

ONLINE APPLICATION GUIDE

For Bryan School Master's and Certificate Programs



UNC GREENSBORO

Bryan School of
Business and Economics

The following guide was created by the Bryan School's Graduate Recruitment Team to assist applicants interested in Bryan School master's and graduate certificate programs.

ADDITIONAL RESOURCES

Each month, the Graduate Recruitment Team hosts an Application Webinar to provide an overview of the process and share tips on how to create a successful business school application.



To register to attend a live webinar, scan this QR code or visit [go.uncg.edu/ BryanGradApplicationWebinarRegistration](https://go.uncg.edu/BryanGradApplicationWebinarRegistration)

Unable to attend a live application webinar?

Watch an Application Webinar Recording led by our graduate recruitment team.



To watch a webinar recording, scan this QR code or visit go.uncg.edu/BryanGradApplicationWebinarRecording



CONNECT WITH A GRADUATE RECRUITER

The graduate recruitment team is available to help share more information about our graduate programs, connect you with faculty, and assist you throughout the application and admissions process.

Call Us At: [\(336\) 334-4657](tel:3363344657)

Chat With Us Online at go.uncg.edu/bryangrad

Text Us At: [\(336\) 664-8224](tel:3366648224)

To Schedule a Meeting, visit go.uncg.edu/BryanGradMeeting

Email Us At: bryangrad@uncg.edu

MEET OUR GRADUATE RECRUITMENT TEAM

If you still have questions regarding our programs please reach out to our graduate recruitment team by phone or email. You may also schedule a time to meet with one of our recruiters or attend one of our upcoming information sessions.



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INFORMATION RESOURCES

Applicants should reference the following information resources throughout the admissions process:

- Admission Tab of graduate program's webpage
[MBA Admissions Details](#)
[MS in Accounting Admissions Details](#)
[MA in Applied Economics Admissions Details](#)
[Bryan Prelude Admissions Details](#)
[MS in IT & Management Admissions Details](#)
[MS in International Business Admissions Details](#)
[MS in Retail Studies Admissions Details](#)
- [UNC Greensboro Graduate School Application Guide](#)

INTERNATIONAL APPLICANT RESOURCES

- [International Applicant Guide: English Language Proficiency \(ELP\) requirements, test waivers, and course-by-course transcript evaluation requirements.](#)
- [International Programs Center \(IPC\)](#)

YOUR SUPPORT TEAM

BRYAN SCHOOL GRADUATE RECRUITMENT TEAM

Available to help Bryan School applicants at any point in the admissions process.

Savannah Martin	Savannah-BryanGrad@uncg.edu
Jennifer Kiger Chapman	Jennifer-BryanGrad@uncg.edu

BRYAN SCHOOL GRADUATE PROGRAM ADMISSIONS MANAGER

Coordinates the admissions process once your application is submitted including onboarding and orientation.

Courtney Mazzuca	cvmazzuc@uncg.edu
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GRADUATE PROGRAM DIRECTORS

Lead the admissions committee and review process. Applicants should contact the Program Director for questions relating to curriculum requirements and prerequisites, feedback on admissions decisions, academic advising, and other program-specific questions.

MBA Program	Tuisha Fernandes Stack	tmfernan@uncg.edu
MS in IT & Management Program	Allen Rogers	amroger2@uncg.edu
MS in Accounting Program	Jess Bankhead, CPA	jmbankhead@uncg.edu
MS in International Business Program	Dr. Vladislav Maksimov	vmaksim@uncg.edu
MA in Applied Economics Program	Dr. Martijn van Hasselt	mrvanhas@uncg.edu
MS in Retail Studies Program	Dr. Jin Su	j_su@uncg.edu

UNC GREENSBORO GRADUATE SCHOOL ADMISSIONS OFFICE

Verifies application documents, processes document waivers, and oversees the application review and decision process. (gradinquiry@uncg.edu)

GLOBAL ENGAGEMENT OFFICE (geo@uncg.edu)

Supports international applicants throughout the visa process and issues I-20 forms.

APPLICATION PROCESS AND TIMING

Start early! Applicants should plan in advance and allow plenty of time for the admissions process. Bryan School graduate programs are on *rolling admissions by term* so applications submitted earlier than the deadline will receive an earlier admissions notification, earlier access to schedule courses, and more time to set up funding and financial aid.

1. Application Preparation and Submission

Allow ample time to review the graduate program's admissions requirements, complete the online application, click submit, and pay the application fee.

