

- **ADMISSION GUIDE FOR 2018 Global/SNU MBA**

1. Admission Timeline

Application Deadline and Notes		
Online Application	Feb 1st ~ Mar 23rd, 2018 (by 4 p.m.)	* Register online
Supporting Document Submission	Feb 1st ~ Mar 23rd, 2018 (by 4 p.m.)	* The required documents must arrive at the Graduate School of Business before the deadline. * Applicants must have already completed the online application.
TEPS Special Test	Mar 15th, 2018 (at 2 p.m.)	* The test venue: SNU Language Education Institute located in campus * Applicable only to those who do not have the required English Test Score * Applicants who take TEPS special test need to apply by March 12th.
Early Decision & Interview Announcement for Regular Admission** Final Decision Announcement for International Admission**	April 20th, 2018 (at 3 p.m.)	* GSB website (http://gsb.snu.ac.kr) * Results will be posted on the SNU website http://admission.snu.ac.kr
Interview	May 1st, 2018	* By invitation only
Final Decision Announcement for Regular Admission	May 18th, 2018	* Results will be posted on the SNU website http://admission.snu.ac.kr
Registration	June 18th ~ June 21st, 2018	

* The schedule is subject to change.

2. Application Types

For the MBA admission process, prospective students can apply via the regular or international application. Please refer to the table below for the differences between the two..

Application Type	Number of Students	
	Regular Application	International Application
Global MBA	30	To be determined
SNU MBA	70	35 max.
Total	100	

- Applicants may ONLY apply to either Global MBA or SNU MBA.
- The number of slots for international students is yet to be determined by the admissions committee.

3. Eligibility for Application

A. Regular Application

- All applicants are required to have bachelor's degree.
(The bachelor's degree must be validated as of August 31st, 2018)
- All applicants are required to have English proficiency test score.
- SNU MBA: Required scores are TEPS 664 or TOEFL IBT 94 or TOEIC 825 taken within 2 years from the admission deadline which is March 23rd, 2018.
- Global MBA: Required scores are TEPS 701 or TOEFL IBT 99 or IELTS (Academic) 6.5 taken within 2 years from admission deadline which is March 23rd, 2018
- * Applicants are exempted from submitting English test scores, ONLY if s/he acquired his/her bachelor's degree or higher from an English-speaking countries

B. International Admission

Prospective students who regard themselves as international applicants must satisfy either one of the given requirements below;

- 1) The applicant, as well as the parents, are NOT citizens of Korea.
- 2) Applicant who received entire elementary, secondary and university education outside of Korea.

Requirements are as below;

All international applicants are required to hold bachelor's degree
(The bachelor's degree must be validated as of August 31st, 2018.)

- All applicants are required to have English proficiency test score.
 - SNU MBA: Required scores are TEPS 664 or TOEFL IBT 94 or TOEIC 825 taken within 2 years from the admission deadline which is March 23rd, 2018.
 - Global MBA: Required scores are TEPS 701 or TOEFL IBT 99 or IELTS (Academic) 6.5 taken within 2 years from admission deadline which is March 23rd, 2018.

* Applicants who have received Bachelor's or higher degree from English speaking countries or who have worked at least three years in English speaking countries are exempted from submission of English proficiency test scores

4. Admission Criteria

- 1) Applicants are selected by the admission criteria of GSB.
- 2) In case applicants have the same scores, separate criteria set by GSB shall be applied.
- 3) GSB will not admit any applicants who do not meet the academic criteria.
- 4) Submitting GMAT or GRE score is highly recommended.
- 5) Score Details

		Step 1 Document Screening	Step 2 Interview**	Total
Regular Admission	Early Decision	100	-	100
	By interview	100	100	200

	Step 1	Step 2 Interview**	Total
	Document Screening		
International Admission***	200	-	200

* Document Screening: academic accomplishments, job experiences, recommendation letters, essay and English proficiency

** Interview: interview will be conducted solely by invitation of the admissions committee on scholastic aptitude, managerial qualities, the ability to take English courses, etc.

*** International applicants may be requested of video or phone interview by the admissions committee.

6) Selection Process

a) Step 1 (Document Screening)

- (i) Early decision: About 30% of the applicants are admitted early based on the results of document screening.
- (ii) The number of candidates who advance to the interview is two fold of the final admissions.
- b) Step 2 (Interview)
- Admissions are decided on the basis of the combined results of document screening and the interview (except the number of those admitted early).
- c) In case of vacancy, additional applicants are admitted based on the combined results of Step 1(Document Screening) Step 2(Interview) after individual notifications.
- d) Admitted Applicants
 - ① Those admitted early
 - ② Those selected through the interview
 - ③ Those admitted additionally in case of vacancy

B. International Admission

- Final decision will be made exclusively depending on document screening by the Admissions Committee.
- International applicants may be requested of a video or phone interview by the Admissions Committee.

