

Mastering Your Graduate School Application

Thanks for taking the time to learn more about applying!



[BRYAN.UNCG.EDU](https://bryan.uncg.edu)



Today's Presenters



Savannah Martin
*Graduate Recruitment
Specialist*



**UNC
GREENSBORO**
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



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**



**UNC
GREENSBORO**
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



Other Upcoming Events

Finance & Funding
Webinars

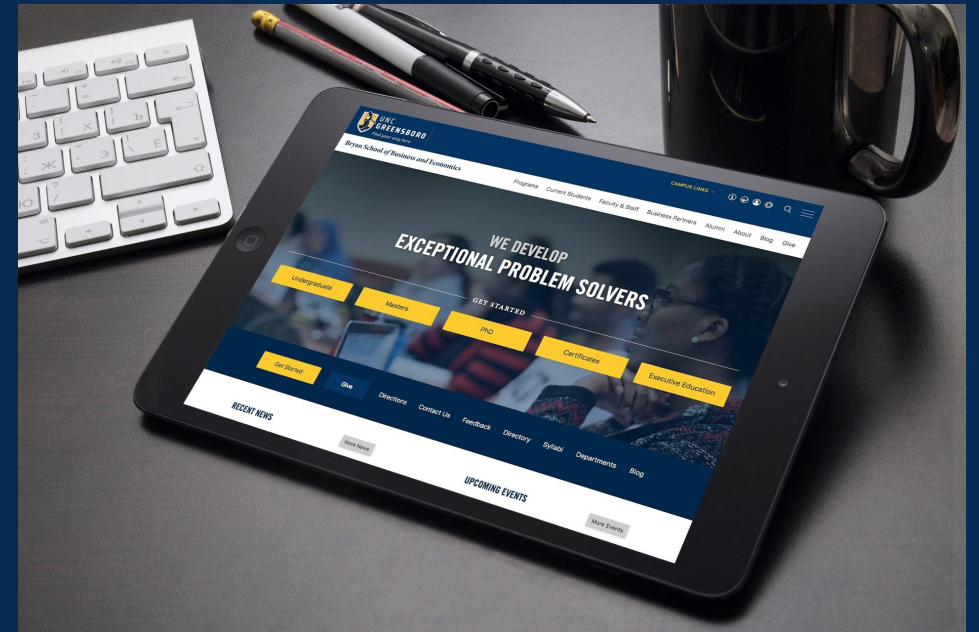
Topic-Based
Webinars

One-on-One
Meetings

Recruiter Q & A
Sessions

Attend & earn an
application fee
waiver

Virtual Info
Sessions



Register at go.uncg.edu/bryangrad



UNC
GREENSBORO
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



Today's Agenda

Information Resources
Application Process Overview
Application Components
Application Submission
Additional Tips
Q & A



UNC
GREENSBORO
Bryan School of
Business and Economics

[BRYAN.UNCG.EDU](https://bryan.uncg.edu)



Today's Agenda

Information Resources

Application Process Overview

Application Components

Application Submission

Additional Tips

Q & A



UNC
GREENSBORO
Bryan School of
Business and Economics

[BRYAN.UNCG.EDU](https://bryan.uncg.edu)



