

Mastering Your MBA Program Application

*If you have any questions throughout the webinar,
please contact me at cvmazzuc@uncg.edu*



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Business and Economics

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Today's Presenters



Courtney Mazzuca
Admissions Manager
Bryan Graduate Programs

Academic Programs & Leadership



**Tuisha
Fernandes Stack**
Administrative Director



**Apoorva
Patipati Ramesh**
Program Director



**Jess
Bankhead**
Program Director



**Dr. Jin
Su**
Program Director



**Dr. Dora
Gicheva**
Program Director



**Dr. Vladislav
Maksimov**
Program Director

MBA

Graduate Certificate:
Business Foundations

**MS in IT &
Management**

Graduate Certificates:
Business Analytics
Cyber Security
Enterprise Resource
Planning
IT Management
IT Development
Supply Chain
Management

MS in Accounting

Graduate Certificate:
Taxation

MS in Retail Studies

Graduate Certificates:
Global Fashion
Industry Management
Retail Merchandising
Management
Retail and Consumer
Data Analytics

**MA in Applied
Economics**

Graduate Certificates:
Economics of Health
Analytics
Quantitative Business
Economics

**NOTE: ONLY
AVAILABLE ONLINE**

**MS in International
Business**

Graduate Certificate:
Global Leadership &
Strategy

**NOTE: ONLY
AVAILABLE ONLINE**



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Other Upcoming Events

Finance & Funding
Webinars

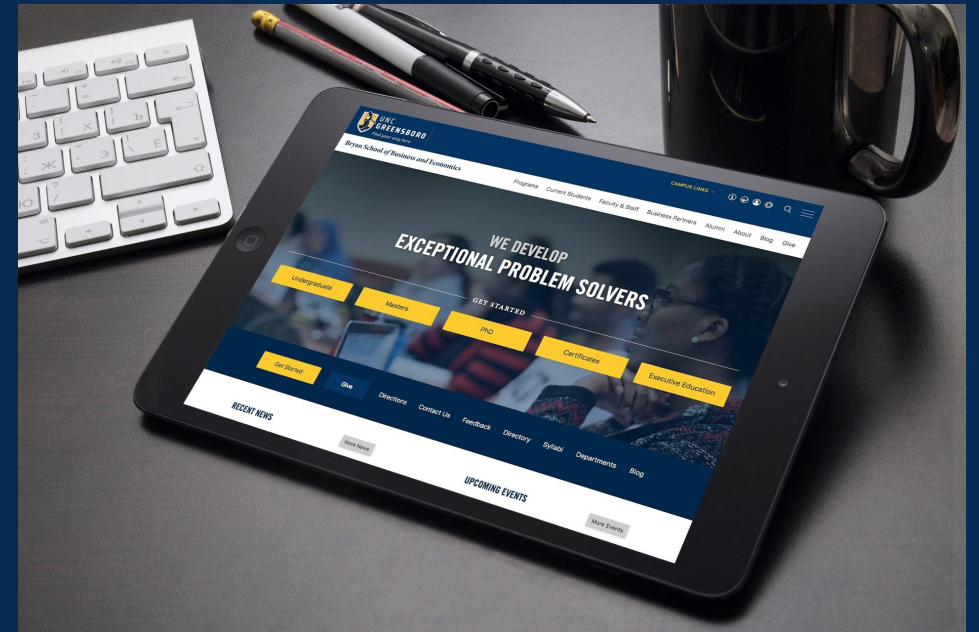
Topic-Based
Webinars

One-on-One
Meetings

Recruiter Q & A
Sessions

Attend & earn an
application fee
waiver

Virtual Info
Sessions



Register at go.uncg.edu/bryangrad



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Today's Agenda

Information Resources

Application Process Overview

Breakout Room for MBA Program

Application Components

Application Submission

Additional Tips

Q & A



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Graduate Program Webpage

AVAILABLE MASTER'S PROGRAMS

Discover the Bryan School's flexible graduate programs – with options to study online, on campus, part-time, or full-time, we want to meet you where you are.

- [MASTER OF BUSINESS ADMINISTRATION \(MBA\)](#)
On Campus and Online Options
[Learn More](#)
- [MS IN IT MANAGEMENT](#)
On Campus and Online Options
[Learn More](#)
- [MS IN ACCOUNTING](#)
On Campus and Online Options
[Learn More](#)
- [MBA / MSN IN HEALTH MANAGEMENT](#)
Online Only
[Learn More](#)
- [MS IN INTERNATIONAL BUSINESS](#)
Online Only
[Learn More](#)
- [MA IN APPLIED ECONOMICS](#)
Online Only
[Learn More](#)
- [MS IN RETAIL STUDIES](#)
On Campus and Online Options
- [BRYAN PRELUDE](#)
On Campus and Online Options

[Chat with a recruiter](#)

Select your program

Click on the Admissions Tab

MA IN APPLIED ECONOMICS
FULL TIME OR PART TIME
ONLINE ONLY

[Program Overview](#) | [Program Costs](#) | [Curriculum](#) | [Admissions](#) | [Student Ambassadors](#) | [Apply Now](#)

[Bryan School of Business & Economics](#) | [Programs](#) | [Master's Programs](#) | [MA in Applied Economics](#)

GO BEYOND DATA.

The UNCG Bryan School's MA in Applied Economics program provides you with a unique combination of economic theory, policy analysis, and data analytics skills which give you the ability to identify, understand, and solve real-world problems. You'll gain experience immersed in the same type of work that you'll do after graduation, using the same analytical software most frequently used by Fortune 500 companies and financial institutions. Working under the guidance of faculty who conduct nationally- and internationally-recognized research, you will develop a skill set highly sought after by companies, comprised of a strong foundation of economic theory, mathematics, and econometrics, as well as an understanding of the fundamentals of policy analysis.

