The following guide was prepared by the Bryan School Graduate Recruitment Team for applicants of master’s and certificate programs to assist them with the application process.

Please note that all master’s and certificate graduate programs are on rolling admissions. Applicants typically receive an admissions decision within 2-4 weeks of submitting their complete online application (including all supplementary materials), however the process may take longer depending on the volume of applications.

A Note from the Grad Recruiters...
We recommend completing the online application in the order that the questions appear. Some questions on the application will vary based on the answers you provided in previous questions.

Information Resources
- Graduate Program Webpages
- Your Support Team
- Bryan School Graduate Program Directors

Application Process Overview
- Create an Account
- Create an Application
- Academic History
- Transcripts
- Additional Information
- North Carolina Residency

Supplementary Materials
- Test Scores
- English Language Proficiency
- References
- Personal Statement
- Résumé
- Portfolio Video (MBA Applicants Only)

Submitting Your Application
- Reference Updates
- Application Changes

BRYAN GRADUATE CONNECTIONS
Connect with our graduate recruiters at these upcoming events:
- Virtual Information Sessions
- Application Webinars
- Finance & Funding Webinars
- Online Course Previews
- Virtual GMAT Prep Courses
- One-on-One Meetings
- Virtual Drop-In Sessions

Have questions? Contact our graduate recruitment team.
bryangrad@uncg.edu | Schedule a Phone Call | Text Us: 1-336-664-8224
INFORMATION RESOURCES

The following information resources should be referenced throughout the admissions process.

Bryan Graduate Program Webpage
Visit bryan.uncg.edu/programs and select your program of interest.

Graduate School Application Guide
Visit grs.uncg.edu/prospective/guide
The UNC Greensboro Graduate School Office processes applications and supporting documents and facilitates the application review process for over 150 graduate programs at UNC Greensboro. They’ve created a general online application guide for all graduate programs.

International Student Application Guide
Visit grs.uncg.edu/prospective/international-applicant
UNC Greensboro has a vibrant and diverse campus culture and is home to over 700 international students from 90+ countries. This resource contains information for international applicants.

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Your Support Team

- **UNC Greensboro Graduate School Admissions Office** (gradinquiry@uncg.edu)
  Verifies application documents, processes document waivers, and forwards applications to the admissions committee.

- **Bryan Graduate Programs Admissions Manager**: Courtney Mazzuca (cvmazzuc@uncg.edu)

- **Bryan School Graduate Recruitment Team** (bryangrad@uncg.edu)
  Available to help Bryan School applicants at any point in the admissions process.

Bryan School Graduate Program Directors

Program Directors lead the admissions review process for their graduate program and its respective certificate programs. Applicants should contact the Program Director for questions relating to topics such as:

- Curriculum requirements and prerequisites
- Waivers for application requirements
- Feedback on admissions decisions
- Academic advising
- Orientation dates
- Other program-specific questions

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Administrative Director
tmfernan@uncg.edu
MBA
Graduate Certificate in Business Foundations

Mr. Jess Bankhead
Program Director
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MS in Accounting
Graduate Certificate in Taxation

Dr. Vladislav Maksimov
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MS in International Business
Graduate Certificate in Global Leadership and Strategy

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Dr. Jin Su
Program Director
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MS in Retail Studies
Graduate Certificates in Global Fashion Industry Management Retail Consumer Data Analytics Retail Merchandising Management

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APPLICATION PROCESS OVERVIEW

Login / Create an Account
Visit gradapply.uncg.edu/apply

Returning users: Click Login
First-time users: Register for an account

• Click Create an Account
• Add your details to register for an account and click Continue

After clicking Continue, you will receive a temporary PIN via email.

• Enter your temporary PIN and birth date
• Click Login

After you Login, you will need to set a password.

• Enter and confirm your new password
• Click Set Password

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bryangrad@uncg.edu | Schedule a Phone Call | Text Us: 1-336-664-8224
Create an Application

- Click Start New Application
- Click Create Application
- Select Application Type

Note: The application for each calendar year will not open until the previous calendar year application has closed (ex. Spring 2024 applications will not open until Fall 2023 applications close). Applicants may update their planned enrollment term, however program applications and requirements may change from year to year.

Complete the Personal Background Section
- Click Continue

Select your Degree Program
- Use the drop-down arrow to select the Degree Level and Program
- Use the drop-down arrow to select Part-Time or Full-Time.

If your program offers concentrations, you may select your planned concentration in this section; however, most programs allow applicants to update their concentration selection once they’ve enrolled in the program.