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

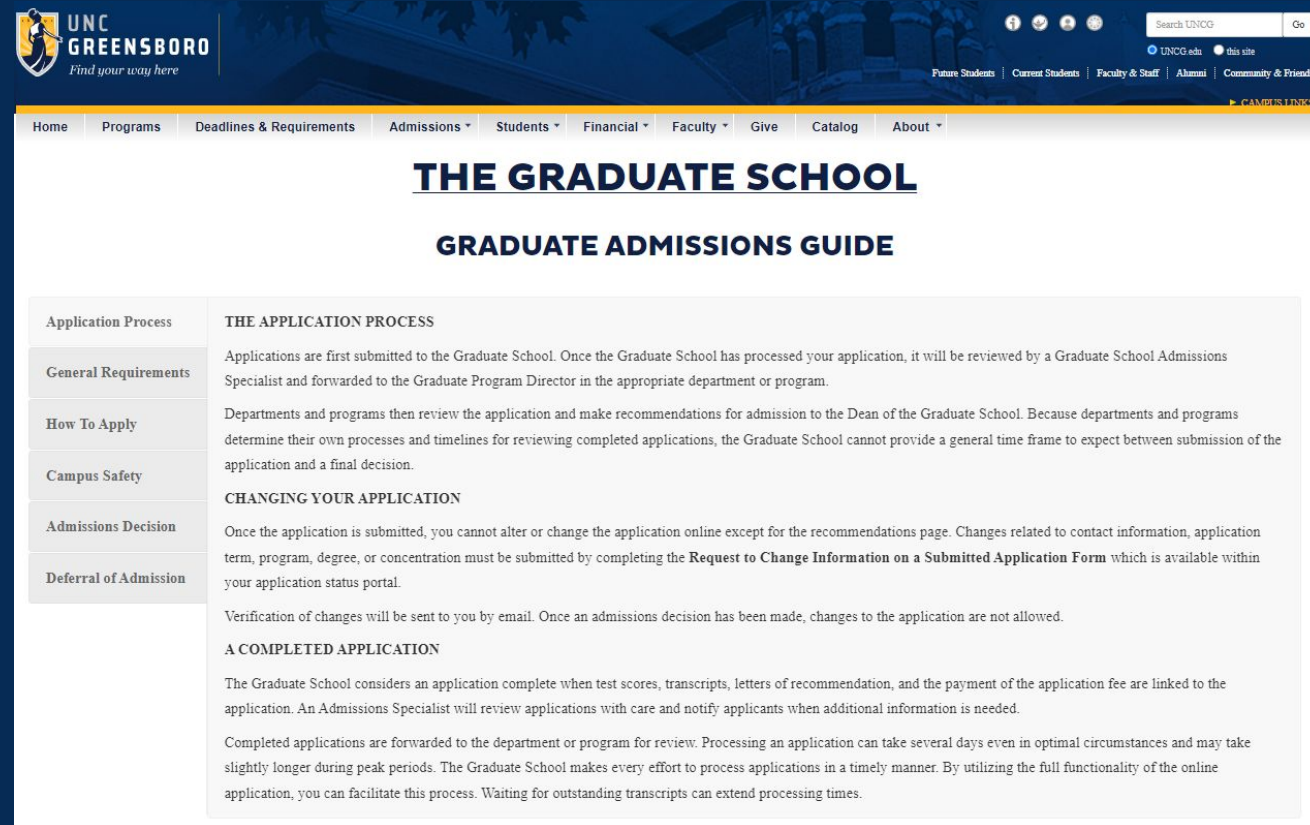


UNC GREENSBORO
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



Graduate School Application Guide



The screenshot shows the UNC Greensboro website header with the logo and navigation menu. The main content area is titled "THE GRADUATE SCHOOL" and "GRADUATE ADMISSIONS GUIDE". A sidebar on the left lists navigation options: Application Process, General Requirements, How To Apply, Campus Safety, Admissions Decision, and Deferral of Admission. The main text area contains the following sections:

- THE APPLICATION PROCESS**

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.
- CHANGING YOUR APPLICATION**

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.
- A COMPLETED APPLICATION**

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



UNC
GREENSBORO
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



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. Below the header is a navigation menu with options like Home, Programs, Students, Financial, Faculty, Give, Catalog, About, and Apply Now. The main content area features 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/

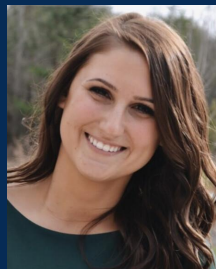
Your Support Team

- 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



Tuisha
Fernandes Stack
Administrative Director
tmfernand@uncg.edu

MS in IT &
Management



Apoorva
Patipati Ramesh
Program Director
apramesh@uncg.edu

MS in Accounting



Jess
Bankhead
Program Director
jmbankhead@uncg.edu

MA in Applied
Economics



Dr. Dora
Gicheva
Program Director
d_gichev@uncg.edu

MS in International
Business



Dr. Vladislav
Maksimov
Program Director
vrmaksim@uncg.edu

MS in Retail Studies



Dr. Jin Su
Program Director
j_su@uncg.edu



UNC
GREENSBORO
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



Today's Agenda

Information Resources

Application Process Overview

Application Components

Application Submission

Additional Tips

Q & A



UNC
GREENSBORO
Bryan School of
Business and Economics

[BRYAN.UNCG.EDU](https://bryan.uncg.edu)