DOWNLOAD A FACTSHEET

<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
By clicking the submit button you agree to our Privacy Policy .	
<input type="submit" value="Submit"/>	

bryan.uncg.edu/programs

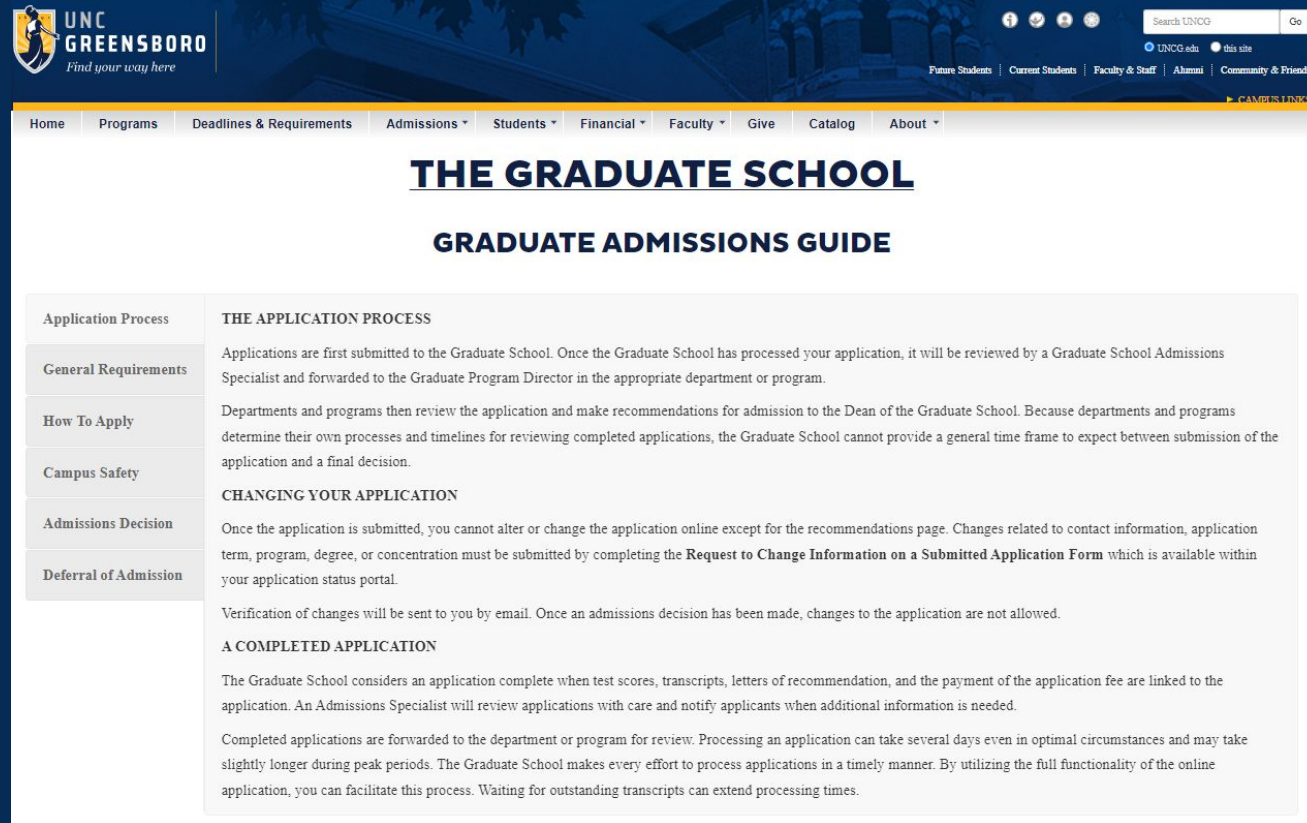


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Graduate School Application Guide



The screenshot shows the top navigation bar of the UNC Greensboro website with the logo and tagline "Find your way here". A search bar is present in the top right. Below the navigation bar, the main heading reads "THE GRADUATE SCHOOL" and "GRADUATE ADMISSIONS GUIDE". A left-hand sidebar contains a table of contents with the following items: Application Process, General Requirements, How To Apply, Campus Safety, Admissions Decision, and Deferral of Admission. The main content area is titled "THE APPLICATION PROCESS" and contains the following text: "Applications are first submitted to the Graduate School. Once the Graduate School has processed your application, it will be reviewed by a Graduate School Admissions Specialist and forwarded to the Graduate Program Director in the appropriate department or program. Departments and programs then review the application and make recommendations for admission to the Dean of the Graduate School. Because departments and programs determine their own processes and timelines for reviewing completed applications, the Graduate School cannot provide a general time frame to expect between submission of the application and a final decision." Below this, the section "CHANGING YOUR APPLICATION" states: "Once the application is submitted, you cannot alter or change the application online except for the recommendations page. Changes related to contact information, application term, program, degree, or concentration must be submitted by completing the Request to Change Information on a Submitted Application Form which is available within your application status portal. Verification of changes will be sent to you by email. Once an admissions decision has been made, changes to the application are not allowed." The final section, "A COMPLETED APPLICATION", explains: "The Graduate School considers an application complete when test scores, transcripts, letters of recommendation, and the payment of the application fee are linked to the application. An Admissions Specialist will review applications with care and notify applicants when additional information is needed. Completed applications are forwarded to the department or program for review. Processing an application can take several days even in optimal circumstances and may take slightly longer during peak periods. The Graduate School makes every effort to process applications in a timely manner. By utilizing the full functionality of the online application, you can facilitate this process. Waiting for outstanding transcripts can extend processing times."

grs.uncg.edu/guide



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International Student Information



The screenshot shows the website for the Graduate School at UNC Greensboro. The header includes the UNC Greensboro logo with the tagline "Find your way here" and a search bar. The main navigation menu includes Home, Programs, Students, Financial, Faculty, Give, Catalog, About, and Apply Now. The page title is "THE GRADUATE SCHOOL". Below the title is a large banner image of four young women in graduation gowns, with the text "International Students" overlaid. To the right of the banner are two circular buttons: "Apply Now!" and "Create Your Custom Viewbook". Below the banner, there is a paragraph of text: "UNC Greensboro welcomes graduate applicants from around the world! International applicants are defined as those who currently hold or are seeking an F1 visa or other non-immigrant visa category authorized to engage in full-time or part-time academic studies."

- English Language Proficiency (ELP), score requirements, and waiver opportunities
- Credential evaluation requirement guidelines
- Graduate Assistantships
- Funding Your Education
- And more!

grs.uncg.edu/international-applicants/

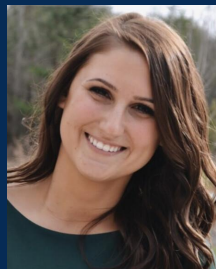
Your Support Team

- Program Manager / Director
- Graduate School Admissions Office



J. Chastain
Bryan School Specialist
jkchast2@uncg.edu

- Bryan School



Courtney Mazzuca
Admissions Manager
cvmazzuc@uncg.edu

- Graduate Recruitment Team
bryangrad@uncg.edu

MBA



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MS in IT &
Management



Apoorva
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Program Director
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MS in Accounting



Jess
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MA in Applied
Economics



Dr. Dora
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MS in International
Business



Dr. Vladislav
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MS in Retail Studies



Dr. Jin Su
Program Director
j_su@uncg.edu



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Application Components

Application Submission

Additional Tips

Q & A



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Application Process Overview



The average review time is 2-4 weeks.