5. Required Documents

Required Documents	Regular Admission	International Admission	
		*Category1	*Category2
1 Application form	O	O	O
2. Transcripts and graduation certificates (You must submit official transcripts and graduation certificates from all the colleges and universities you have attended.)	O	O	O
3. Two Letters of Recommendation (must be sealed) (Form Download)	O	O	O
4. Essay (Personal statement and study plan) (Form Download)	O	O	O

Required Documents	Regular Admission	International Admission	
		*Category1	*Category2
5. Certificates of work experience (if available)	O	O	O
6. Resume (Form Download)	O	O	O
7. English Proficiency Test Score TOEFL, TEPS, or TOEIC taken within two years from March 25 th , 2017 (GMAT, GRE are optional.)	O	O	O
8. A copy of the applicant's passport & Copies of both parents' passports	X	O	X
9. Official documents indicating parent-child relationship between the applicant and his/her parents	X	O	X
10. Certificate of Facts concerning the Entry and Exit (issued by the Korea Immigration Office)	X	X	O
11. Official transcripts or certificates of graduation from all school you have attended since elementary school	X	X	O
12. Financial Certification (Form Download)	X	O	X

* Category 1 : The applicant, as well as the parents, are NOT citizens of Korea.

** Category 2 : Applicants who have completed elementary, secondary and university education outside of Korea.(16-year education)

※ **Korean citizens who hold dual citizenship are considered as "Applicants of Korean Origin."**

※ If the applicant is supported by his/her corporate company, he/she is required to submit the corporate sponsorship verification. ([Form Download](#))

※ All documents must be either in English or Korean. Documents in other languages should be accompanied by notarization in English or Korean.

※ Original documents should be submitted. However, should they be unavailable, copies must be authorized by the originating institution.

※ Please submit the application materials in the order as listed above.

1. Online Application Form

After completing the application online, please print out the application and put it together with other document. Please make sure that your online application is completed only after paying the application fee (□75,000).

2. Transcripts and Graduation Certificates

You must submit official transcripts and graduation certificates from all the colleges and universities you have attended.

3. Two letters of Recommendation

You can download the letter of recommendation form from GSB website. You must obtain two recommendations. Letters are confidential, so the envelope should be sealed and signed over the seal.

4. Essay (Personal Statement & Study Plan)

All applicants are required to submit an essay. You can download the form from GSB website. The essay includes two parts: personal statement and study plan. The personal statement is an opportunity for you to introduce yourself to the school and to show your accomplishments that you felt were not fully expressed in the application documents. The study plan should state your academic goals and career aspirations.

5. Certificate of Work Experience

If you have any full-time work experience, you must submit official verifications of employment showing the dates of employment.

6. Resume

You can download the resume form from GSB website. In the resume, you can show your accomplishments and/or value you added to your company and make sure to show how much you have experienced and grown professionally over the course of your career.

7. English Proficiency

- If English is not your native language, in order to demonstrate your English proficiency, you need to submit TEPS (Test of English Proficiency developed by Seoul National University), TOEFL (Test of English as a Foreign Language), or TOEIC (Test of English for International Communication) scores.

Tests must be taken within two years prior to the admission deadline (March 23rd, 2018). If applicants do not have English proficiency test score yet, he/she may apply by March 6th, 2018 in order to take TEPS special exam that SNU Language Education Institute provides at 2 p.m. on March 15th, 2018. If he/she is willing to take the test again, the higher score will be applied in the application process.. Further information for TEPS special exam will be posted on GSB website.

6. Submitting Application

- 1) You must complete the application online first.
- 2) **Application will not be complete until the application fee is received. The application fee is ₩75,000(approximately USD 72.)**
- 3) Applicants who submit incomplete or forged documents will be automatically disqualified from the admissions process.
- 4) In order to avoid network traffic jams around the deadline; please complete the application in advance.
- Once applicants complete the online application, print out the completed application and the application checklist. Please mark and place the application checklist in front of the application packet with the checklist on top, please put the application materials together in the order. Submit your application packet **in person or via registered airmail by March 23rd, 2018** to the following address
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- **MBA Admissions Office**
Graduate School of Business
Seoul National University
LG Building (59-dong), Room # 205

Gwanak-ro 1, Gwanak-gu

Seoul, Korea 08826

☎ 82-2-880-2551, 1334

- The admissions staff reserves the right to require additional documents from the applicant, should there arise a need to verify the authenticity of submitted materials. Please do not send your application materials by fax.

9. Admission Policies

- A. Applicants should apply to one program: either Global MBA or SNU MBA. If they apply to both, they will be disqualified from the admissions.
- B. Applications must be submitted online by **4 p.m. of March 23rd, 2018(Fri)**.
- C. Required and related documents must be submitted in person or via registered airmail by **5 p.m., March 23rd, 2018(Fri)**.
- D. Admissions Committee will not consider any additional materials or changes once the application has been submitted.
- E. Submitted documents become property of SNU and will not be returned to the applicants. The application fee is non-refundable.
- **F. Korean citizens who hold dual citizenship are considered as "Applicants of Korean Origin."**
- G. Applicants are responsible for ensuring that all the information and accompanying materials provided in connection with their application are authentic and accurate. If any of them has been forged or contains false information, admission may be nullified.
- H. The scores of the entrance exam shall be kept confidential.
- I. All applicants are expected to visit GSB website (<http://gsb.snu.ac.kr>) on a regular basis to check announcements and notices.
- J. Announcement of additional admissions is given individually via phone. GSB shall not be liable for any disadvantages arising from applicants not being able to be reached.
- K. Due to the high volume of applications, we are unable to notify unsuccessful applicants individually.