

**International MBA (IMBA) Program Application Package**  
**College of Commerce, National Chengchi University**  
**(for International Applicants)**

Thank you for your interest in the International MBA (IMBA) Program. This package provides you with all of the information and materials necessary to complete the application for admission. Please read the instructions carefully before completing the application.

**ADMISSIONS POLICY AND CRITERIA**

The mission of the International MBA Program is to train and develop qualified candidates to be leaders in the field of international business, with a special focus on the Asia-Pacific region. Our assessment is designed to identify individuals we believe will make contributions to the leadership of international business. Applicants are encouraged to submit any documentation that they feel will allow the Admissions Committee to better understand their record of accomplishments and leadership capabilities.

**ADMISSIONS SCHEDULE**

**International Applicants** (Without Taiwan-ROC Citizenship)

The online application system will be open between January 4<sup>th</sup>, 2018 and 5PM, March 23<sup>rd</sup>, 2018 (Taiwan Time). The application system can be reached from our website: <http://imba.nccu.edu.tw>.

**Important Notes for International Applicants:**

An International Applicant should not hold citizenship of the ROC (Republic of China). Individuals who held ROC citizenship within the past eight years will not be considered as an International Applicant and need to apply as a Local Applicant.

**APPLICATION REQUIREMENTS**

1. Minimum of 2 years of full-time post-baccalaureate work experience
2. Completion of or the equivalent of a 4-year bachelor's degree
3. Satisfactory undergraduate academic achievement
4. Competitive GMAT scores preferable
5. TOEFL score or other evidence of English proficiency for applicants whose native language is not English
6. Any other materials that will help the Admissions Committee assess the applicant's potential

## **DOCUMENTS REQUIRED**

**1. Personal Data Form.** This is an online form in our application system containing your personal details (name, address, academic history, language proficiency, employment history, etc.). If you change your address after the application period is over, please make sure that you notify the IMBA Program office so we can contact you.

In the *Employment History* area, include descriptions of your 3 most recent full-time post-baccalaureate positions.

**2. Essays.** The required *Essays* allow the Admissions Committee to learn about you, your accomplishments and your professional aspirations. You will be asked some questions and type them in the application system. Your essay should not be written or edited by anyone other than yourself. Please prepare these essays carefully and candidly, follow the instructions in the system for each essay.

### Required Essays

1. Describe your short-term and long-term career goals and explain how your past experience together with an IMBA from the NCCU will contribute to your achieving them. (750 words maximum)
2. Answer any 2 questions from the 4 choices below:
  - a. Describe a time when you were part of a team in a professional environment that worked well. Also, describe a time when you were part of a team that did not work well. (500 words maximum)
  - b. Reflect on a time when your efforts resulted in a change within an organization. Please discuss your role in these changes. (500 words)
  - c. Describe a situation where you were able to use your leadership skills to create a better outcome. (500 words)
  - d. Discuss a risk you took that proved to be successful. Also describe a time when a risk you took was not successful. (500 words)

### Optional Essay

Please include any other information that you believe would be helpful to the Admissions Committee in considering your application. (250 word maximum)

**3. Transcripts and diploma.** We require one copy of your transcript and one copy of the diploma or other documentation indicating the date and conferral of your degree. Transcripts of additional courses that you have taken (e.g. university extension courses or post-graduate courses) are also welcome. Please scan and upload these documents to the online application system.

If the original language of the academic record and diploma is not English or Chinese, a certified English translation must accompany original documents. Official copies of credentials must be certified by a school administrative officer from whom the degree was received.

**4. Evidence of English Proficiency.** We ask all applicants to provide their Test of English as a Foreign Language (TOEFL) score or other evidence of English proficiency (other test scores, i.e. IELTS, TOEIC, etc.) if their native language is not English.

If you hold a degree from an English speaking country or a program taught in English, you do not have to submit the evidence of English proficiency. Please mark the check box “I do not need an English Proficiency test score” in the online system.

**5. Evidence of Management Study Aptitude.** The Graduate Management Admissions Test (GMAT) is not a requirement for admittance to the program. Applicants are however strongly advised to take the test and submit their scores as additional support to their application. GMAT is administered by the Educational Testing Service (ETS) in the USA as evidence of management aptitude. The GMAT can be forwarded through National Chengchi University’s GMAT code 9993. Include a photocopy of the score report in your application package. For more information or to request that your scores be sent to us, contact the GMAT, Educational Testing Service, P.O. Box 6103, Princeton, NJ 08541-6103, USA, or visit the GMAT web site at <http://www.gmac.com> Please allow 3-4 weeks for our office to receive your scores from ETS.

**6. Letters of Recommendation.** Two recommendations are required and should be completed by individuals who are well acquainted with you and your managerial capabilities. Preferably, they should be completed by employers or supervisors. You are advised to request recommendations well in advance of the application deadline to ensure your application package is complete when submitted.

As part of the online application process you will be asked to provide email addresses for your recommenders, the system will then send them a link they can use to access the system and fill the recommendation letter online or upload a letter of their own.

**7. Financial Solvency.** Applicants need to submit proof of their financial solvency by obtaining a statement or certificate from their bank showing they have at least 6,500 USD or 200,000 NT\$. Another form of financial solvency is proof of scholarship (awarded by the Taiwan government or other party).

**8. Proof of Nationality** (e.g. Passport or ARC).

## **SCHOLARSHIPS**

International applicants seek for merit-based scholarships should visit the IMBA website (<http://imba.nccu.edu.tw/en/Admissions/Scholarship>) to check scholarship availability and details.

### **APPLICATION FEE**

**International Applicants:** the non-refundable application fee is NT\$1,600 / US\$60 (subject to change). Please remit the application fee to our bank by wire transfer - t/t (a copy receipt of bank telegram transfer) and upload the receipt to the online application system. TaiwanICDF scholarship applicants do not need to pay the application fee.

#### **Bank Wire Transfer:**

Bank Name: **First Commercial Bank, MUH JAH BRANCH**

Swift Code: FCBKTWTPXXX

Account Number: 16730106106

Account Name: NATIONAL CHENGCHI UNIVERSITY 401 dedicated account

Address: NO.11, BAO YI ROAD, WENSHAN 116, TAIPEI, TAIWAN, R.O.C.

### **APPLICATION CHECKLIST**

International applicants are requested to fill in information and upload all application materials to IMBA online application system. Applications are considered complete and ready for review by the Admissions Committee when all appropriate materials have been received. Use the following checklist to help keep track of your application.

International Applicants' Checklist:

Please upload to the IMBA online application system the following documents:

- Official transcripts from each college/university attended
- Diploma
- TOEFL, GMAT score reports, or other materials demonstrating your English proficiency and management study aptitude
- Proof of Financial Solvency
- Passport or ARC (issued by Taiwan Government)
- Receipt of NT\$1,600 / US\$60 nonrefundable application fee
- Declaration Statement for Non-R.O.C Citizenship
- Two (2) letters of recommendation (to be filled online by the recommenders)
- Any other supporting materials

E-mail Notification. Communication regarding the status of your application will be mainly through electronic mail. Please make sure you have provided us with a correct e-mail address for on-time updates on your application status.

For further information, please contact:

E-mail: [imba@nccu.edu.tw](mailto:imba@nccu.edu.tw) or [lichi@nccu.edu.tw](mailto:lichi@nccu.edu.tw)

Tel: 886-2-2938-7912

Fax: 886-2-2938-7882

The address of IMBA Office:

IMBA Program, National Chengchi University

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