All programs are on rolling admissions *by term*.

August 1

Application Opens

August 1 to December 31

Spring Application Review

January 1 to June 30

Summer and Fall Application Review



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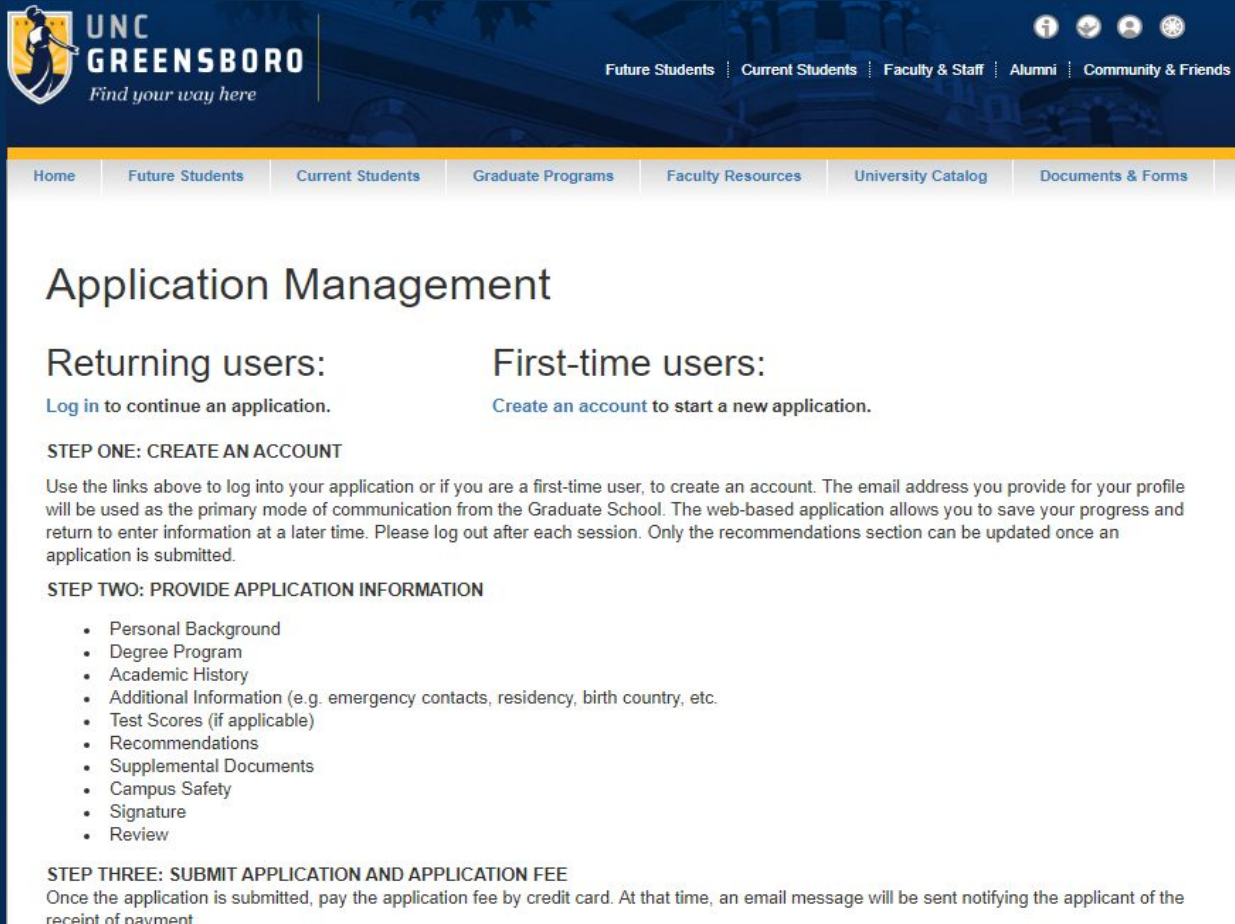


Application Components

- ❑ Online Application
- ❑ Transcripts
- ❑ Test Scores (*if applicable*)
- ❑ Work Experience
- ❑ References
- ❑ Personal Statement
- ❑ Resumé
- ❑ Digital Portfolio
- ❑ Application Fee



Creating Your Online Application



The screenshot shows the UNC Greensboro website header with the logo and navigation links: Future Students, Current Students, Faculty & Staff, Alumni, and Community & Friends. Below the header is a secondary navigation bar with links: Home, Future Students, Current Students, Graduate Programs, Faculty Resources, University Catalog, and Documents & Forms. The main content area is titled "Application Management" and contains two columns of links: "Returning users: Log in to continue an application." and "First-time users: Create an account to start a new application." Below this are three sections: "STEP ONE: CREATE AN ACCOUNT" with a paragraph of instructions; "STEP TWO: PROVIDE APPLICATION INFORMATION" with a bulleted list of items to provide; and "STEP THREE: SUBMIT APPLICATION AND APPLICATION FEE" with a paragraph of instructions.

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Find your way here

Future Students | Current Students | Faculty & Staff | Alumni | Community & Friends

Home | Future Students | Current Students | Graduate Programs | Faculty Resources | University Catalog | Documents & Forms

Application Management

Returning users: [Log in to continue an application.](#)

First-time users: [Create an account to start a new application.](#)

STEP ONE: CREATE AN ACCOUNT

Use the links above to log into your application or if you are a first-time user, to create an account. The email address you provide for your profile will be used as the primary mode of communication from the Graduate School. The web-based application allows you to save your progress and return to enter information at a later time. Please log out after each session. Only the recommendations section can be updated once an application is submitted.

STEP TWO: PROVIDE APPLICATION INFORMATION

- Personal Background
- Degree Program
- Academic History
- Additional Information (e.g. emergency contacts, residency, birth country, etc.)
- Test Scores (if applicable)
- Recommendations
- Supplemental Documents
- Campus Safety
- Signature
- Review

STEP THREE: SUBMIT APPLICATION AND APPLICATION FEE

Once the application is submitted, pay the application fee by credit card. At that time, an email message will be sent notifying the applicant of the receipt of payment.



gradapply.uncg.edu/apply




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Creating Your Online Application



Future Students | Cur

Home | Future Students | Current Students | Graduate Programs | Faculty Reso

Register

To register for an account, please enter the information requested below.