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



**UNC
GREENSBORO**
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



Today's Agenda

Information Resources

Application Process Overview

Application Components

Application Submission

Additional Tips

Q & A



UNC
GREENSBORO
Bryan School of
Business and Economics

[BRYAN.UNCG.EDU](https://bryan.uncg.edu)

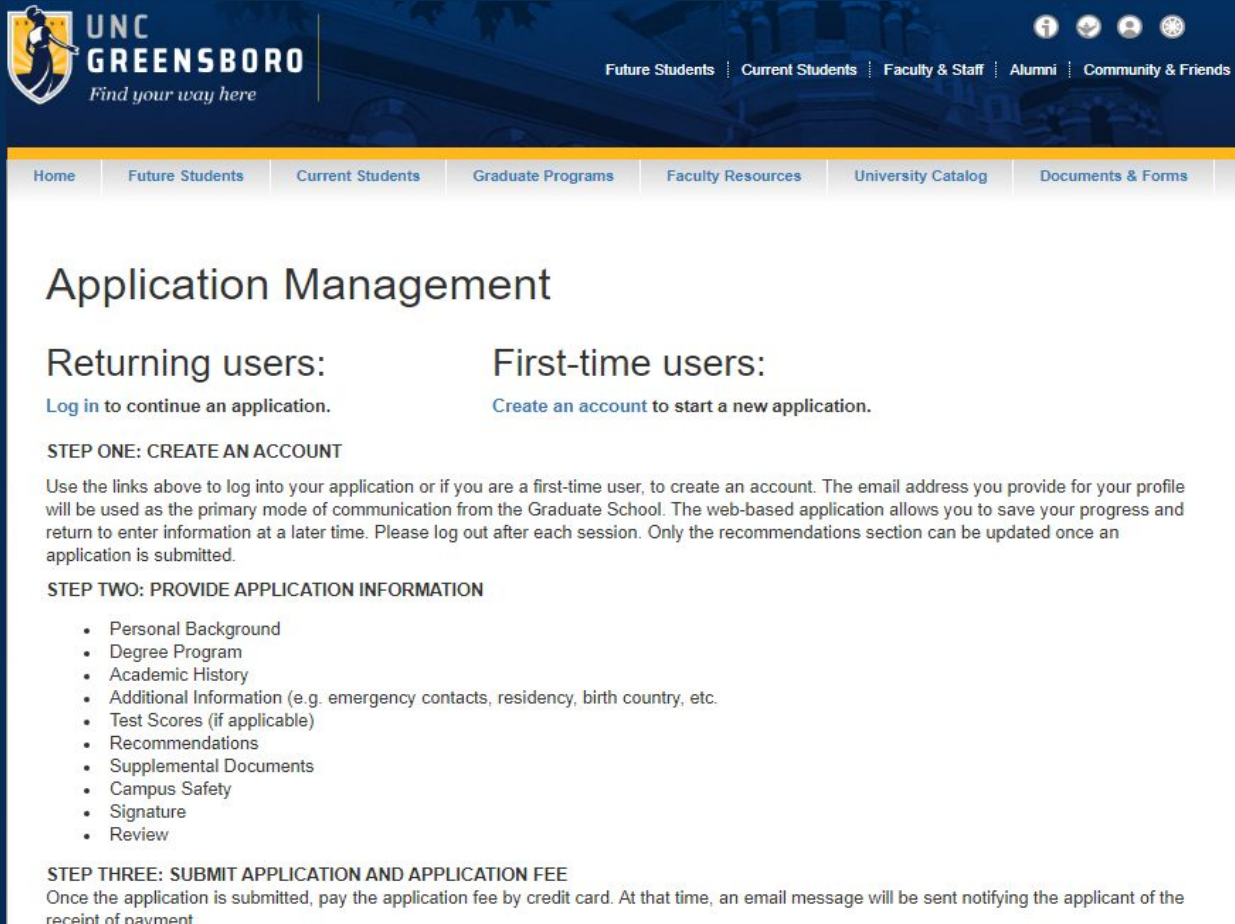


Application Components

- ❑ Online Application
- ❑ Transcripts
- ❑ Test Scores (*if applicable*)
- ❑ Work Experience
- ❑ Letters of Recommendation
- ❑ Personal Statement
- ❑ Resumé
- ❑ Application Fee



