

**International MBA (IMBA) Program Application Package**  
**College of Commerce, National Chengchi University**  
**(for New Immigrant Applicants: Taiwan-ROC Nationals)**

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**

New immigrant applicants are required to fill out an online application form between Nov. 29, 2022, 9:00 AM and Dec. 13, 2022, 5:00 PM and upload five files (Permit Certificate of Naturalization/歸化國籍證明文件 (歸化國籍許可證書及許可函副本), New Student Information Form/個人簡歷表, Personal Data Form/英文申請書, Photocopy of English Proficiency, Diploma and Transcripts) to the University system between Nov. 29, 2022, 9:00 AM and Dec. 13, 2022, 7:00 PM. (Note that applicants need to visit the University website on or before 3:00 PM of Dec. 13, 2022 to obtain the account information for application fee payment.)

Two recommendations are required and should be uploaded to the University system by your recommenders before 7:00 PM of Dec. 13, 2022.

**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 from an accredited college or university
3. Satisfactory previous academic achievement
4. Competitive GMAT/GRE 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. New Student Information Form**

### **2. Personal Data Form.**

This form must be fully completed and signed to process your application in a timely manner. Your full name should appear at the top of all supporting materials. Once this form is submitted, be sure that you notify the IMBA Program, NCCU of any change of address.

In the *Employment History* area, include descriptions of your 3 most recent full-time post-baccalaureate positions. *Note:* Do not leave this section blank.

The required *Essays* allow the Admissions Committee to learn about you, your accomplishments and your professional aspirations. Your essays should not be written or edited by anyone other than yourself. Please prepare these essays carefully and candidly, follow the instructions on the Personal Data Form.

### **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.

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 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.

### **5. Evidence of Management Study Aptitude.**

The Graduate Management Admissions Test (GMAT) and Graduate Record Examinations (GRE) are 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.

### **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. We accept on-line recommendation only. The referee will receive a link through which to upload the reference letter.

### **APPLICATION FEE**

The application fee of new immigrant applicants is \$1,300 NT dollars (subject to change); for payment account details, please refer to the University Application package.

### **APPLICATION CHECKLIST**

Use the following checklist to help keep track of your application. Mark off each item as you submit it by indicating the date you processed the item. Applications are considered complete and ready for review by the Admissions Committee when all appropriate materials have been received.

The application package submitted in support of an Application for Admission cannot be returned to the applicant, nor can the Office of Admissions forward them to other institutions.

#### New immigrant applicants' Checklist

To upload to the school site:

- Permit Certificate of Naturalization/歸化國籍證明文件（歸化國籍許可證書及許可函副本）
- New Student Information Form
- Complete and signed Personal Data Form (including essays)
- TOEFL, GMAT/GRE score reports, or other materials demonstrating your English proficiency and management study aptitude
- Diploma and Transcripts
- 2 letters of recommendation (to be uploaded online by the recommenders)

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 IMBA Office:

E-mail: [imba.alu@nccu.edu.tw](mailto:imba.alu@nccu.edu.tw) or [william8@nccu.edu.tw](mailto:william8@nccu.edu.tw)

Tel: +886 2 2939 3091 ext.65480 Fax: +886-2-2938-7882

Address: No.64, Sec. 2, Zhinan Rd., Wenshan Dist., Taipei City 11605, Taiwan

National Chengchi University  
International MBA Program New Student Information Form

Name	Birth date		MM/DD/YY				Attach Recent Photograph (2x2)
Gender	Citizen ID#						
Mailing Address (in Chinese if available)							
Contact Information	(O): Fax: E-Mail:	(H): Cell:					
Previous Education	School: Major: Degree:	Graduation Year/Month:					
Current Employment	Company Name						
	Job Description						
	Title		Department				
Gross Revenue of Company (optional)			Total Number of Employees				
History of Full time Work Experience	Company Name	Job Title	Length of Stay		Job Description		
			yrs	mon			
			yrs	mon			
			yrs	mon			
Total post-baccalaureate Work Experience	Years		Months				
Evidence of English Ability	TOEFL	GMAT/GRE	Other				

## PERSONAL DATA FORM

NATIONAL CHENGCHI UNIVERSITY, COLLEGE OF COMMERCE, IMBA PROGRAM

### PERSONAL INFORMATION

Name on passport \_\_\_\_\_  
(last) (middle) (first)

Nickname \_\_\_\_\_

Birthplace .....

### TESTING INFORMATION

#### -GMAT/GRE

Test date (MM/DD/YYYY): .....

Please list your GMAT score: .....

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#### -TOEFL

Test date (MM/DD/YYYY): .....

Please list your TOEFL score: .....

.....

#### -Other Evidence of English Proficiency

Name of Document: .....

Evaluation Criteria: .....

Test score: .....

Test date (MM/DD/YYYY): .....

### ACADEMIC INFORMATION

List all colleges (most recent first), graduate, and professional schools attended regardless of whether a degree was obtained.