Email Address

First Name

Last Name

Birthdate

[Continue](#)




Future Students | Current Students | Faculty & Staff | Alumni | Community & Friends

Home | Future Students | Current Students | Graduate Programs | Faculty Resources | University Catalog | Documents & Forms

Jennifer Chapman Logout

Application Management

Your Applications			
Type	Status	Started	Submitted
<div data-bbox="1302 743 1760 1001"><h3>Start New Application</h3><p>Select an application type:</p><p>2024 Calendar Year (Fall/Spring/Summer)</p><ul style="list-style-type: none">2024 Graduate, Certificate or Licensure Application2024 Non-Degree & Visiting Students Application2024 Joint Social Work Program<p>Create Application Cancel</p></div>			

[Start New Application](#) 

Personal Background

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PERSONAL BACKGROUND

UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

Graduate Admission Application

Welcome to the UNC Greensboro online application for Graduate Programs.

- **IMPORTANT:** Be sure to review [application deadlines](#) before you begin to start the application.
- Responses are saved by clicking **Continue** at the bottom of each page. You are able to change your responses until you electronically sign and submit the application.
- **IMPORTANT:** Once you press "**submit application**," the application information cannot be changed. However, you may submit your application and pay the application fee **without** first uploading copies of your transcript(s) and supplemental documents. You will be able to log back into your application and upload them as checklist items.
- Recommendation letters **DO NOT** have to be received before you submit your application and pay the application fee.
- For a list of required fields that you have not completed, click on the **Review** link to the left.
- To start an application for a different program, click on the **Home** link to the left.

Name

First (Given)	<input type="text"/>
Middle (if no Middle Name, please leave blank)	<input type="text"/>
Last (Family)	<input type="text"/>
Suffix	<input type="text"/>
Preferred First Name	<input type="text"/>
Former Last Name(s) - ONLY if this name is DIFFERENT from your CURRENT last	<input type="text"/>

Addresses

[Insert Address](#)

Email Address

Current Email [Change](#)

Telephone Numbers (include +country code)

Primary

Mobile

I am giving UNCG permission to send text messages to the cell number provided above. I understand that message and data rates may apply.

Yes

No

Biographical Information

Legal Sex

Gender Identity

Birthdate

Native Language

Citizenship Information

Primary Citizenship

Dual Citizenship

Residency Status U.S. Permanent Resident



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Personal Background (Cont'd)

Race/Ethnicity
Optional

Federal Regulations require institutions that receive federal assistance to report minority enrollments. Your participation is optional. The University of North Carolina and all of its constituent institutions are committed to equality of opportunity. There shall be no discrimination within the university against applicants, students, or employees on the basis of race, sex, religion, national origin, age, color, political affiliation, veteran's status, sexual orientation, gender identity, genetic information or disabling condition, consistent with the provisions of applicable state and federal law.

Are you Hispanic or Latino?

- Yes
- No

Regardless of your answer to the prior question, please check *one or more* of the following groups in which you consider yourself to be a member:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific
- White
- Undisclosed

Continue



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Degree Program

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[Work Experience](#)

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[Campus Safety](#)

[Signature](#)

[Review](#)

Degree Program

* required field

Degree Level *
Masters ▾

Discipline *
Business Administration ▾

Program *
▾
Master of Business Administration (MBA)
Master of Business Administration (MBA) with a concentration in Business Analytics
Master of Business Administration (MBA) with a concentration in Cyber Security
Master of Business Administration (MBA) with a concentration in Finance
Master of Business Administration (MBA) with a concentration in Information Technology
Master of Business Administration (MBA) with a concentration in International Business
Master of Business Administration (MBA) with a concentration in Marketing
Master of Business Administration (MBA) with a concentration in Supply Chain Management
Continue

gram?*



Degree Program (Cont'd)

Program *
Master of Business Administration (MBA) ▼

Track *
▼

Method of Delivery *
▼

Entry Term *
▼

Are you applying as a **full-time** or **part-time** student? *

*Graduate students enrolled in nine or more credit hours per term are considered **full-time**. After completing all required course work, a master's student may be considered full-time while enrolled in a 3 credit hour thesis course (699). Master's students may maintain full-time status with 3 credits of 699 for two terms.*

After entering candidacy status, a doctoral student may be considered full-time while enrolled in a 3 credit hour dissertation course (799). Doctoral candidates may maintain full-time status with 3 credits of 799 until completion of the number of dissertation credit hours specified by their programs in the Graduate School Bulletin or their departmental plan of study.

▼

Number of Years of Work Experience:
▼

Are you a **current UNCG** undergraduate student wishing to apply to an Accelerated Master's Program?*

Yes
 No

What prompted you to apply to this program?

What prompted you to apply to this program? *

Please select the single primary reason below.

Personal Referral: UNCG Faculty/Professor
 Personal Referral: Other Faculty/Professor
 Personal Referral: Employer
 Personal Referral: Friend/Family/UNCG Alumni
 Personal Referral: Third-party company
 Website: UNCG Department/Program
 Website: UNCG Graduate School
 Website: Other UNCG Website
 Internet Search (e.g. Google, Bing, DuckDuckGo)
 GradSchoolMatch
 Niche
 YouVisit
 College/University/Program Ranking
 Social Media
 Conference/University Event
 Printed Material/Advertisement
 Other

Please expand on what prompted you to apply to this program?

100 words remaining

Continue



Application Components

- ✓ Online Application
- ☐ Transcripts
- ☐ Test Scores (*if applicable*)
- ☐ Work Experience
- ☐ References
- ☐ Personal Statement
- ☐ Resumé
- ☐ Digital Portfolio
- ☐ Application Fee



Academic History

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Add Institution

Institution

CEEB

Country

City

State

Dates Attended to

Level of Study

Submit Transcript

Please upload a scanned copy of your transcript from this institution. You may upload those pages now as a single- or multi-page PDF, or each page as a JPEG or TIFF image file. Your scanned document may be large and may take several minutes to upload depending upon the speed of your connection.

If uploading an international transcript, please include the diploma/certificate (if applicable) and the credential evaluation (if available).

