

ONLINE APPLICATION GUIDE

For Bryan School Graduate Programs



UNC
GREENSBORO
Bryan School of
Business and Economics

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, therefore your complete application will be reviewed within approximately 2-4 weeks of being submitted.

Before submitting your application, we recommend referencing the program-specific section of this guide for any additional application requirements.

Grad Recruiter Tip:

We recommend completing the online application in the order that the questions appear, because some questions on the application will vary based on the answers you provided in previous questions.

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Have questions? Contact our graduate recruitment team.

bryangrad@uncg.edu | [Schedule a Phone Call](#) | [Text Us: 1-336-664-8224](#)

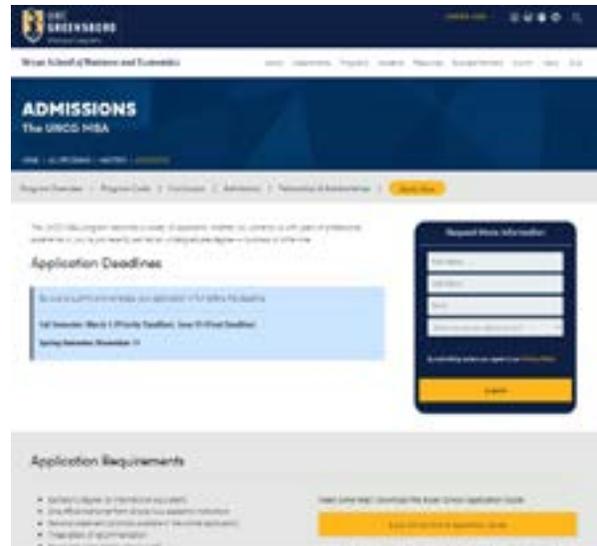
INFORMATION RESOURCES

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

Graduate Program Webpage



Visit bryan.uncg.edu/programs and select your program of interest.



Click the Admissions tab on your program's webpage for application-specific information.

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 program applicants.

International Student Application Guide



Visit grs.uncg.edu/prospective/international-applicant & intladmissions.uncg.edu

UNC Greensboro has a vibrant and diverse campus culture and is home to over 700 international students from 90+ countries. These resources contain information for international applicants.

Staff Resources

- UNC Greensboro Graduate School Admissions Office (gradinquiry@uncg.edu)
Verifies application documents, processes document waivers, and forwards applications to the admissions committee.
- 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
- Waivers for application requirements
- Feedback on applications decisions
- Academic advising
- Orientation Dates
- And other program-specific questions.



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Administrative Director
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MBA
Graduate Certificate in
Business Foundations



Amanda Cromartie
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MS in Accounting
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MS in International Business
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Dr. Dora Gicheva
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MA in Applied Economics
MA/PhD in Economics
Graduate Certificates in
Economics of Health Analytics
Quantitative Business
Economics



Apoorva Patipati Ramesh
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MS in IT & Management
Graduate Certificates in
Business Analytics
Cyber Security
IT Development
IT Management
Enterprise Resource Planning
Supply Chain Management



Dr. Tu Watchravesringkan
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MS in Retail Studies
Graduate Certificates in
Global Fashion Industry
Management
Retail Consumer Data Analytics
Retail Merchandising

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APPLICATION PROCESS OVERVIEW

