

Global MBA 2024 Spring Semester

# Application Guideline



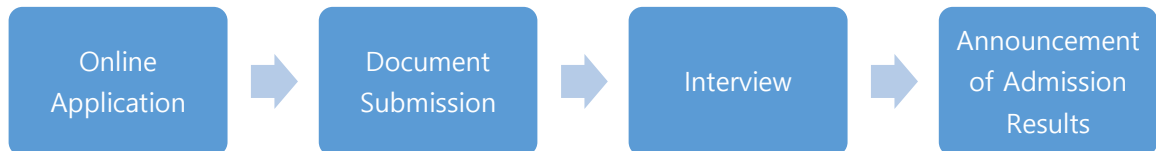
**Chung – Ang University**  
**Graduate School of Business (MBA)**

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

## ■ Introduction

This application guideline is for prospective applicants for the Global MBA program. Applicants interested in the CAU Leader MBA Program should consult the application guidelines on the Korean version of the website.

The admission process consists of four major steps:



## ■ Application Qualification

1. Bachelor's degree or equivalent degree obtained by **February 2024** from a university within South Korea or abroad.
2. English proficiency. (All courses are conducted in English.)
3. Applicants for the CAU – Fudan dual degree program require English proficiency with a minimum score of TOEFL iBT 90 or IELTS 6.5.

## ■ Application Procedure and Timeline

Admission Type		Schedule	Remark
<b>Early Admission</b>	Online Application	2023. 10. 23 (Mon) ~ 11. 05 (Sun)	Apply through <a href="http://www.uwayapply.com">www.uwayapply.com</a>
	Document Submission	2023. 10. 23 (Mon) ~ 11. 06 (Mon)	Documents can be submitted either by mail or in-person to the CAU MBA office.
	Interview	2023. 11. 11 (Sat)	Details on the interview will be notified.
	Admission Results	2023. 11. 22 (Wed)	Admission results will be available on <a href="http://mba.cau.ac.kr">mba.cau.ac.kr</a>
<b>Regular Admission</b>	Online Application	2023. 12. 18 (Mon) ~ 2024. 01.07 (Sun)	Apply through <a href="http://www.uwayapply.com">www.uwayapply.com</a>
	Document Submission	2023. 12. 18 (Mon) ~ 2024. 01. 08 (Mon)	Documents can be submitted either by mail or in-person to the CAU MBA office.

	Interview	2024. 01. 13 (Sat)	Details on the interview will be notified
	Admission Results	2024. 01. 24 (Wed)	Admission results will be available on <a href="http://mba.cau.ac.kr">mba.cau.ac.kr</a>

※ Failure to submit documents to the MBA office will result in the termination of application.

### ※ Notes on Online Application

- ◆ Online application link can be found on the CAU MBA homepage under the “Admission → Admission Timeline → Online Application → Apply Now”.
- ◆ Online application form cannot be modified after the payment has been made.
- ◆ Both the application form and application ticket(수험표) must be printed and submitted along with other required documents to the CAU MBA office.
- ◆ Application fee is 80,000 KRW, which is non-refundable.

### ※ Document Mailing Address

#### Chung-Ang University MBA Office

84 Heukseok-ro, Dongjak-gu, Seoul, South Korea, 06974

Tel: +82 2 820 5038

## ■ Admission Criteria

Admission to the Global MBA Program will be based on the evaluation of submitted documents and interview. In assessing each applicant’s whole application, the applicants’ personal background, business experience, perspective, and aspirations will be taken into consideration.

## ■ Required Documents

Document	Remark
1. Application form and application ticket (수험표) (Can be printed after completing online application)	Required
2. Personal statement (Must be written in less than 1000 words)	

<b>3. Certificate of Bachelor's degree or letter of expected graduation</b> (Original or apostilled copy)	
<b>4. Academic transcript</b> (original or apostilled copy)	
<b>5. English proficiency test result</b> (TOEFL, TOEIC, TEPS, or IELTS)	Optional
<b>6. Proof of work experience</b>	Optional
<b>7. Proof of company sponsorship</b>	Optional
<b>8. Degree verification form and letter of consent</b> (can be downloaded from the application site)	Applicants who graduated from a university abroad
<b>9. Copy of passport or Alien Registration Card</b> (for both the applicants and their parents) ➤ Applicants who are Chinese nationals should submit a copy of their resident card or household registration for notarization	Required
<b>10. Bank statement</b> (over USD 22,000)	

- Documents written in any language other than English or Korean must be translated into English or Korean and must be accompanied by their notarization documents when submitted.
- Failure to provide all required documents may result in termination of the application.

※ **How to get documents apostilled (except for China)**

- ◆ Certificates and transcripts from overseas schools must be submitted with apostille or confirmation from the Korean Embassy in the school's country or confirmation from the country's (the location of the school) embassy in Korea.
- ◆ Applicants who earned their degree in the United States :  
 All documents submitted should be notarized by the Korean-American Educational Commission or National Student Clearinghouse. (If you have documents apostilled, this step is not necessary)
  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>

## ※ Applicants graduating from China

- ◆ Submit both the Certificate of Graduation and Degree Certificate (Notarization is necessary for both, Embassy Legalization is not necessary.)
- ◆ Submit either of the following documents (either ① or ②, failure to do so will result in termination of application)

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.cdgdc.edu.cn>

- ◆ If you submit a certificate of academic record from the website of ① or ② above, then the transcript from your school does not require Embassy Legalization.
- ◆ Under specific circumstances that are not mentioned above:
  1. Please contact Apostille / Korean embassy(consul) in China
  2. Contact the Chinese embassy in Korea.

## ■ Notes

1. All documents submitted will not be returned.
2. Submitted documents cannot be altered or changed. Please check the accuracy of the documents before mailing them to the CAU MBA Office.
3. Any false information presented in application documents may result in the termination of the application.

## ■ Scholarship

- ◆ All admitted foreign students will be granted a 50% scholarship. (50% reduction of the tuition fee)
- ◆ To be eligible for the 50% scholarship after the first semester, students are required to maintain a GPA higher than 3.0

※ The scholarship policy mentioned above is subject to change without prior notice.

※ If any changes are made to the scholarship policy during the student's enrollment in the program, the new scholarship policy will be applied.

## ■ Withdrawal of Admission

Those admitted applicants who have paid the tuition fee, but decide to withdraw their enrollment decisions before the first semester starts can receive a full refund of the tuition fee by submitting the following document to the CAU MBA office.

- Letter of withdrawal decision
- Personal identification card
- Copy of applicants' bank account

**For further assistance, please contact Chung-Ang University MBA office.**

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

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

[caumba@cau.ac.kr](mailto:caumba@cau.ac.kr)

84, Heukseok-ro, Dongjak-gu, Seoul, Republic of Korea, 06974

Tel. +82 2 820-5037~8 / Fax. +82 2 812-4337