International Institutions
If the institution is located outside of the U.S. and the CEEB code is not available please enter: **C777**.
For any additional institutions outside of the U.S. without an available CEEB code please enter: **C778** for institution #2 and **C779** for institution #3 (if applicable)

PDF or Scanned Pages No file chosen

Yes
 No

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Academic History

An "official transcript" is a transcript issued by the institution (from the Registrar, for example) and not

Add Institution

Institution

CEEB

Country

City

State

Dates Attended

Level of Study

Submit Transcript

Please upload a scanned copy of your transcript from this institution. You may upload those pages now as a single- or multi-page PDF, or each page as a JPEG or TIFF image file. Your scanned document may be large and may take several minutes to upload depending upon the speed of your connection.

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International Institutions
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For any additional institutions outside of the U.S. without an available CEEB code please enter: **C778** for institution #2 and **C779** for institution #3 (if applicable)

Have you previously **submitted** an undergraduate or graduate application to UNCG?
 Yes
 No



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No upload is required for UNC Greensboro students

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Academic History

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

US Transcripts:

- Unofficial transcripts (PDFs) are accepted for application review
Student dashboard views should not be used
- Official transcripts will be required for enrollment

International Transcripts:

- Credential evaluations are required

Submission Options:



Upload via
application portal



Email to
gradinquiry@uncg.edu



Mail to Grad School:

UNC Greensboro
The Graduate School
Attn: Graduate Admissions
270 Mossman Building
1202 Spring Garden Street
Greensboro, NC 27412 USA



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Credential Evaluation (*International*)

UNC Greensboro requires a course-by-course transcript evaluation from any of the National Association of Credential Evaluation Services (NACES®) approved agencies listed within the [International Applicant Guide](#) at the time of application.

Applications will not be reviewed until a course-by-course credential evaluation is received.

Some agency options include:

- World Education Services (WES) - *\$160 USD*
- SpanTran - *\$140 USD*
- Educational Credential Evaluators (ECE) - *\$195 USD*
- International Education Evaluations (IEE) - *\$165 USD*

Credential Evaluation (*cont.*)

The course-by-course credential evaluation process takes approximately *2-4 weeks* depending on selected service.

Process Overview:

Step 1 - Select a NACES approved agency

Step 2 - Order and pay for your evaluation

Step 3 - Send official transcripts to agency

Step 4 - Wait for evaluation to be completed

***Note:** Reports are typically sent to you and your requested school

Completed course-by-course credential evaluations should be sent to the Graduate Admissions office at gradinquiry@uncg.edu



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*This also eliminates the need for you to send
UNCG your official transcripts*

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Additional Information

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Additional Information

*required field

Are you a current **UNC Greensboro** Faculty or Full-time Staff Member? *
(*Note: Student employees should answer "No"*)

Yes
 No

Are you a **Ronald McNair Scholar**?*

Yes
 No

Are you a **MARC U-STAR Scholar**?*


Yes
 No

Are you a **RISE Network participant**?*

Yes
 No

Do you wish to be considered for an assistantship? *

Yes
 No



Emergency Contact Information

First Name	Last Name	Relationship Type

[Add New](#)

Military *

Are you a **veteran or actively serving member** of the United States Uniformed Services as defined in 37 U.S.C. §101(3), a member of the military reserves, or a member of the National Guard?*

Yes
 No

Are you a **dependent** of a current or prior United States Uniformed Services member?*

Yes
 No

North Carolina Residency *

Your residency for tuition purposes determines your in-state or out-of-state status and may impact your admission, tuition, scholarship or financial aid eligibility. North Carolina residency for tuition purposes is governed by North Carolina state law. More information about North Carolina residency for tuition purposes can be found on the [CFNC Residency Determination Service](#) website.

If you claim to be a resident, you must complete the residency process with the Residency Determination Services (RDS) at www.ncresidency.org. You will receive a **Residency Certification Number (RCN)** which should either be entered onto your admission application or provided directly to your Admissions Office, when available.

Do you claim to be a North Carolina Resident for tuition purposes? *

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.

In most cases, non-NC residents and international students with F-1 visas should select No.

Additional Information *(International)*

Birth Country *

If your Birth Country is considered a U.S. territory (e.g. Guam, Northern Mariana Islands, Puerto Rico, Virgin Islands) please select United States from the drop down.

International Information *

Are you currently in the U.S. with a visa?*

Yes

No

What U.S. visa will you hold during your studies?*

If you will be bringing dependents (spouse or children ONLY), please upload a copy of each passport photo page.

No file chosen

Please upload a copy of your passport.*

No file chosen

In order for the International Programs Center to issue a SEVIS I-20 form to obtain your student (F-1) visa, please upload the following documents into your application.

There is no deadline for submitting these documents however, we suggest **May 1**. Be sure to take into consideration [visa appointments wait times](#) for the city where your U.S. Consulate is located. Also note that [administrative processing times](#) can be considerable for some applicants, so be sure to apply for your visa well in advance of your program start date.

Financial documents, while encouraged, are not required for admission. **This information will not be accessible by your department. Only academic achievements will be considered during the admission process.**

Financial Certificate: Please download the financial certificate, complete and sign this document. This form is required for all F1 students even if you have 100% funding from your country or UNC Greensboro.

No file chosen

Current bank statement: A single bank statement that **has been issued within the last 6 months.**

No file chosen

Affidavit of Support: If the funds are not in your name, download the form "Affidavit of support." Ask your sponsor(s) to complete and sign this form. One affidavit is required for each sponsor.

No file chosen

**Financial Certificate, Bank Statement, and Affidavit of Support are not required until after an admission decision is made*

Application Components

- ✓ Online Application
- ✓ Transcripts
- Test Scores (*if applicable*)
- Work Experience
- References
- Personal Statement
- Resumé
- Digital Portfolio
- Application Fee



Test Scores

- Helps demonstrate academic capability
- The MBA program does not require GRE or GMAT scores, however including one could benefit your admission if you have a lower GPA (*less than 3.3*)

Note: The application portal still gives applicants the opportunity to upload GRE/GMAT scores if available

 **GRE** vs. **GMAT**

\$160

General

Online

In-Person

ets.org

\$250

Business-Specific

Online

In-Person

gmac.com



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English Language Proficiency (ELP) for International applicants

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English Language Proficiency

In addition to meeting The Graduate School's General Application Requirements, applicants whose native language is not English, must provide evidence of English Language Proficiency (ELP).

