



## **APPLICATION INSTRUCTIONS**

For use ***only*** by students applying to the

### **Master in Business Administration**

offered by

**The University of North Carolina at Charlotte**

in cooperation with

**Interactive Education (HK) Ltd.** (*member of China Education Group*)

#### **1. Application Packet**

This application packet is to be used only by students applying for admission to the Master in Business Administration offered by the Belk College of Business at The University of North Carolina at Charlotte (UNC Charlotte) in cooperation with Interactive Education (HK) Ltd. (member of China Education Group) in Hong Kong. Please download, print and submit the completed application materials and required credentials to:

**Interactive Education (HK) Ltd.**  
(*member of China Education Group*)  
**UNCC MBA Hong Kong Rep Office**  
**Room E, 29/F, Tower 1, Admiralty Centre**  
**18 Harcourt Road, Hong Kong**  
**Tel. (852) 27911155 – Fax. 852-81004772**

China Education Group will collect all student applications and required credentials and forward them to UNC Charlotte's Belk College of Business Administration for review and admission decision.

#### **2. Application Form**

Complete the enclosed application by typing or printing, using black or dark blue ink. Please complete all fields and use the Roman alphabet. You may write "N/A" (not applicable) or "Unknown" as appropriate. Failure to complete any section of the application form will delay the admissions process. Sign and date the completed application form.

#### **3. Processing Fee of HK\$ 800**

A non-refundable HK\$ 800 - fee is charged to process your application for admission. You may pay this fee with a check. Please staple your fee to the upper left corner of your application.

- A check should be made payable to Interactive Education (HK) Ltd. and should include your name. The fee must be paid with HK funds drawn on a Hong Kong bank.
- To pay by credit card, you must come to our Hong Kong Rep Office.

***Important Note:*** Applications will not be reviewed until the application fee is paid. The application fee cannot be waived.

#### **4. Official Transcripts and Transcript Evaluations**

##### **A. Official Transcripts**

Submit two (2) official transcripts or records of all university-level course work. Transcripts, in general, should give a complete list of courses taken, indicating the number of weeks and the number of hours as well as the marks (grades) earned. The records should indicate all degrees earned and have a key to the grading system used.



Transcripts must be issued by each institution at which course work was taken. Degree statements must be in your original language, along with English language translations that follow the format of your original transcript. English translations must be certified by the issuing institution or an embassy office, the Ministry of Education or the Ministry of Foreign Affairs.

If you are currently enrolled at a university-level institution, submit your current academic transcripts. You can submit your final transcripts reflecting all work as soon as they become available. If your records are unavailable for any reason, you must provide a written explanation signed by an official of the institution you attended and submit that letter with your other application materials. If exams are not administered by the university until the final year of the degree program, please provide an official letter from the university to verify this fact.

### **B. Definition of Official or Certified Documents**

Transcripts or records are official when submitted by the applicant to the Admissions Office in the envelope sealed by the issuing institution. Transcript envelopes that show any sign of tampering will not be considered official. Official documents have either a colored stamp or raised seal affixed to them. They may also be a photocopy of the original document certified by an official of that educational institution, an embassy office, the Ministry of Education, or the Ministry of Foreign Affairs. UNC Charlotte does not recognize downloaded "transcripts" from the web or scanned copies as official documents.

### **C. International Credentials Equivalent to a U.S. Bachelor's Degree**

The minimum qualification for consideration for admission to the MBA program is a bachelor's degree requiring at least 4 years of university study. Those who are in the process of completing a bachelor's degree program must receive the degree prior to enrollment at the MBA.

## **5. Statement of Purpose**

Provide a one-page statement outlining your goals for pursuing graduate education; specifically discuss how the MBA can help you achieve these goals. You should submit this essay, plus one (1) copy, along with your other application materials.

## **6. Recommendation Forms**

Three recommendations are required. Complete the enclosed Recommendation Forms and send them to the persons who will be writing a recommendation on your behalf. Separate recommendation letters may also be written, but should be stapled to the recommendation form. Ask the person to return his/her recommendation to you in a sealed envelope. Once you receive the sealed envelopes, do not open them, and submit them with your other application materials.

## **7. Resume (Curriculum Vitae) or Description of Work experience**

Please provide a resume (curriculum vitae) or a description of your employment history. Include the name of the company you worked for, your position, the dates of your employment as well as a short description of your responsibilities. Professional work experience, though not required for admissions, is strongly recommended prior to starting any MBA program.

