> / Tel: 02-3275-4000
  2. National Student Clearinghouse :<http://www.studentclearinghouse.org/>
- Applicants who earned their degree in China : Graduation Certification / Transcript should be notarized by one of the following websites.
  1. China Higher-education Student Information : <http://www.chsi.com.cn>
  2. China Academic Degree & Graduate Education Development Center:  
<http://www.cdgdc.edu.cn>
  3. Confucious Institute in Seoul: <http://www.cis.or.kr>
- Applicants who earned degree in Japan : Please contact to Embassy of Japan in Korea.
- If specific circumstances weren't mentioned above:
  1. Please contact Apostille / Korean embassy(consul) in each country.
  2. Contact the country's (the location of school) embassy in Korea.

## ※ Notes

1. Non-refundable Application fee: 80,000KRW (around \$80 USD, not including bank fees)
2. Submitted documents can not be altered and will not be returned to the applicants.
3. Application alteration, cancellation, and refund are not available after application fee payment.
4. In order to complete, applicants must submit all required documents.
5. Applicants are responsible for any error in application documents.
6. If any of the submitted materials contain false information, admission can be cancelled.

## □ Online Application precautions

1. The application form with the application number must be printed after the payment of the admission fee to complete the application.
2. Make sure to check the application form before paying the evaluation fee.  
Unable to modify, cancel, and return application to applicant after paying the evaluation fee.
3. If you do not submit the required documents after application, you will automatically be disqualified and rejected.
4. If the application and the submitted documents differ from the data entered on the application, the applicants shall be responsible for any disadvantages caused by the error in writing, omission of entries, or inability to read.
5. In case of forgery of submitted documents and content of an application form, writing false facts, acceptance of wrong way, cancel acceptance and admission.

## □ Tuition refund (Abandon admission)

Application period	Refund amount	Submission	The place of submission
Before the start of the semester	Full refund of tuition and admission fees paid	- letter of giving up registration - personal identification card - copy of one's account	Office of MBA
After the start of the semester	Same as Current Standards - The entrance fee and the certain amount of tuition are deducted.	- application to leave school - copy of one's account	

※ The tuition fee will not be refunded if the admission is canceled due to the disqualification for admission or if the applicant submits the application with any dishonest errors.

## □ Scholarship

1. All Students are eligible for scholarship. Scholarship students will be chosen based on an overall assessment.
2. For foreign students, 50% scholarship(reduction of tuition fee) will be given. (Both parents should not be Korean).
3. No more than one scholarship can be given to a student.
4. Student must achieve a higher 3.0 GPA for every semester to get a scholarship. (Therefore No failing classes)

※ The scholarship above can be changed after entering the school, and if so, the scholarship program will be applied.

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