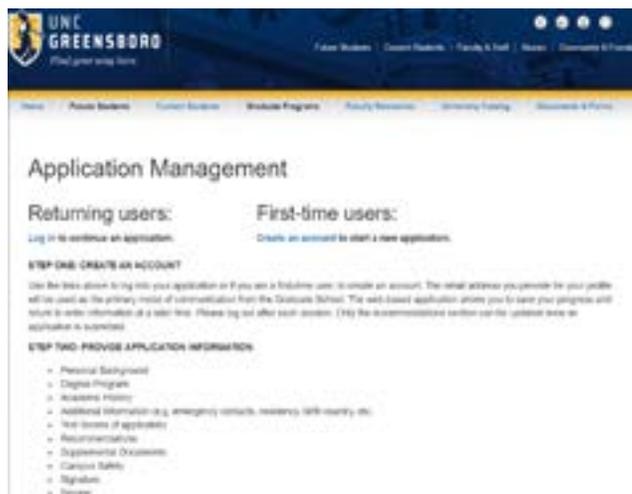
Login / Create an Account

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**



Create an Application

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

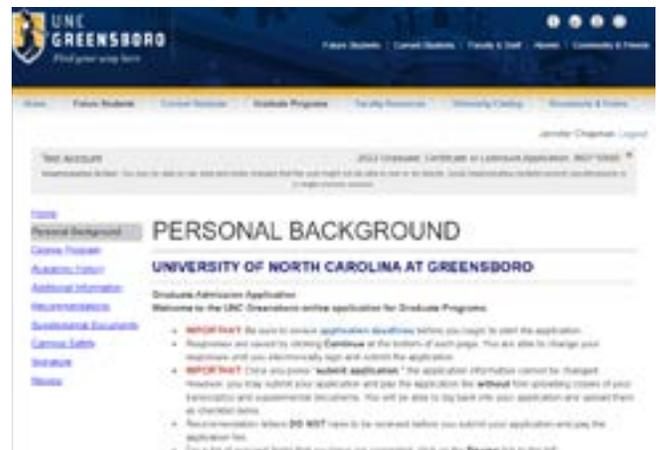


Note: The application for each calendar year will not open until the previous calendar year application has closed (ex. Spring 2023 applications will not open until Fall 2022 applications close).

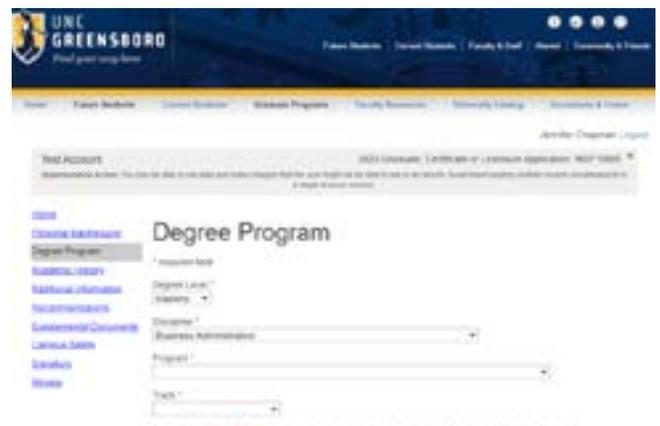
Grad Recruiter Tip:

Visit the Admissions section of your graduate program's webpage for their official application deadline and admissions requirements.

- Complete the **Personal Background**
- 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**.



Academic History

Add an entry for every Academic 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.

International Students:

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

- Click **Choose File** to upload a scanned copy 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



Submission Options:



UNC 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 evaluations and US bachelor's degree equivalencies. Contact the Director of International Recruitment directly at globalgrad@uncg.edu.

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*)

The screenshot shows the 'Additional Information' section of the UNC Greensboro application portal. The page includes a navigation menu at the top with links for Home, About Us, Admissions, Academic Programs, Faculty & Staff, News, and Community & Events. Below the navigation is a user profile section for 'Jovita Chamer' with a 'Logout' button. The main content area is titled 'Additional Information' and contains several questions with radio button options:

- Are you a current UNC Greensboro Faculty or Full-time Staff Member? (Yes/No)
- Are you a Full-time Student? (Yes/No)
- Are you interested in an assistantship? (Yes/No)

Below these questions is a section for 'Emergency Contact Information' with fields for First Name, Last Name, and Relationship Type.

North Carolina Residency

UNC Greensboro is a public university, therefore an applicant's residency determines their tuition rate.

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.

The screenshot shows the 'North Carolina Residency' section of the RDS website. It includes a heading 'North Carolina Residency' and a paragraph explaining that residency for tuition purposes determines in-state or out-of-state status and may impact admission, tuition, scholarship, or financial aid eligibility. Below this is a section for 'Do you claim to be a North Carolina Resident for tuition purposes?' with radio button options:

- Yes - I claim to be a North Carolina resident for tuition purposes.
- No - I do not claim North Carolina residency for tuition purposes. I understand I will be charged the non-resident tuition rate if enrolled at a North Carolina state-supported institution.