Creating Your Online Application



The screenshot shows the UNC Greensboro website's application management interface. At the top left is the UNC Greensboro logo with the tagline "Find your way here". To the right are social media icons and navigation links for "Future Students", "Current Students", "Faculty & Staff", "Alumni", and "Community & Friends". Below this is a secondary navigation bar with links for "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 these are three sections: "STEP ONE: CREATE AN ACCOUNT" with a paragraph of instructions; "STEP TWO: PROVIDE APPLICATION INFORMATION" with a bulleted list of required information; and "STEP THREE: SUBMIT APPLICATION AND APPLICATION FEE" with a paragraph of instructions.

UNC GREENSBORO
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




UNC
GREENSBORO
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



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><p>Start New Application</p><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

[Home](#)

[Personal Background](#)

[Degree Program](#)

[Academic History](#)

[Additional Information](#)

[Recommendations](#)

[Supplemental Documents](#)

[Campus Safety](#)

[Signature](#)

[Review](#)

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)

Middle (if no Middle Name, please leave blank)

Last (Family)

Suffix

Preferred First Name

Former Last Name(s)
- ONLY if this name is DIFFERENT from your CURRENT last

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



**UNC
GREENSBORO**
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



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



UNC
GREENSBORO
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



Degree Program

[Home](#)
[Personal Background](#)
Degree Program
[Academic History](#)
[Additional Information](#)
[English Language Proficiency](#)
[Recommendations](#)
[Supplemental Documents](#)
[Campus Safety](#)
[Signature](#)
[Review](#)

Degree Program

* required field

Degree Level *
Masters ▾

Discipline *
Applied Economics ▾

Program *
Master of Arts (MA) in Applied Economics ▾

Method of Delivery *
Online ▾

You are applying to an online program. Online programs are charged Distance Learning tuition and fees. Click [here](#) for more information.

Entry Term *
▾

Are you applying as a **full-time** or **part-time** student? *
[Full-Time Status FAQ's and Financial Aid Guidelines](#)
▾

Are you currently employed by an Economics Community Partner? [Click here for more information.](#)
If **"Yes"**, you will be asked to provide documentation to confirm employment.
 Yes
 No

Are you a **current UNCG** undergraduate student wishing to apply to an Accelerated Master's Program? *
 Yes
 No

For MA in Applied Economics only:

ENTRANCE EXAM WAIVER CONSIDERATION REQUEST

Individuals who have met specific requirements may request a GRE/GMAT entrance exam waiver as part of the requirement for admission to the MA in Applied Economics Program.

Have you or will you have earned an undergraduate degree (BA, BS, etc.) **AND** earned a minimum cumulative GPA of 3.0 out of 4.0?

- Yes
 No

Have you or will you have earned a graduate certificate in an economics topic from **UNC Greensboro**?

- Yes
 No

The GRE/GMAT not required for MS in International Business, MS in Retail Studies, and all certificate programs.

GRE/GMAT Waiver Request Forms:

MS in Accounting Entrance Exam Waiver

MS in IT & Management Entrance Exam Waiver



UNC
GREENSBORO
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



Degree Program (Cont'd)

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



UNC
GREENSBORO
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



Application Components

- ✓ Online Application
- ☐ Transcripts
- ☐ Test Scores (*if applicable*)
- ☐ Work Experience
- ☐ Letters of Recommendation
- ☐ Personal Statement
- ☐ Resumé
- ☐ Application Fee



Academic History

[Home](#)
[Personal Background](#)
[Degree Program](#)
Academic History
[Additional Information](#)
[Recommendations](#)
[Supplemental Documents](#)
[Campus Safety](#)
[Signature](#)
[Review](#)

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

[Personal Background](#)
[Degree Program](#)
Academic History
[Additional Information](#)
[Recommendations](#)
[Supplemental Documents](#)
[Digital Portfolio](#)
[Campus Safety](#)
[Signature](#)
[Review](#)

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.