ELP may be demonstrated by submitting one the following minimum scores:

Test	Minimum Score	School Reporting
IBT TOEFL® TOEFL iBT® Special Home Edition	79	Enter Code 5913
TOEFL Essentials™		
IELTS IELTS Indicator	6.5	Select "University of North Carolina Greensboro Graduate Admissions" when ordering a score report.
Duolingo English Test (DET)	110	
ELS	Level 112 Certificate of Completion	
Kaplan	English Advanced Level	
PTE Academic	67	

**ELPs must not be more than 2 years old from the date of application submission.

Have you taken one of the approved ELP exams or completed one of the ELP programs and earned the minimum score?

Yes
 No

Do you plan on taking one of the approved ELP exams or completing an approved ELP program?

Yes
 No

Do you qualify for one of the following exemptions:

- You are from a country where English is recognized as the primary, official language.
- You are or will be a graduate of a degree or certificate program from a U.S. regionally accredited university.
- You are or will be a graduate of a non-U.S. college/university where English is the primary language of instruction.

Yes
 No

Continue

The graduate school's ELP waiver guidelines can be found within the International Applicants Guide. If you believe you qualify for an ELP test score waiver, proceed with submitting your online application. Graduate admissions staff will follow up with you if additional information is needed.



Application Components

- ✓ Online Application
- ✓ Transcripts
- ✓ Test Scores (*if applicable*)
- Work Experience
- References
- Personal Statement
- Resumé
- Digital Portfolio
- Application Fee



Work Experience

Work Experience

Please enter your **current employment**. If you are not currently employed, please click **Not Currently Employed**.

Organization

[Add New](#)

Continue

Job Widget x

Organization Name

Position

Start Date

Start Date

Save **Delete** **Cancel**



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References

- Who should you ask?

Current supervisor

Faculty Member

Volunteer supervisor

Former supervisor

Student group advisor

Current or former client

Note: Should not be personal friend, relative, faith leader, etc

- Someone that can speak to your professional experience
- Ask them if they're willing to serve as a reference before completing your application



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Recommendations

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- Recommendations**
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Recommendations

Click **Add Recommender** and insert the name and contact information of each recommendation provider. This is required, **even if reapplying**. Your recommenders will receive an email invitation and can click a link to complete and submit the recommendation. You will receive an email confirmation when your recommender submits the recommendation form and you may also check the **Application Status** page to verify which recommendations have been received once we have confirmed your application submission via email.

- Choose your strongest recommenders.
- Recommenders should be those who can speak to your professional or academic abilities. If you need additional guidance, [see this helpful article](#).
- Your recommendations will automatically be matched to your application upon submission.
- The access code is valid for 180 days from the date you input and save their information.
- To complete the recommendation online, a recommendation provider must have a valid email address.
- If you would like to resend a reminder, check the box next to his/her name and click on the "resend" button. This will automatically generate a reminder email.

THIS PROGRAM REQUIRES 3 RECOMMENDERS.

Name	Status
Add Recommender	

[Continue](#)

Add Recommender

First Name

Last Name

Organization

Position/Title

Relationship

Telephone

Email



Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Your name will be displayed to recommender as:
[Change](#)

Please select your choice below:

- I waive my right to access this report.
- I do not waive my right to access this report.

In place of your signature, please type your full legal name:

Upon sending this form to your recommender, you will no longer be able to change your decision about whether to [update your data](#).

[Send To Recommender](#) [Cancel](#)



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Reference Submission Process

References must be submitted through the application portal

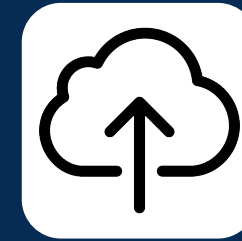


Applicant enters contact information for references

Use their business email address if possible



System notifies reference



Reference responds to questions about applicant

Applicants are notified when their references respond



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Supplemental Documents

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Supplemental Documents

Business Administration

Applicants are to submit a personal statement addressing the **five (5) questions** below 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**)

Choose File No file chosen

Please upload a copy of your resume.

Choose File No file chosen



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Personal Statement

- Your personal statement should address the five questions/prompts within the online application.
- You can choose whether or not to restate the question and provide your answers separately (*note each prompt has a word limit*).

or

You can choose to address the prompts in paragraph form, with your full statement remaining within the overall word limit (*approximately 1,050 words*).



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Example Resume

Resumé

- Share professional / work experience
- You can include related coursework, organizations, awards, leadership experience
- There is no standard format



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AMY CHO

24 Bonnie Lane | Greensboro, NC 27402 | 336-334-5454 | amycho@email.edu | linkedin.com/pub/amycho

OBJECTIVE

Seeking a research-related position in the marketing field where experience in market research, skills in social media and metrics can be applied

EDUCATION

UNC Greensboro (UNCG), Greensboro, NC December 2022
Bachelor of Science in Marketing
GPA: 3.62 Dean's List, 5 semesters
Related Courses: Marketing Research, Economic and Business Statistics, Business Communications

MARKETING INTERNSHIP

Fresh Market (company headquarters), Greensboro, NC Spring 2019
Marketing Intern

- Gathered data from company databases and created Excel reports for marketing team
- Participated in weekly updates and assisted with creating reports for district meeting
- Accomplishment: Presented research project results on "Highest Revenue Store Sites" to marketing team

MARKETING RESEARCH PROJECTS

International Marketing Course, UNCG Fall 2019

- Conducted online database research to evaluate local company's competitors in target market
- Created successful marketing plan which achieved export of product in new foreign market
- Received an 'A' on presentation of results and presented to company owner and class

Consumer Behavior Course, UNCG Spring 2018

- Partnered with client, UNCG Dining Services to provide recommendations
- Designed, tested, administered, and evaluated results of surveys given to dining customers
- Conducted focus groups and in-depth interviews of faculty, staff, and student diners
- Compiled results into booklet and PowerPoint presentation delivered to class

CUSTOMER SERVICE EXPERIENCE

AT&T Wireless, Greensboro, NC January 2019–Present
Collections Specialist

- Train 25–30 new hires on policies and procedures and routinely check for adherence
- Work 20–25 hours weekly while in school full time
- Review customer credit records and make decisions about cellular phone account activation

SKILLS

Analytics: Google AdWords and familiar with SPSS
Computer: MS Office (Word, Excel, PowerPoint), Social Media marketing for Facebook, Twitter, LinkedIn
Language: Beginning Spanish and French