2. Supplementary Materials

Once submitted, application materials will be reviewed and verified by the Graduate Admissions Office. They will also process any applicable test waivers and contact applicants if any additional information or materials are needed. Depending on the time of year, it can take up to 2 weeks for materials to be processed and verified. *Applications will not enter the admissions review process until all required materials are received and processed.*

3. Admissions Review

In most cases, applicants can expect to receive an admissions decision within 2-4 weeks of entering the admissions review process.

4. Decision Notification

Once a decision has been made, applicants will receive an email notification to log in to their application portal to view the decision. Applicants should review their decision letter carefully for instructions on next steps including how to confirm their plans to enroll. Applicants should also visit the [Incoming Graduate Student webpage](#).

NOTE: *Scholarship and graduate assistantship decisions are made separately from admissions decisions and there is no timeline for award notifications. Applicants seeking funding should submit their complete graduate program application as early as possible to allow the most time for funding consideration.*

ONLINE APPLICATION

To begin or continue working on your graduate program application, visit

<https://gradapply.uncg.edu/portal/manage-application>.

The application for each calendar year will not open until the previous calendar year application has closed. Applicants may update their planned enrollment term, however application questions and requirements may change from year to year. Applicants should wait to begin until the application for their planned enrollment year opens.

Spring, Summer, and Fall 2026 Application – *Opens in August 2025*

Spring, Summer, and Fall 2027 Application – *Opens in August 2026*

To receive application announcements and reminders, contact the Bryan School Graduate Recruitment Team (bryangrad@uncg.edu) to let them know your planned enrollment term.

NORTH CAROLINA RESIDENCY

As a state-funded institution, UNC Greensboro's tuition rate is determined by an applicant's residency.

NORTH CAROLINA RESIDENTS

North Carolina residents must visit ncresidency.org to obtain a Residency Certification Number (RCN) and enter it within the online application. Decisions regarding residency are made by the Residency Determination Service (RDS), and questions should be directed to their office.

INTERNATIONAL APPLICANTS AND NON-NORTH CAROLINA RESIDENTS

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

Many international students ask "How can I be considered a NC resident?" The answer is complicated. If an international student is a permanent resident alien (has a green card), then they may be considered for in-state tuition under the same considerations as any other student. If a student is in the US under some visa programs (e.g., F-1 student visa, B-1 visitors visa), they will never be considered a NC resident. Some visa programs, however, permit a possibility of obtaining NC residency. For questions, visit ncresidency.org.

ACADEMIC HISTORY & TRANSCRIPTS

In the Academic History section, applicants should provide information for all post-secondary education.

SCHOOLS LOCATED WITHIN THE UNITED STATES

- Click Add Institution and begin typing the name of the institution.
- Select the name of the institution from the drop-down list. The school's location and CEEB code will automatically populate.
- Enter the dates of attendance and degree information.
- Click Choose File to upload a PDF of the transcript.
Unofficial transcripts are accepted for application review, however official transcripts will be required prior to enrollment. Student dashboard grade reports are not accepted.

SCHOOLS LOCATED OUTSIDE OF THE UNITED STATES

- Click Add Institution and enter the name of the institution.
- Enter the school's location and use the general CEEB code provided (*see red help text within the online application*).
- Enter the dates of attendance and degree information.
- Click Choose File to upload a PDF of the course-by-course credential evaluation.
A PDF of the evaluation is accepted for application review, however an official version will be required prior to enrollment. Applications will not be reviewed until the evaluation is received.

To obtain a course-by-course credential evaluation, complete the following steps:

- Select a [NACES-approved agency](#) such as [SpanTran](#) or [WES](#).
- Order and pay for your course-by-course evaluation.
- Send your official transcripts to the agency.

- Wait for the evaluation to be completed.
- When complete, your evaluation will be sent to you and your requested school(s).

The purpose of the evaluation is to authenticate academic credentials and ensure that course credit and U.S. grade equivalency are completed accurately. This also eliminates the need for applicants to send official, translated transcripts from your school(s) to UNCG.

TRANSCRIPTS AND OTHER DOCUMENTS

Transcripts and other documents may be submitted in the following ways:

Uploaded via application portal: gradapply.uncg.edu/portal/manage-application

Emailed to gradinquiry@uncg.edu

Mailed to the Graduate Admissions Office:

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

TEST SCORES & WAIVERS

ENTRANCE EXAM SCORES

Although not all graduate programs require an entrance exam, the Test Score section may appear for all applicants. Applicants may choose to submit a test score even if an entrance exam is not required by their program. Bryan School graduate programs accept [GRE](#) or [GMAT](#) entrance exam scores, and UNC Greensboro's Testing Code is 5913. For applicants with a GPA lower than 3.3 on a 4.0 scale, including an entrance exam score can help demonstrate their academic ability.