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)

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



UNC GREENSBORO
Bryan School of
Business and Economics



No upload is required for UNC Greensboro students

BRYAN.UNCG.EDU



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 *prior to review*

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



UNC
GREENSBORO
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



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*



UNC
GREENSBORO
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



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



UNC
GREENSBORO
Bryan School of
Business and Economics

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

BRYAN.UNCG.EDU



Additional Information

[Home](#)
[Personal Background](#)
[Degree Program](#)
[Academic History](#)
Additional Information
[English Language Proficiency](#)
[Recommendations](#)
[Supplemental Documents](#)
[Campus Safety](#)
[Signature](#)
[Review](#)

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
- Letters of Recommendation
- Personal Statement
- Resumé
- Application Fee



Test Scores

- Helps demonstrate academic capability
- Even though your program may not require a GRE or GMAT score, including one can benefit your admission, *especially for applicants with lower GPA's*

Program	GRE/GMAT Test Score Requirement
MS in International Business	<i>Not required</i>
MS in Retail Studies	<i>Not required</i>
MS in Accounting	Waivers Available
MS in IT & Management	Waivers Available
MA in Applied Economics	Waivers Available
Graduate Certificates	<i>Not required</i>

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

\$160

General

Online

In-Person

ets.org

\$250

Business-Specific

Online

In-Person

gmac.com

GRE/GMAT Waiver Request Forms:

[MS in Accounting Entrance Exam Waiver](#)

[MS in IT & Management Entrance Exam Waiver](#)



**UNC
GREENSBORO**
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



English Language Proficiency (ELP) for International applicants

[Home](#)
[Personal Background](#)
[Degree Program](#)
[Academic History](#)
[Additional Information](#)
English Language Proficiency
[Recommendations](#)
[Supplemental Documents](#)
[Campus Safety](#)
[Signature](#)
[Review](#)

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
- Letters of Recommendation
- Personal Statement
- Resumé
- Application Fee



UNC
GREENSBORO
Bryan School of
Business and Economics

[BRYAN.UNCG.EDU](https://bryan.uncg.edu)



Work Experience

Work Experience

Please enter your **current employment**. If you are not currently employed, please click the **Start Date** button below.

Organization

[Add New](#)

Continue

Job Widget

Organization Name

Position

Start Date

Start Date

Save **Delete** **Cancel**



Application Components

- ✓ Online Application
- ✓ Transcripts
- ✓ Test Scores (*if applicable*)
- ✓ Work Experience
- Letters of Recommendation
- Personal Statement
- Resumé
- Application Fee



Letters of Recommendation

- Who should you ask?
 - Current supervisor
 - Former supervisor
 - Faculty Member
 - Student group advisor
 - Volunteer supervisor
 - Current or former client

Note: Should not be personal friend, relative, faith leader, etc
- Someone that can speak to your professional experience
- Ask recommenders if they're willing to provide a letter before completing your application



Suggested Topics for Recommenders

- 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*)?



UNC
GREENSBORO
Bryan School of
Business and Economics



Recommendations

- [Home](#)
- [Personal Background](#)
- [Degree Program](#)
- [Academic History](#)
- [Additional Information](#)
- Recommendations**
- [Supplemental Documents](#)
- [Campus Safety](#)
- [Signature](#)
- [Review](#)

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](#)



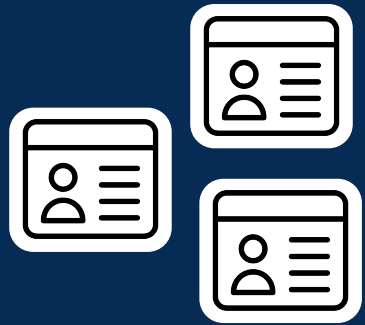
UNC
GREENSBORO
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



