

The Fall semester of 2023

# 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 based on 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 the standards for the specialized field of study are met, advanced qualification is given               <ul style="list-style-type: none"> <li>⇒ Specialized Area : Accounting and Finance / Management &amp; Organizations / Operations &amp; Information System Management / Strategic Marketing Management</li> </ul> </li> </ul>
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>All classes are in Korean</li> <li>Advanced major area               <ul style="list-style-type: none"> <li>General Management                   <ul style="list-style-type: none"> <li>① Human Resources / Organization / Strategy</li> <li>② MS/MIS</li> </ul> </li> <li>Specialized area                   <ul style="list-style-type: none"> <li>① Marketing Communication</li> <li>② Financial Information and Asset Management</li> <li>③ Media Entertainment Management</li> <li>④ Business Analytics and Digital Transformation</li> </ul> </li> </ul> </li> </ul>

## □ Application qualification

- A person with a bachelor's degree either attained domestic or abroad, or a person with the same educational background according to the law
- Those scheduled to receive a bachelor's degree **before August 31, 2023**
- Academic background and major are not considered
- Global MBA : All courses are in English
- CAU Leader MBA : Experience in the workplace preferred (No English classes provided)
- CAU Leader MBA (Nigt/Weekend Course) does not accept foreign students. D-2 study visa is no longer available due to changes in the Immigration Law (2022.05.16.)**

## □ Online Application

Apply at [www.uwayapply.com]

## □ Application reception and admission schedule

Typical classification		Detailed schedule
Early Admission	Internet application	2023. 05. 01(Mon) ~ 06. 04(Sun)
	Submission of documents	2023. 06. 05(Mon) - Submit it to the Graduate School of Business Administration
	Interview	2023. 06. 10(Sat)
	Announcement	2023. 06. 20(Tue) 16:00 Announcement on the homepage (mba.cau.ac.kr)
1st Round Admission	Internet application	2023. 06. 26(Mon) ~ 07. 09(Sun)
	Submission of documents	2023. 07. 10(Mon) - Submit it to the Graduate School of Business Administration
	Interview	2023. 07. 15(Sat)
	Announcement	2023. 07. 21(Fri) 16:00 Announcement on the homepage (mba.cau.ac.kr)

※ If the document is not submitted after Internet application, it becomes invalid.

※ All documents received are not returned.

## □ Evaluation Method

- Document evaluation and interview

## □ Evaluation Criteria

a. The total scores from documentation and interview will be added up on the maximum of 500 points.

b. Scores lower than 60% for each evaluation will be unqualified.

c. Evaluation Table

Division	Document Screening	Interview	Sum
Early Admission Evaluation Points	100	400	500
1st Round Admission Evaluation Points	200	300	500
Evaluation Category	Assess cover letter, work experience, academic record, language performance, professional certificates, etc.	Evaluate attitude, learning ability, etc.	

□ **Application fee : KRW 80,000**

□ **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 / Study Plan / Reason for application, within two pages A4 size)	
3. Certificate of Degree or Proof of expected Graduation(Original hard copy)	
4. Academic Transcript (Original hard copy) - The percentage of the total average score should be included	
5. English Proficiency test result: of TOEFL, TOEIC, TEPS, or IELTS	Applicant who posses English Proficiency Test Result
6. Proof of Work Experience	Applicant who has Work experience
7. Company Sponsorship Confirmation Letter	If relevant
8. Degree Verification form, Letter of Consent - Can be downloaded from the application site	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 a resident card or household registration for notarization	Essential Documents for foreign applicants
10. Bank Statement (over USD 22,000)	

※ **Required Documents and Remarks**

- A. All documents must be submitted in original copy.  
Copied ones can be accepted after being checked with the original ones and receiving confirmation at the MBA administration office.
- B. Documents written in languages other than English or Korean must be translated into English or Korean and their notarization documentation must be attached.
- C. If the documents submitted are incomplete, the applicant shall be rejected

and all the documents they submitted shall not be returned. Even if an applicant fails to be admitted, the documents shall not be returned.

※ **How to get notarial certificate (except China)**

- The certificate and transcript from overseas schools must be submitted with an apostille or confirmation from the Korean Embassy in the school's country or confirmation from the country's (the location of school) embassy in Korea.
- Applicants who earned their degree in United States : All documents submitted should be notarized by Korean-American Educational Commission or National Student Clearinghouse. (If you have an apostille, not needed)
  1. Korean-American Educational Commission(한미교육위원단):  
<http://www.fulbright.or.kr> / Tel: 02-3275-4000
  2. U.S. Department of Education, Office of Post-Secondary Education :  
<https://ope.ed.gov/dapip/#/home>

※ **Applicant graduating from a university in China**

- (1) Submit both the Certificate of Graduation and Degree Certificate  
(Notarization is necessary for both, Embassy Legalization is not necessary.)
  - ▶ Submit either ① or ② (if not, disqualified and failed)  
(Embassy Legalization is not needed, but if it is a Chinese language version it needs to be translated and notarized. If it is in English version, then the original document or the printed one of online version is needed.)
  - ① 'Verification Report of China Higher Education Qualification Certificate'  
: 中國高等教育學歷查詢報告 refer to <http://www.chsi.com.cn>  
學歷網上查詢
  - The applicant needs to check whether the degree is available online or can be printed and write that information down 報告編號 at the bottom of the paper and submit it.
  - ② 'Credentials Report' (認證報告): refer to <http://www.cdgd.edu.cn>
- (2) For transcript, if you also submit a certificate of academic record from the website of ① or ② above, then the transcript from your school does not need Embassy Legalization. (If not, Korean Embassy Legalization is needed on

it. If it is not in English version, it needs translation and notarization.)

- If specific circumstances were not 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: KRW 80,000 (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. It is 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 from admission.
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 and acceptance of wrong way, acceptance and admission will be cancelled.

## □ Tuition refund (Abandon admission)

Application period	Refund amount	Submission	The place of submission
<b>Before</b> the semester starts	Full refund of paid tuition and admission fees	- letter of giving up registration - personal identification card - copy of one's account	MBA Office
<b>After</b> the semester starts	Same as Current Standards - The entrance fee and 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 score higher than 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.

**Chung – Ang University**  
**Graduate School of Business**

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

84, Heukseok-ro, Dongjak-gu, Seoul, Republic of Korea  
Tel. (02)820-5037~5038 / Fax. (02)812-4337