A Note from the Grad Recruiters...

Visit the Admissions section of your graduate program’s webpage for their official application deadline and admissions requirements (linked from page 2 of this guide).

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Academic History

Add an entry for every post-secondary institution you have attended.

- Click **Add Institution** and begin typing the name of your institution.
- Select your institution from the search results. The system will automatically identify your school’s location and CEEB code.
- Enter your dates of attendance and degree information.
- Click **Choose File** to upload a PDF of your transcript.

UNC Greensboro Students & Alumni: UNC Greensboro students and alumni do not need to upload or request their transcripts. The Graduate Admissions Office will retrieve and upload them for you.

Which transcripts to include?

- Any college or post-grad coursework *(unless the coursework was transferred to another school where a degree was conferred)*
- Bachelor’s degree and any other advanced degree

For Application Review:

- Unofficial transcripts are acceptable *(Student dashboard views should not be used)*

For Enrollment:

- Official transcripts are required

**International Students:**
If your school’s name does not appear in the search results, see the red help text on the pop up screen.

**Submission Options:**

- Upload via application portal.
- Email to gradinquiry@uncg.edu
- Mail to Graduate School Office

The Graduate School
UNC Greensboro
270 Mossman Building
1202 Spring Garden Street
Greensboro, NC 27412

**International Students:**
Visit the graduate school’s international student application guide *(linked on page 2 of this document)* for more information about transcript evaluation requirements and US bachelor’s degree equivalencies.
Additional Information

Continue your application by providing additional information for:

- Graduate Assistantship Interest
- Emergency Contact Information
- Military Affiliation & Service
- North Carolina Residency
- Visa Status (for international students)

North Carolina Residency

At UNC Greensboro an applicant’s tuition rate is determined by their residency.

- If you claim to be a North Carolina resident, you will be asked to visit ncresidency.org to obtain a Residency Certification Number (RCN) and enter it within the online application.

For more information about the process of establishing residency in North Carolina, visit the Residency Determination Service (RDS) website: ncresidency.cfnc.org/residencyinfo

Decisions regarding residency are made by RDS, and questions should be directed to their office.

International Students:

In most cases, the Out-of-State tuition rate applies to international students.

Many international students ask “How can I be considered a North Carolina resident?” The answer is complicated. If an international student is a permanent resident alien (has a green card), then he/she may be considered for in-state tuition under the same considerations as any other student. If a student is present in the United States under some visa programs (e.g., F-1 student visa, B-1 visitors visa), he/she will never be considered a North Carolina resident. Some visa programs, however, permit a possibility of obtaining North Carolina residency.

Residency Determination Service Call Center

Monday - Thursday (8:00 am - 6:00 pm EST)
Friday (8:00 am - 5:00 pm EST)
Email: rdsinfo@ncresidency.org

Toll-free Student Number: (844) 319-3640
Local Student Number: (919) 835-2290
Fax number: (919) 835-2427
SUPPLEMENTARY MATERIALS

Test Scores
- Click Add Test to add your test scores (if applicable)

GRE/GMAT
Visit the Admissions section of your graduate program’s webpage (linked on page 2 of this document) for their test requirements and waiver opportunities.

Please note that although some programs do not require the GRE/GMAT, the test scores section will show for all applicants. Applicants may choose to upload a test score even if a test score is not required by their program.

A Note from the Grad Recruiters...
GRE/GMAT scores are NOT required for the following programs:
- MBA
- MS in International Business
- Graduate Certificates

However, some applicants may choose to upload a score.

Why upload a GRE/GMAT Score?
Including a test score can help demonstrate academic capability, especially for applicants with a low GPA and little work experience.

English Language Proficiency (ELP)
Acceptable ELP test scores are required for non-native English-speakers.

Applicants eligible for an ELP test waiver do not need to upload a score and may proceed to the next screen.

If you believe you qualify for an ELP test score waiver, proceed with submitting your online application. The graduate admissions staff will follow up with you if additional information is needed.

See the Graduate School’s international application guide (linked on page 2 of this document) for more information on score requirements and waiver options.

International Students:
The most popular ELP waiver categories are for applicants who meet one or more of the following:
- From a country where English is recognized as the primary, official language.
- Have a degree or certificate from a U.S. regionally accredited university.
- Graduated from a non-U.S. college/university where English was the primary language of instruction.
References & Letters of Recommendation

References are required for most graduate programs and are handled entirely within the online application portal.