Recommendation Submission Process

Recommendations must be submitted through the application portal



Applicant enters contact information for recommenders

Use their business email address if possible



System notifies recommenders

Letters should be on school or company letterhead if possible



Recommenders upload their letters of recommendation

You'll be notified when their letters are submitted



**UNC
GREENSBORO**
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



Application Components

- ✓ Online Application
- ✓ Transcripts
- ✓ Test Scores (*if applicable*)
- ✓ Work Experience
- ✓ Letters of Recommendation
- ☐ Personal Statement
- ☐ Resumé
- ☐ Application Fee



Supplemental Documents

[Home](#)

[Personal Background](#)

[Degree Program](#)

[Academic History](#)

[Additional Information](#)

[Recommendations](#)

Supplemental Documents

[Campus Safety](#)

[Signature](#)

[Review](#)

Supplemental Documents

Please upload a personal statement, approximately 500-1000 words, providing background information, reasons you are interested in the program, and how the program will help you reach your career goals.

No file chosen

Please upload a copy of your resume.

No file chosen

Supplementary document section will vary depending on your selected graduate program.



Purpose of Personal Statement

- To learn more about YOU and your academic and professional journey
- Why are you pursuing a graduate degree?
- What have you done to prepare?

→ *Note: More specific than undergraduate essay*



UNC
GREENSBORO
Bryan School of
Business and Economics



Before You Begin

- *Put the pen down!*
- Research the program and school
 - Rankings, mission statement, values
 - Faculty, students, and alumni
 - What is unique about the program?
- Why the school is a good fit for you?
- What you can offer **AND** what can you gain from the program?