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 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)

Toll-free Student Number: (844) 319-3640

Local Student Number: (919) 835-2290

Fax number: (919) 835-2427

Email: rdinfo@ncresidency.org

Have questions? Contact our graduate recruitment team.

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English Language Proficiency (ELP)

This section will appear under Additional Information for non-native English speakers.

- Indicate whether you would like to be considered for **Conditional Admission**

Only select Conditional Admission if you **do not** meet the minimum ELP requirements or waiver categories.

The screenshot shows the 'English Language Proficiency' section of an application form. It lists acceptable ELP test scores for direct admission, including TOEFL iBT (with a COVID-19 special score report), IELTS 6.5 Band Score, Duolingo English Test DET 119, IELTS 112, Kaplan English Advanced Level, and PTE Academic 67. It also lists exemptions from the ELP, such as UNCG School of Education (SOE) Global Pathway Program Level III, successful completion of INTERLINK Level 5/11 Level 12 Online Program, and successful completion of the American Language Academy Level 5. A note states that ELPs must not be more than 2 years old from the date of application submission.

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 for their test requirements and waiver opportunities.

Applicants may choose to upload a test score even if a test score is not required by their program.

The screenshot shows the 'Test Scores' section of an application form. It provides instructions on how to add test scores, including a link to the 'Add Test' button. It also includes information about non-native English speakers and the requirement to provide an official score report for conditional admission. A table at the bottom shows a list of test scores with columns for 'Date' and 'Test'.

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. Test waivers will be applied after submission.

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

Grad Recruiter Tip:

GRE/GMAT scores are NOT required for the following programs:

- MBA
- MS in International Business
- MS in Retail Studies
- Graduate Certificate

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.

Recommendations

Letters of recommendation are required for most graduate programs and are handled entirely within the online application portal.

Before entering your recommenders' contact information, reach out to them to ask if they're willing to be a reference for you. Gather the following information for each reference:

- First and last name
- Organization/Company name
- Position/Job Title
- Relationship to you
- Telephone number
- Email address

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

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

Grad Recruiter Tip:

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.*

1. Request their permission to provide a reference
2. Gather their employment and contact information
3. Provide them with your resume and a list of suggested reference topics

Suggested Topics for References:

- How well do you know the candidate and what is the nature of your relationship?
- Why would you recommend this person for a Bryan School graduate program?
- How will their education benefit your organization *(if applicable)?*

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.

There is no standard format for the personal statement, however the Graduate Recruitment Team recommends the following:

- 2 pages, single-spaced with 1" margins on all sides using a standard 12 point font and added 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

Grad Recruiter Tip:

Make it easy for the department 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 AND what you can offer the 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 these five prompts within the word limits noted:

1. What do you hope to gain through the MBA experience and degree at this point in your career and life? (200 words)
2. When would an MBA have been helpful in your previous endeavors? Describe one or more situations you have been in where an MBA would have been helpful or made a positive difference. (150 words)
3. What draws you specifically to the UNCG-Bryan MBA rather than other programs? (150 words)
4. What would you bring to the learning community of UNCG and the Bryan School? How have you strengthened or enhanced other institutions, organizations, or firms (provide specific examples)? (200 words)
5. How do your individual qualities fit with business, management, and leadership? (350 words)

Digital Portfolio (MBA Applicants Only)

Create a single-take video (not professionally produced or edited) of 60 seconds or less

“Introduce yourself to your future classmates”

This is an opportunity to bring your story to life. Use the video to bring context to your application. The committee wants to better understand your presence, your passion, and your interests. Applicants are recommended to include their experience and why they chose UNCG to pursue an MBA. Choose your words and setting to help us better know who you are.



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

Résumé

There is no standard format for the required résumé. The Bryan School Graduate Recruitment Team recommends the following:

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

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.