A Note from the Grad Recruiters...
Before entering your recommenders’ contact information, we recommend reaching out to them to ask if they’re willing to be a reference for you.

You will also need to gather the following information for each reference:
- First and last name
- Organization/company name
- Relationship to you
- Position/job title
- Telephone number
- Business/company email address

- Click Add Recommender
- Enter their contact information
- Click Send to Recommender

NOTE: Printed, mailed, or hand-delivered recommendations are not accepted.

Applicant enters contact information for references
Use their business email address if possible

System notifies references
Letters should be on school or company letterhead if possible

References upload their letters
Applicants will be notified as reference letters are submitted

MBA Program Applicants: Instead of a letter of recommendation, your references will be asked to respond to an online survey about you.

A Note from the Grad Recruiters...
Who should you ask to recommend you?
- Current or former supervisor
- Teacher or academic advisor
- Volunteer supervisor
- Student group advisor
- Current or former client

Note: Recommenders should not be personal friends, relatives, faith leaders, etc. unless they have supervised you.

It may help to provide them with your resume and a list of suggested reference topics such as:
- How they know you and the nature of your relationship
- Why they would recommend you for a graduate program
- How your education would benefit their company / organization (if applicable)

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Personal Statement

The Bryan School of Business and Economics does not conduct interviews for graduate program admission. Therefore, your personal statement provides the admissions team with the opportunity to learn more about you, your motivations for applying to the program, and your academic and professional journey.

Most programs do not have a standard format for the personal statement, however the Graduate Recruitment Team recommends the following:

- 2 pages, single-spaced, 1” margins, 12 point font, with an extra space between paragraphs
- Proofread your statement and have someone else also proofread it
- Your personal statement should be specific to the graduate program for which you are applying

A Note from the Grad Recruiters...

Make it easy for the reviewers to understand why you are choosing this program and how it can benefit you in the future.

Before you begin writing your personal statement:

- Research the graduate program and the Bryan School including:
  - Rankings, mission statement, and values
  - Faculty, students, and alumni
  - What is unique about the program?
- Ask yourself why the school is a good fit for you
- Consider what you can gain from the graduate program

Suggested Topics:

- Obstacles you overcame or problems you solved
- Lessons you’ve learned
- Example of when you took initiative to improve a process or outcome
- What inspires and drives you each day?
- Fill in gaps and explain other parts of your application

MBA Program Applicants: Your personal statement should address the specific writing prompts found within the online application.

Résumé

Most programs request a résumé as part of the online application, but there is no standard format.

A Note from the Grad Recruiters...

The Bryan School Graduate Recruitment Team recommends:

- Sharing your academic history and professional experience
- Including any related coursework, organizations, awards, leadership experience, and skill set.
- Don’t be afraid to brag about yourself!

Digital Portfolio (MBA Applicants Only)

Create a single-take video (not professionally produced or edited) of 60 seconds or less “introducing yourself to your future classmates.”

- Click Select Files
- Select your file and click Open
- Click Start Upload

See the online application for specific upload and formatting instructions.
SUBMITTING YOUR APPLICATION

Campus Safety

To maintain a safe learning community, all applicants are asked questions about their disciplinary and criminal background. Review each question carefully and respond accordingly.

- Click Yes or No to each question
- Click Continue

Signature

Review the graduate program application statements and type your name.

Review

Required questions missing a response will be displayed in red. You will be unable to submit your application until they are resolved.

Potential errors with your application are displayed in orange and are only warnings/reminders of any non-required questions missing a response. You may still submit your application.

Application Fee

Your application won’t enter the review process until all supplementary documents are received, waivers are processed, and your application fee is paid.

The Bryan School hosts monthly Virtual Information Sessions for individuals interested in learning more about our master’s and certificate programs. During these sessions, attendees meet with faculty and current students while learning about program benefits, curriculum details, plans of study, admissions requirements, and more! Virtual Information Session attendees also receive an application fee waiver.

To register for an upcoming session, visit go.uncg.edu/bryangrad.

NOTE: Application fee waivers will be processed after all supporting documents are received. If you’ve earned an application fee waiver, the Graduate Recruitment Team recommends waiting to submit your application until all supplementary documents have been submitted. Please allow up to 1 business day for your application fee waiver to be processed.

After Submitting Your Application

Reference Updates

After submitting your application, you can remind, change, or update your references by logging into your application portal and clicking Recommenders (located at the bottom of the page).

Application Changes

You can also update your personal information, program, or application term by completing the change request form located within your application portal.

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