

Global MBA 2025 Spring Semester

# Application Guideline



**Chung - Ang University**

**Graduate School of Business (MBA)**

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

## Introduction

These guidelines are intended for applicants to the Global MBA Program at Chung-Ang University. If you are applying for the CAU Leader MBA Program, please refer to the Korean version of the website for specific instructions.

The admission process consists of four major steps:

### ▣ Programs and Available Slots

Program Name	Enrollment Capacity	Program Features
Global MBA (Daytime Program)	~ 00 students	<ul style="list-style-type: none"> <li>• The program offers a dual-degree option or deep specialization in specific areas, based on a foundation of knowledge in various business fields, allowing students to become both generalists and specialists.</li> <li>• Year 1: Core Business Courses</li> <li>• Year 2: Specialized area of study or dual-degree program</li> <li>• Classes with exchange students from abroad</li> <li>• When the criteria for specialized area majors are met, students will be awarded specialized qualifications.</li> </ul> <p><b>Specialized Areas:</b> Accounting and Finance, Management &amp; Organizations, Operations &amp; Information System Management, Strategic Marketing Management</p>
Fudan University Dual-Degree Program (China)	~ 00 students	<ul style="list-style-type: none"> <li>• Dual-degree program with Fudan University in Shanghai, China.               <ul style="list-style-type: none"> <li>- Year 1: Study at CAU MBA</li> <li>- Year 2: Study at Fudan University</li> <li>- Required 3 months internship in either Year 1 or Year 2</li> </ul> </li> <li>• Dual degrees upon completion:               <ul style="list-style-type: none"> <li>- CAU MBA: Master of Business Administration</li> <li>- Fudan University: Master of Finance or Master of International Business (for non-Chinese nationals only)</li> </ul> </li> </ul> <p><b>Note:</b> Admission to Fudan University is only available in the fall semester, and CAU MBA students can apply after completing one year at CAU. Students who exceed the regular four semesters (four academic years) will not receive scholarships from the fifth semester onward.</p>

## Eligibility Requirements

1. Applicants must hold a **bachelor's degree** or equivalent from a recognized university, either in South Korea or abroad, by **February 28, 2025**.
2. There are **no restrictions** regarding the field of study for the bachelor's degree.
3. **English proficiency** is required as all courses are conducted in English.
4. For the **CAU-Fudan Dual Degree Program**, applicants must have:
  - A minimum TOEFL iBT score of **90** or an IELTS score of **6.5**.
  - **Fudan University** admits students for the **Fall intake only**, and CAU MBA students may apply for the dual-degree program after completing one year at CAU.
  - A minimum GPA of **3.2** in the CAU MBA program.
  - Note: Scholarships do not apply after the 4th semester if the study period exceeds four semesters.

※ **Additional Evaluation: Fudan University may conduct additional assessments as part of the application process.**

#### Application Procedure and Timeline

Admission Type	Schedule	Remarks
<b>Early Admission</b>	Online Application	2024.11.11 (Mon) - 2024.11.24 (Sun)
	Document Submission	Until 2024.11.25 (Mon)
	Interview	2024.11.30 (Sat)
	Admission Results	2024.12.05 (Thu)
<b>Regular Admission</b>	Online Application	2024.12.30 (Mon) - 2025.01.12 (Sun)
	Document Submission	Until 2025.01.13 (Mon)
	Interview	2025.01.18 (Sat)
	Admission Results	2025.01.23 (Thu)

#### Important Notes

- Documents must be submitted by the stated deadlines. Failure to submit by the deadlines will result in application invalidation.
- Submitted documents **will not be returned** under any circumstances.

## How to Apply Online

1. Access the online application link via the CAU MBA homepage: **Admission > Admission Timeline > Online Application > Apply Now.**
2. The application form cannot be modified after payment has been made.
3. Print both the **application form** and the **application ticket** (수험표) and submit them along with the required documents.
4. The **application fee is 80,000 KRW**, which is **non-refundable**.

## Document Submission Address

- **Chung-Ang University MBA Office**  
Room 906, Building 310  
84 Heukseok-ro, Dongjak-gu  
Seoul, South Korea, 06974  
Tel: +82 2 820 5038

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## Admission Criteria

The evaluation process will consider submitted documents and the interview. Factors such as personal background, business experience, career goals, and aspirations will also play a role in the decision-making process.

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## Required Documents

Document	Notes
1. Application form and application ticket (수험표) (Can be printed after completing online application)	Required
2. Personal statement (Must be under 1,000 words)	
3. Bachelor's degree certificate or letter of expected graduation (Original or apostilled copy)	
4. Academic transcripts (Original or apostilled copy)	
5. English proficiency test results (TOEFL, TOEIC, TEPS, or IELTS)	
6. Proof of work experience	Optional
7. Proof of company sponsorship	
8. Degree verification form and letter of consent (required for graduates)	Required

of universities abroad; can be downloaded from the application site)	
9. Copy of passport or Alien Registration Card (for both the applicants and their parents) <ul style="list-style-type: none"> <li>Applicants who are Chinese nationals should submit a copy of their resident card or household registration for notarization</li> </ul>	Required
10. Bank statement showing a balance of over USD 22,000	Required

### Important Document Submission Guidelines

1. Submit documents within **90 days** of issuance.
2. Non-Korean/English documents must be accompanied by **notarized translations** in Korean or English.
3. Only notarizations from the original issuing country are accepted. Notarizations from Korean notary offices are **not** accepted.
4. Submit original documents, or, if originals cannot be provided, submit copies along with the originals for verification.
5. Failure to submit required documents by the deadline will result in disqualification, and the **application fee will not be refunded**.
6. Submitted documents are **non-returnable**.

### Document Authentication Methods by Country

Document	China (For those who obtained their education/degree in China)	Outside of China	
		Apostille Convention Countries	Non-Apostille Convention Countries
<b>Bachelor's Degree/Graduation Certificate</b>	Notarized certificate and academic verification from Ministry of Education ( <a href="http://www.chsi.com.cn">www.chsi.com.cn</a> )	Apostille certificate or consular confirmation from the Korean Consulate	Consular confirmation from the Korean Consulate

### Apostille Certification

The Apostille Convention is an international treaty that simplifies the process of legalizing public documents for use in other countries. Documents such as graduation certificates, degree certificates, and transcripts must be authenticated by the competent authority in the issuing

country.

**Learn more:** <https://www.hcch.net/en/instruments/specialised-sections/apostille>

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### Scholarship Information

- All admitted foreign students will receive a **50% tuition scholarship**.
- To maintain the scholarship beyond the first semester, students must achieve a GPA of **3.0 or higher**.

**Note:** The scholarship policy is subject to change without advance notice. Any policy changes during enrollment will apply to current students.

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### Withdrawal of Admission

Students who decide to withdraw their enrollment before the semester begins may receive a **full tuition refund** by submitting the following documents to the CAU MBA Office:

- Letter of withdrawal
  - Personal identification card
  - Bank account information
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### Contact Information

For further inquiries, please contact:

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

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

Email: caumba@cau.ac.kr

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