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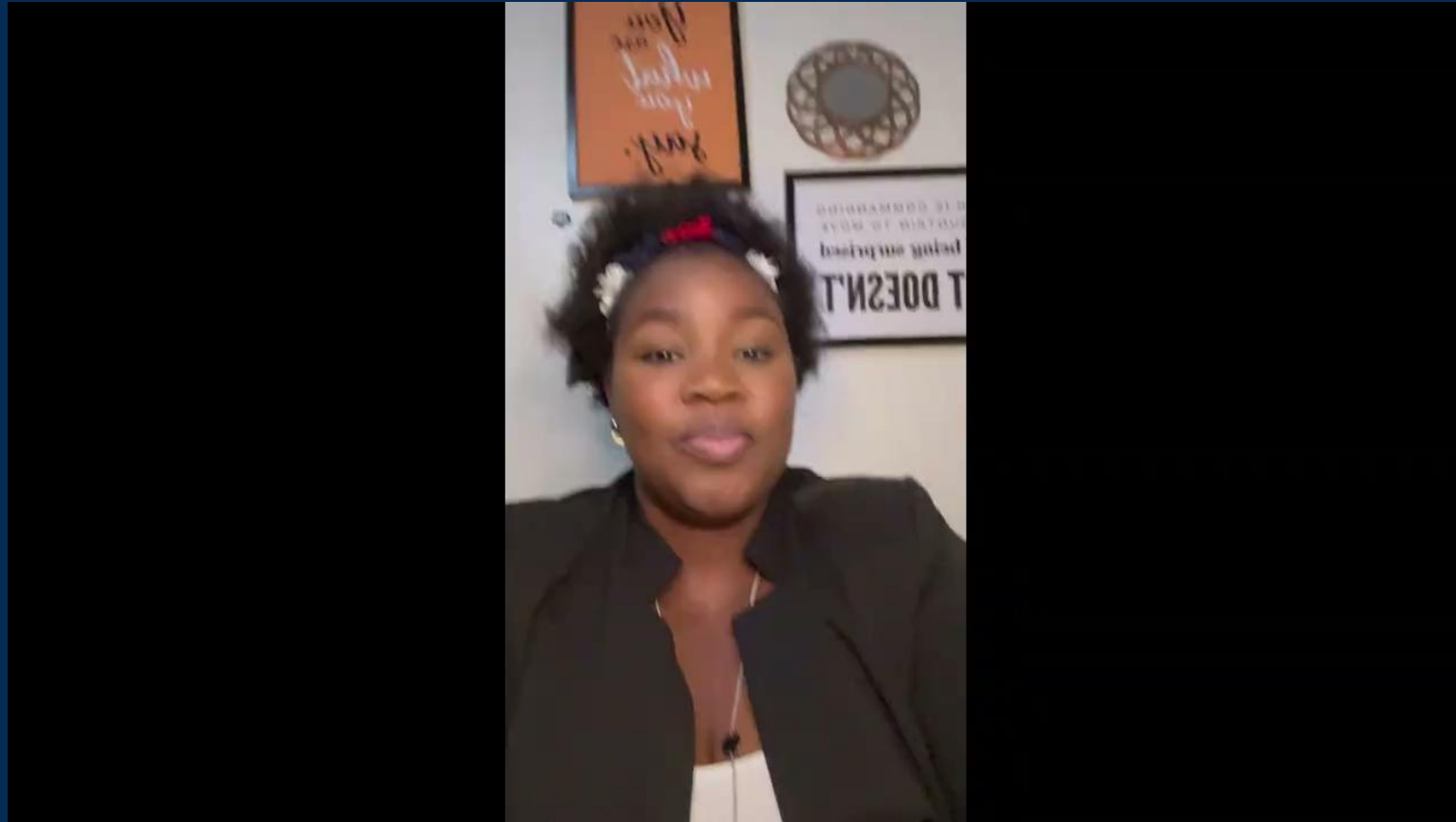


Digital Portfolio

- Create a single-take video (not professionally produced or edited) of 60 seconds or less:
“Introduce yourself to your future classmates.”
- Opportunity to bring your story to life. Use the video as a way 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 even your setting to help us better know who you are.



Digital Portfolio



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Digital Portfolio

Your Portfolio **Upload Media**

Upload Instructions

1. To upload media to your digital portfolio, add the files using the "Select Files" button below and click "Start Upload." Uploading may take anywhere from seconds to several hours depending upon the size of the media file and your connection speed. If your file is large, we recommend that you upload from a wired connection if possible.
2. Once your file has been received, it will be displayed under the "Your Portfolio" tab. Your file will be processed and converted into its final form soon after uploading. Processing may take several minutes or hours depending upon the file size. You do not need to remain on this page after the media has been uploaded, as processing will occur automatically and independently.
3. You may re-order your uploaded media at any time by dragging the slides around. Please supply title and media information by clicking Edit Details.
4. Should you experience difficulties uploading your file, please ensure that you're using a modern web browser (Chrome, Firefox, or Safari) on the fastest wired Internet connection available. An intermittent or slow Internet connection can cause uploads to timeout.

File Sizes and Types

We support media files as large as 5GB, but please be advised that larger files will take longer to upload from your Internet connection and may stall if you are on a wireless connection or one that cannot sustain a connection for the necessary period of time. Uploaded documents may contain no more than 75 pages. We support the following file formats:

- **Video:** .3g2, .3gp, .avi, .m2v, .m4v, .mkv, .mov, .mpeg, .mpg, .mp4, .mxf, .webm, .wmv
- **Audio:** .aac, .m4a, .mka, .mp3, .oga, .ogg, .wav
- **Slide:** .bmp, .gif, .jpg, .jpeg, .png, .tif, .tiff
- **Document:** .doc, .docx, .odg, .odp, .odt, .pdf, .ppt, .pptx, .rtf, .wpd
- **Link:** [Upload Link](#)

[Select Files](#) [Start Upload](#)



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Submitting Your Application

Remember: Your application won't enter the review process until all documents/waivers are received and your application fee is processed.

