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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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.

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.

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

**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.

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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

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.

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: rdsinfo@ncresidency.org
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.

**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.

**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

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

Grad Recruiter Tip:
Who should you ask to recommend you? Note: Recommenders should not be personal friends, relatives, faith leaders, etc.
- Current or former supervisor
- Teacher or academic advisor
- Volunteer supervisor
- Student group advisor
- Current or former client

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.

Have questions? Contact our graduate recruitment team.

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