

# YONSEI GLOBAL MBA 2017 APPLICATION GUIDELINES

## ■ 2017 Global MBA Program Overview

- 1) Program period: late August 2017 ~ February 2019
  - Coursework will be completed by December 2018. (Students who have failed to meet the credit requirement under special circumstances might take additional credits in the winter session).
  - Program consists of 3 semesters
- 2) Number of intakes: Up to 65 students

## ■ Admission Requirements

Applicants are required to possess:

- 1) A bachelor's degree
  - Undergraduate degree or a degree from an equivalent institution
  - Should be validated before the program begins
- 2) A good TOEFL, IELTS, TOEIC, TEPS, PTE test results
  - Taken within two years from the application due
  - Institution code for TOEFL: 9893
  - Waived if applicant's undergraduate degree was completed in English language

The following elements are not mandatory requirements, but highly recommended:

- 1) Minimum two years of work experience
- 2) Satisfactory GMAT or GRE test results
  - Taken within five year from the application due
  - Institution code for GMAT: 1637 / GRE: 6236

## ■ Admission Process

### Round 1. Application Document Assessment

Applicants will be evaluated on the basis of academic records, English proficiency test scores, GMAT/GRE test scores, work experience, recommendations, essays, etc.

### Round 2. Interview with Admissions Committee

After an initial review of applications and supporting materials, successful applicants will be invited via email to a round of interviews.

The interview will either be conducted face-to-face or via Skype in English.

## ■ Admissions Timeline

Yonsei Global MBA program intake for 2017 will start studies at the end of August 2017. The admission timetable is as follows for each of the two rounds:

Application Steps	What to do	Schedule (Period and/or Deadline)	
		Early Admission	Regular Admission
<b>Step 1. Online Application</b>	Complete the online application form	Jan 16 to Feb 28	Mar 6 to Apr 18
<b>Step 2. Application Documents Submission</b>	Submit application documents via air mail or in-person	Jan 16 to Feb 28, 5pm	Mar 6 to Apr 18, 5pm
<b>Step 3. Application Fee Payment (Wire transfer only)</b>	Bank Name: Woori Bank, Yonsei Branch - Beneficiary: Yonsei University - Bank Address: 50 Yonsei-ro, Seodaemun-gu, Seoul 03722, Korea - Swift Code: HVBKCRSE - Account Number: 126-000082-18-691 - Application Fee: USD 100 or KRW 120,000 (non-refundable) * NOTE: The Applicant (sender) is responsible for any bank service charges, such as an international wire transfer fee, to pay the above mentioned amount to Yonsei University (Please expect around USD 50 for bank wire transfer service charges)	Jan 16 to Feb 28, 2017	Jan 16 to Feb 28, 2017
<b>Step 4. Interview Notification</b>	Interview is offered by invitation (notified via email).	Notified by mid-March	Notified by late April
<b>Step 5. Interview</b>	Face-to-face interview for applicants residing in Korea. Skype interview for applicants residing outside of Korea	Late March	Late April
<b>Step 6. Admission Results Notification</b>	Admission result will be notified via email.	End of March	Mid-May

<b>Step 7. Registration (Tuition Payment)</b>	To be announced to the accepted applicants	End of July, 2017	End of July, 2017
<b>Step 8. Global MBA program begins</b>	Orientation: held in the last week of August Class begins: September 1st		

[Note] Schedule for Steps 3 ~ 7 can be subject to change.

## ■ Application Documents

Please submit the following documents by the deadline as shown in the admissions timeline.

- We can only accept the **original copy** of all required application documents.  
If original copy submission is unavailable, please submit a notarized "true copy" of the document.
  - Any certificates or documents that are not in Korean or English should be accompanied by an officially certified translation.
- 1) A completed and **printed** online application form (<https://mba.yonsei.ac.kr/>)
  - 2) Application payment receipt (KRW 120,000 or USD 100)
  - 3) Official academic transcripts from each college/university attended
    - Must be in Korean or English, otherwise a notarized English translation must be provided.
    - Official transcripts from all colleges and universities where the applicant attended should be submitted.
  - 4) Graduation certificates or a photocopy of diploma from each college/university attended
    - Must be in Korean or English, otherwise a notarized English translation must be provided
    - If applicant graduated from a university not in Korea, the *Release of Information Form for Education Record Verification* should be enclosed.
  - 5) English proficiency score report (TOEFL, IELTS, TOEIC, TEPS, PTE)
    - Taken within two years from the application due
    - No minimum score requirement
    - Applicants whose undergraduate degree is in English can be exempt from submitting English Test scores.
  - 6) One (1) copy of the required Essay (download the form at <https://mba.yonsei.ac.kr/>)
  - 7) Two (2) copies of two (2) Recommendation Letters (download the form at <https://mba.yonsei.ac.kr/>)
    - Should be written by two different recommenders
    - Preferred to be completed on our standard form
    - Applicant should collect the **sealed recommendation letter** from each recommender and submit these originals with the other application documents.
    - Recommenders can also send the recommendation letters directly to our school via mail or email ([gmba@yonsei.ac.kr](mailto:gmba@yonsei.ac.kr))
  - 8) Documents proving work experience and resume (if applicable)
    - Official work certificates or letters stating applicant's work period, position, contract type (full-time, part-time, internship, etc.), the contact information for verification
    - Only full-time work experience verified by proof documents will be evaluated for admission
  - 9) Release of Information for Education Record Verification if applicant graduated from a university not in Korea (download the form at <https://mba.yonsei.ac.kr/>)
  - 10) Passport bio page (only for international applicants)
  - 11) GMAT or GRE score report (if applicable)
    - Taken within five years from the application due
    - Institution code for GMAT: 1637 / GRE: 6236
    - GMAT official report should be reported online at GMAC website (<http://www.gmac.com>)

## ■ Notes

- Applications will be evaluated and reviewed in accordance with the YSB's policy, and the results of one applicant will not be open to other applicants.
- All submitted documents will be the property of Yonsei University and will not be returned or duplicated.
- Application will not be completed until the application fee is received. The application fee is KRW120,000 (= US\$100).
- Failure to make tuition payment during the given registration period may result in cancellation of admission.
- Submission of fraudulent or forged documentation will automatically disqualify enrollment. Verification processes will be followed through thoroughly during the admission process.

## ■ Contact

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