Application Fee:

\$65 per graduate program application

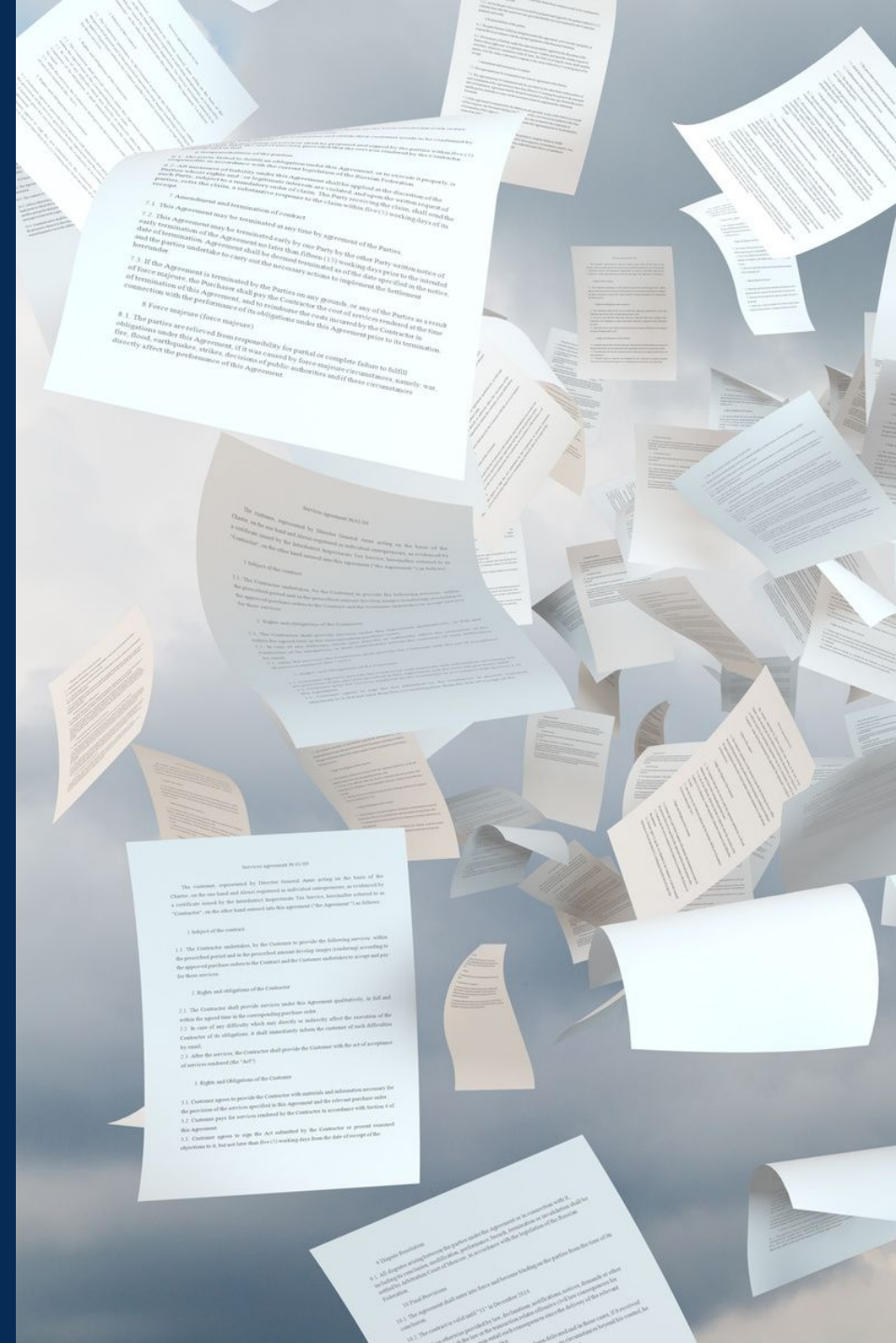
\$25 for visiting student application

Application fee waivers will not be processed until all supporting documents are received. We strongly recommend waiting to submit your application until it is complete.

→ Allow 1 business day for waivers to be processed.



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Additional Tips

Q & A



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Final Components & After Submission

Remaining Sections:

- Campus Safety
- Signature
- Review Page
 - Orange Alerts
 - Red Alerts

After Submission:

- Remind, Change, or Update Recommenders
- Change Requests:
 - Within your application portal

gradapply.uncg.edu/apply

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REQUEST TO CHANGE INFORMATION ON A SUBMITTED APPLICATION

This form must be submitted if information provided on the original submitted application needs to be amended, updated or changed. Please submit in person or by mail to:
The Graduate School
UNCG
241 Mossman Building
1202 Spring Garden St.
Greensboro, NC 27412
(336) 256-0109

OR by fax to:

ORIGINAL APPLICATION INFORMATION

Name: _____ UNGC ID Number: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____ Phone: _____
Degree: _____ Program: _____ Term and Year: _____

REQUESTED CHANGE(S)

Name: _____
 Address, City, State, Zip: _____
 Phone: _____
 E-mail: _____
 Degree: _____
 Major Program: _____
 Term/Year: _____ NOTE: The new term requested must be within one year of the initial application term. Please ensure your desired program accepts students for the term requested. Admitted applicants must submit Form 1 Request for Deferral of Admission. Admitted applicants who failed to request a deferral must submit Form 6 Request for Reactivation.

Recommenders - Please provide the following information for up to three new recommenders:

1. Name: _____ Relationship: _____ E-mail: _____ Replaces: _____
Address: _____ City, State, Zip: _____ Phone: _____
2. Name: _____ Relationship: _____ E-mail: _____ Replaces: _____
Address: _____ City, State, Zip: _____ Phone: _____
3. Name: _____ Relationship: _____ E-mail: _____ Replaces: _____
Address: _____ City, State, Zip: _____ Phone: _____

Applicant Signature: _____ Date: _____

FOR GRADUATE SCHOOL USE
Graduate School action completed by: _____ Date: _____

ADM change info.pdf 05/17/16

Application Process Overview



August 1	Application Opens
August 1 to December 31	Spring Application Review
January 1 to June 30	Summer and Fall Application Review

Note: Scholarship and graduate assistantship award notifications are sent separately. There is no set timeline for these awards.

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Additional Tips

- ❑ Check the available terms for MBA (Spring & Fall)
- ❑ Check application deadlines
 - March 1 Fall Priority Application Deadline
 - June 15 Fall Final Application Deadline
 - Nov. 15 Spring Application Deadline
- ❑ Research funding opportunities
 - ❑ Attend a Finance & Funding Webinar: go.uncg.edu/bryangrad
 - ❑ Scholarships and Graduate Assistantships
 - ❑ Financial Aid: fia.uncg.edu
- ❑ International applicants
 - ❑ Apply at least 1 month prior to published deadline
 - ❑ International Programs Center: international.uncg.edu



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Questions?



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Admissions Manager
Bryan Graduate Programs

cvmazzuc@uncg.edu