## **8. English Language Proficiency (if English is not your native language)**

Students applying for admission to the MBA/China must show proof of English language proficiency. They must do so as follows:



**A. UNC Charlotte's English Language Proficiency Test:** Faculty of UNC Charlotte's English Language Training Institute (ELTI) in collaboration with UNC Charlotte's MBA program will administer an English language test for prospective program participants. This written test assesses overall English comprehension in a business environment and includes a writing component. Information regarding the test location(s), dates and times, as well as cost and payment options will be available at [www.mba.uncc.edu](http://www.mba.uncc.edu) at a later time.

Minimum score required: Satisfactory performance as determined by UNC Charlotte's ELTI faculty in collaboration with the UNC Charlotte's MBA program faculty.

**Who may be exempted from the UNC Charlotte English Language Proficiency Test?**

- Applicants who are citizens of, or who have earned an associate's degree or higher in one of the countries listed below are exempt from the English language proficiency test requirement: Australia, British Caribbean and British West Indies, Canada (except Quebec), Ireland, Liberia, New Zealand, United Kingdom, and United States.
- Applicants who have earned an associate's degree or higher of a university in Hong Kong at which the instructional language is English.
- Applicants who have earned at least the following minimum scores on either TOEFL, MELAB or IELTS tests (see below). Please note that test scores more than two (2) years old will not be accepted. Students must submit a copy of the Student Score Report directly to Interactive Education (HK) Ltd., along with their other application materials, to be approved for the exemption of the UNC Charlotte English Language Proficiency Test.
  - TOEFL: Minimum score: 220 (computer based test) or 557 (paper-based test).
  - IELTS: Minimum score: Overall band score of 6.5.
  - MELAB: Minimum score: 78

**B. UNC Charlotte English Language Proficiency Interview**

In addition to the above-mentioned English language proficiency test, applicants to UNC Charlotte's MBA Program/China are required to undergo a personal interview. Faculty of UNC Charlotte's English Language Training Institute (ELTI) in collaboration with UNC Charlotte MBA program faculty will administer English language interviews for prospective program participants. The test includes a personal interview assessing oral communication skills.

Minimum score required: Satisfactory performance as determined by UNC Charlotte's ELTI faculty.

**9. Two Photographs**

Please submit two (2) recent passport photos along with your other application materials. Please write your full name and date of birth on the back of each photo.

**Final Checklist:**

I have enclosed the following in one envelope:

- MBA Application Form
- Processing Fee
- Official Transcripts and Degree Statements (diplomas) with English translations
- Statement of Purpose
- Recommendation Forms
- Resume (curriculum vitae) or description of work experience
- Copy of Student Score report of TOEFL, IELTS or MELAB test, if applicable
- 2 passport photographs

**Regarding English Language Proficiency Test and Personal Interview:**



I plan to take both UNC Charlotte's English Language Proficiency Test and personal Interview and will await further logistical information regarding this test and interview.

I request a waiver of the UNC Charlotte English Language Proficiency Test and am submitting a copy of the student score report of my TOELF/IELTS/MELAB test along with my other application materials. I meet the minimum TOEFL/IELTS/MELAB score requirements. The test date indicated on the score report is less than 2 years old. **I understand that I still need to take the UNC Charlotte English Language Proficiency Interview.**

I request a waiver of the UNC Charlotte English Language Proficiency Test as I am a **citizen of** one of the following countries: Australia, British Caribbean and British West Indies, Canada (except Quebec), Ireland, Liberia, New Zealand, United Kingdom, United States. **I understand that I still need to take the UNC Charlotte English Language Proficiency Interview.**

I request a waiver of the UNC Charlotte English Language Proficiency Test as I have earned a degree of higher education at a university in Australia, British Caribbean and British West Indies, Canada (except Quebec), Ireland, Hong Kong, Liberia, New Zealand, United Kingdom, United States **at which the language of instruction is English. I understand that I still need to take the UNC Charlotte English Language Proficiency Interview.**

**Mail your completed application materials to:**

Interactive Education (HK) Ltd.  
UNCC MBA Hong Kong Rep Office  
Room E, 29/F, Tower 1, Admiralty Centre,  
18 Harcourt Road, Hong Kong, CHINA