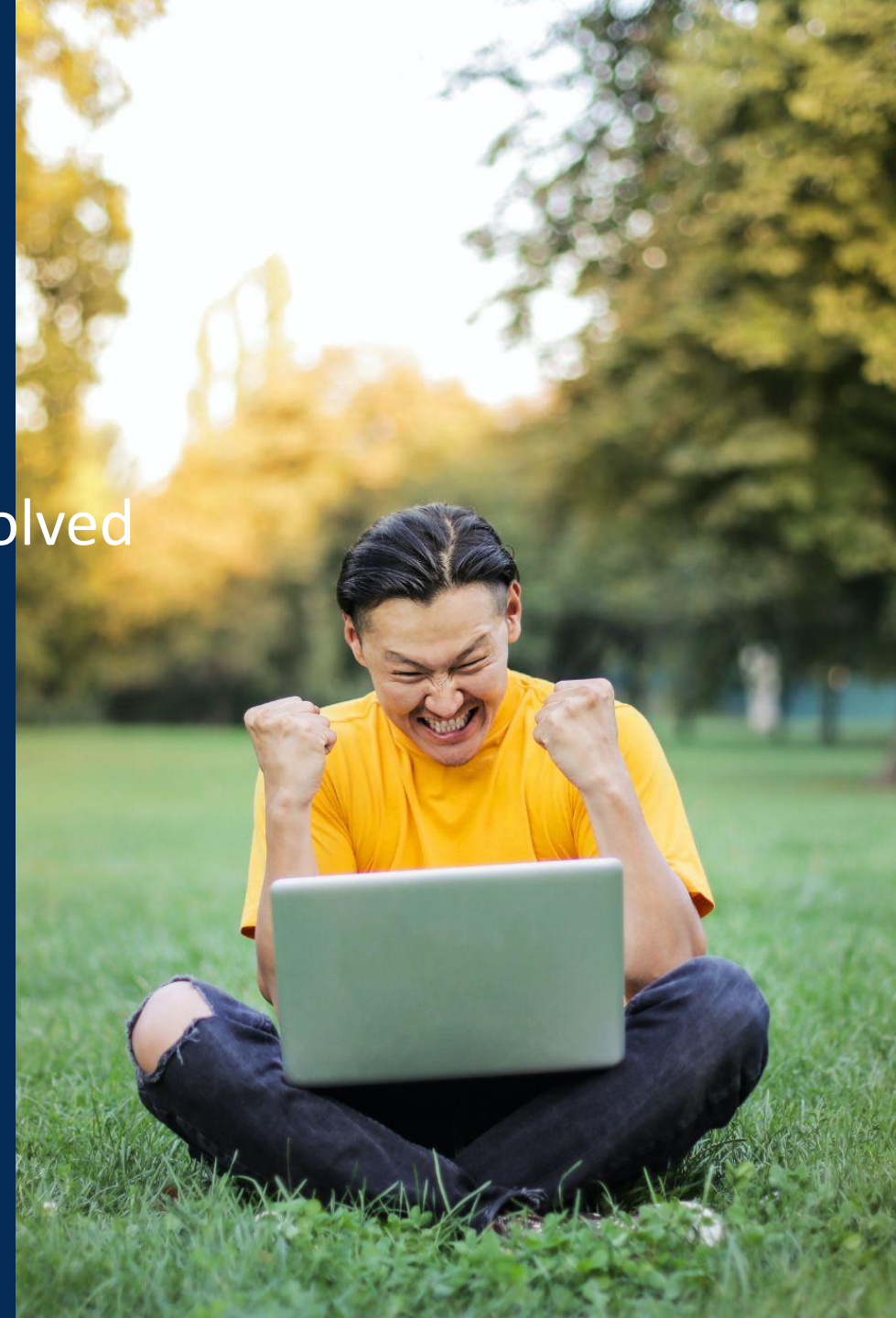


UNC
GREENSBORO
Bryan School of
Business and Economics



Suggested Topics

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



UNC
GREENSBORO
Bryan School of
Business and Economics

Don't be afraid to brag!

Formatting

- Our recommendations:
 - 1 ½ to 2 pages, single-spaced
 - Use standard 12 point font
 - Add space between paragraphs
- Was there a writing prompt?
- Always **proofread** (and then have someone else proofread!)
- Content should be specific to each program/school application

Here is an example of a good personal statement format. Here is an example of a good personal statement format. Here is an example of a good personal statement format.

Here is an example of a good personal statement format. Here is an example of a good personal statement format. Here is an example of a good personal statement format.

Here is an example of a bad personal statement format. Here is an example of a bad personal statement format. Here is an example of a bad personal statement format. Here is an example of a bad personal statement format. Here is an example of a bad personal statement format.



Application Components

- ✓ Online Application
- ✓ Transcripts
- ✓ Test Scores (*if applicable*)
- ✓ Work Experience
- ✓ Letters of Recommendation
- ✓ Personal Statement
- ☐ Resumé
- ☐ Application Fee



Example Resume

Resumé

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



UNC
GREENSBORO
Bryan School of
Business and Economics

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

Application Components

- ✓ Online Application
- ✓ Transcripts
- ✓ Test Scores (*if applicable*)
- ✓ Work Experience
- ✓ Letters of Recommendation
- ✓ Personal Statement
- ✓ Resumé
- ☐ Application Fee