Institution	Degree Awarded	Enrollment Period		Major	Date Conferred or Expected
		From	To		

What was your GPA of your undergraduate study? \_\_\_\_\_ What was your GPA of your post-baccalaureate degree (if applicable)? \_\_\_\_\_

If GPA is not available, please indicate the grade scale of your undergraduate study and your score. \_\_\_\_\_

Have you ever studied or worked other than in your own country? If so, where? \_\_\_\_\_

Languages in which you are capable of doing business? \_\_\_\_\_

Speaking? \_\_\_\_\_ Reading? \_\_\_\_\_

### CERTIFICATES

List the professional licenses or certificates you hold

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### EMPLOYMENT HISTORY

Total months of full-time work experience from month of undergraduate graduation to month you would start the IMBA program \_\_\_\_\_

Please describe the 3 most recent full-time post-baccalaureate positions you have held (list your present or most relevant job first). Do not leave this section blank.

I. Company \_\_\_\_\_ Job Title \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Full-time  Other, please specify \_\_\_\_\_

Responsibilities \_\_\_\_\_

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Accomplishments \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

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II. Company \_\_\_\_\_ Job Title \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Full-time       Other, please specify \_\_\_\_\_

Responsibilities \_\_\_\_\_

Accomplishments \_\_\_\_\_

Reason for leaving \_\_\_\_\_

III. Company \_\_\_\_\_ Job Title \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Full-time       Other, please specify \_\_\_\_\_

Responsibilities \_\_\_\_\_

Accomplishments \_\_\_\_\_

Reason for leaving \_\_\_\_\_

### ACTIVITIES AND AWARDS

List your community and extracurricular collegiate activities in the order of their importance to you.

Activity	Dates	Office held, if any	Time required per week

List any awards, honors, certifications or other forms of recognition (academic, community, military, etc.) you have received.

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## ESSAYS

Please complete the required essay, then choose and respond to two additional questions from the numbered essay options. Double-space your responses and use a minimum font size of 10. Please limit your answers to the designated number of words. Please clearly label 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 words maximum)

## DECLARATION

I certify that the information which I have provided on this application is complete and correct, and that the essays have been written by me. I understand that any misrepresentation or omission may be caused for denying admission or permission to register at any time. I agree to abide by all rules and regulations that are now, or may in the future be, in force at the University. I understand that Chengchi University reserves the right to deny admission or permission to register anyone whom it considers not qualified and to require withdrawal of any student at any time for any reason it considers sufficient, including scholarship, character, and personal conduct. I understand that any items submitted to NCCU in conjunction with this application become the sole property of the IMBA Program and will not be returned.

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Signature

Date

## RECOMMENDATION FORM

NATIONAL CHENGCHI UNIVERSITY, COLLEGE OF COMMERCE, IMBA PROGRAM

### TO THE APPLICANT

Please type or print your name

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LAST

FIRST

MIDDLE

Please give this form to the person who is to complete this letter of recommendation. Please ask your recommender to scan the complete form in PDF format and upload to the University website on their own. It may be helpful for you to indicate to this person the timeframe for completion; this form must be included in the complete application package in order for you to be considered for admission. This letter of recommendation will not become a part of your permanent record.

### TO THE RECOMMENDER

The person named above is applying for admission to National Chengchi University's International MBA Program in Taipei, Taiwan. The Admissions Committee places a great deal of importance on the statements made by recommenders. Your specific comments on the applicant's attributes and abilities provide the committee with a balanced view from which to evaluate the candidate. We realize this requires considerable time and effort on your part, and we greatly appreciate your contribution to our admission process.

This recommendation will be used only for admission purposes only. This form will not become part of the applicant's permanent file, and the applicant will not have access to this or any recommendation written on his or her behalf.

Name of Recommender \_\_\_\_\_

Title and Firm \_\_\_\_\_

Address \_\_\_\_\_

How long have you known the applicant? In what context? How often do you interact? \_\_\_\_\_

What are the applicant's greatest strengths? \_\_\_\_\_

Discuss areas where the applicant could improve. \_\_\_\_\_

Comment on the applicant's leadership abilities and interpersonal skills. \_\_\_\_\_

Comment on personal motivation and initiative of the applicant. \_\_\_\_\_

Using the chart below, please rate the applicant relative to other employees whom you have known in a similar capacity.

OUTSTANDING EXCELLENT GOOD AVERAGE WEAK UNABLE  
 (TOP 2%) (TOP 10%) (TOP 25%) (TOP 50%) (LOWER 50%) TO RATE

	OUTSTANDING (TOP 2%)	EXCELLENT (TOP 10%)	GOOD (TOP 25%)	AVERAGE (TOP 50%)	WEAK (LOWER 50%)	UNABLE TO RATE
Leadership Potential						
Maturity						
Motivation and Initiative						
Analytical Skills						
Intellectual Ability						
Creativity						
Ability to Work Well with Others						
Oral Communication Skills						
Written Communication Skills						
Time Management Skills						
Personal integrity						
Sense of Humor						

Overall rating of the candidate \_\_\_\_\_

Please comment on the ratings above. Feel free to make additional comments about the applicants accomplishments, managerial potential and other personal qualities. \_\_\_\_\_

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 \_\_\_\_\_  
 \_\_\_\_\_  
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May we contact you if our Admissions Committee believes it would be helpful to speak with you regarding the applicant?  Yes  No

If yes, please provide your email address and daytime telephone number.

Email \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_