Submitting Your Application

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

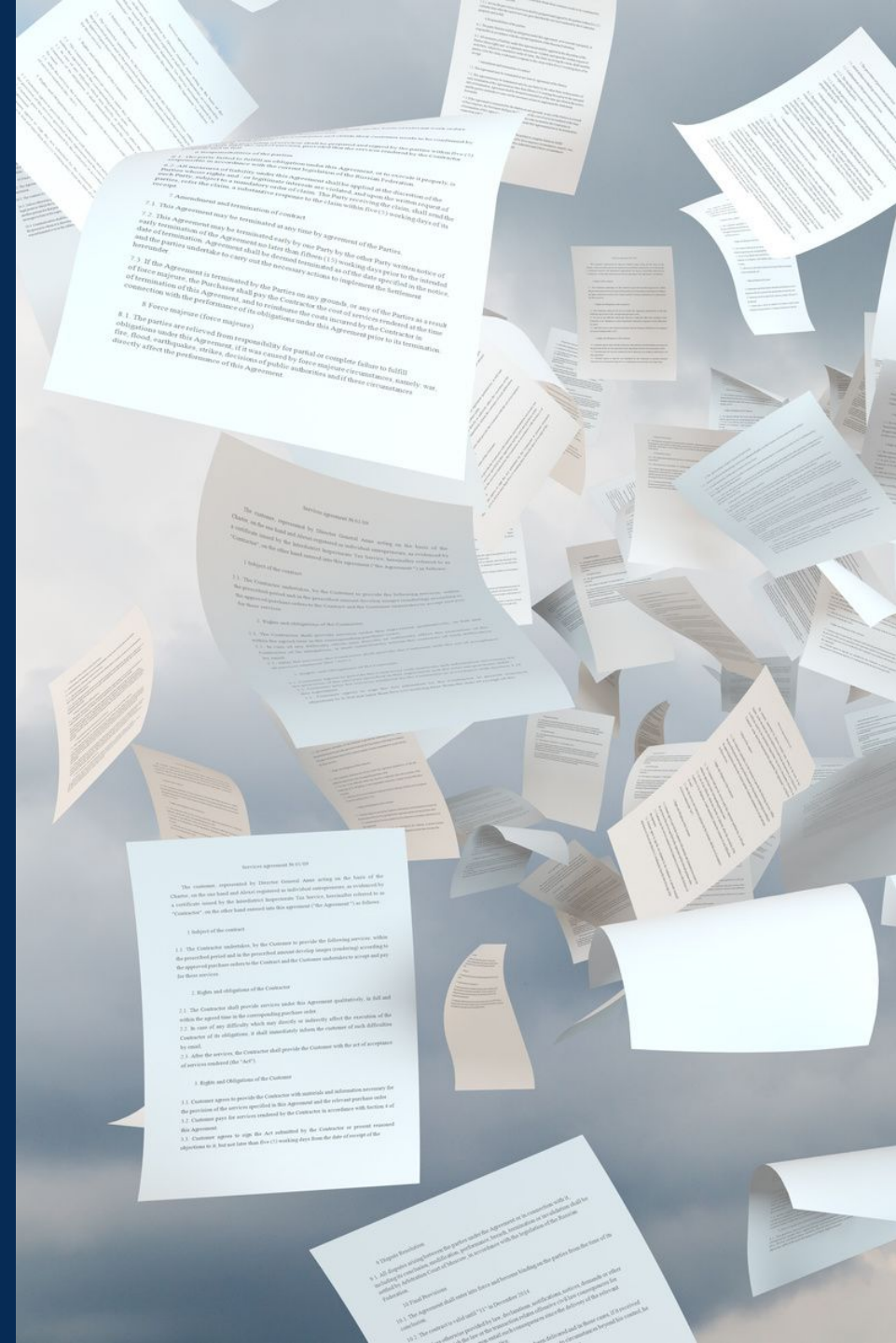
Application Fee:

\$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.



Today's Agenda

- Information Resources
- Application Process Overview
- Application Components
- Application Submission**
- Additional Tips
- Q & A



UNC
GREENSBORO
Bryan School of
Business and Economics

[BRYAN.UNCG.EDU](https://bryan.uncg.edu)



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

UNC GREENSBORO
The Graduate School

Print Form

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: _____
Term Year

REQUESTED CHANGE(S)

Name: _____
 Address, City, State, Zip: _____
 Phone: _____
 E-mail: _____
 Degree: _____
 Major Program: _____
 Term/Year: _____ 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. Replaces: _____
Name Relationship E-mail Previous recommender's last name
Address City, State, Zip Phone

2. Replaces: _____
Name Relationship E-mail Previous recommender's last name
Address City, State, Zip Phone

3. Replaces: _____
Name Relationship E-mail Previous recommender's last name
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



UNC
GREENSBORO
Bryan School of
Business and Economics

BRYAN.UNCG.EDU



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.

Today's Agenda

- Information Resources
- Application Process Overview
- Application Components
- Application Submission
- Additional Tips
- Q & A



UNC
GREENSBORO
Bryan School of
Business and Economics

[BRYAN.UNCG.EDU](https://bryan.uncg.edu)



Additional Tips

- ❑ Check the available terms for your degree program
- ❑ Check application deadlines
- ❑ 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



Today's Agenda

- Information Resources
- Application Process Overview
- Application Components
- Application Submission
- Additional Tips
- Q & A



UNC
GREENSBORO
Bryan School of
Business and Economics

[BRYAN.UNCG.EDU](https://bryan.uncg.edu)



Questions?



Savannah Martin
*Graduate Recruitment
Specialist*

savannah-bryangrad@uncg.edu



**UNC
GREENSBORO**
Bryan School of
Business and Economics

BRYAN.UNC.G.EDU