Entrance Exam Requirements

Program	Requirement	Waiver Process
MBA	<i>None</i>	<i>None</i>
MS in International Business	<i>None</i>	<i>None</i>
MS in Retail Studies	<i>None</i>	<i>None</i>
Graduate Certificates	<i>None</i>	<i>None</i>
MS in IT & Management	<i>None</i>	<i>None</i>
MS in Accounting	<i>None</i>	<i>None</i>
MA in Applied Economics	<i>Required</i>	Waivers are requested within the online application

ENGLISH LANGUAGE PROFICIENCY (ELP) & WAIVERS

Non-native English speakers must provide acceptable ELP test scores. Review the Graduate School's [International Applicant Guide](#) for a list of acceptable tests and minimum score requirements.

ELP waivers are available for applicants who meet one or more of the following criteria:

- From a country where English is recognized as the primary, official language.
- Have a degree or certificate from a U.S. regionally accredited university.
- Graduated from a non-U.S. college/university where English was the primary language of instruction.

If qualified for an ELP waiver, applicants should proceed with submitting the online application. The graduate admissions staff will follow up if additional information is needed.

REFERENCES

References are required for most graduate programs and the process is handled entirely within the online application portal. Before entering a reference's contact information, applicants should reach out to the references to ask if they're willing to provide a reference for them. We also recommend sending them a resume so they will have the most up-to-date information and a list of the applicant's accomplishments.

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

REFERENCE SELECTION

The reference provided should have knowledge of the applicant's academic and/or professional experience. They should not be personal friends, relatives, faith leaders, etc.

Example references include:

Current or former supervisor	Professional colleague	Faculty member
Volunteer supervisor	Student group advisor	Current or former client

REFERENCE PROCESS

- Applicant enters reference name and contact information into online application.
 - *When possible, professional email addresses should be used for references.*
- Application system sends an email notification with instructions to the reference.
After submission, applicants can add/remove, update, or send reminders to references from within the application portal.
- Reference provides either a letter (*for most programs*) or responds to survey questions about the applicant (*MBA program*).
- Applicant receives an email notification when the reference is complete.

NOTE: Applications will not be reviewed until all references are received.

SUGGESTED TOPICS FOR REFERENCE LETTERS

- How well they know the applicant and the nature of their relationship
- Reasons they would recommend the applicant for a Bryan School graduate program
- How will the applicant's education will benefit their organization (*if applicable*)

PERSONAL STATEMENT

The Bryan School of Business and Economics does not conduct interviews for graduate program admission; therefore the personal statement provides the admissions committee with the opportunity to learn more about the applicant, their motivations for applying to the program, and their academic and professional journey.

RECOMMENDED TOPICS

Applicants should explain why they chose a graduate program and how it will benefit their future career.

Prior to writing a personal statement, research the rankings, mission statement, and values of the graduate program and school as well as the faculty, students, and alumni. Applicants should consider what makes the program unique, why the school is a good fit for them, and what they will gain from the graduate program.

Suggested topics include:

- Obstacles the applicant has overcome or problems they've solved
- Lessons they've learned through their education and work experience
- Example of when they took initiative to improve a process or outcome
- What inspires and drives the applicant each day

Fill in gaps in their resume and explain other parts of the application

Most programs do not provide a standard format for the personal statement, however the Graduate Recruitment Team recommends submitting a statement that is 1-1/2 to 2 pages long (single-spaced) with 1" margins and 12 point font.

MBA PROGRAM APPLICANTS

The MBA program asks applicants to respond to five specific questions/prompts (*available within the online application*). Make sure to address each of the prompts by either restating the question and providing answers separately (*note each prompt has a word limit*) or by addressing the prompts in paragraph form, with your full statement remaining within the overall word limit (*approx. 1,000 words*).

RESUME

Most programs request a resume as part of the online application, but there is no standard format. The Bryan School Graduate Recruitment Team recommends including academic history, professional experience, and any related coursework, organizations, awards, leadership experience, and skill sets.

DIGITAL PORFOLIO (MBA APPLICANTS ONLY)

Applicants are to create a 60 second video responding to the prompt: "introduce yourself to the admissions committee and your future classmates."

This video should highlight applicant's personal, academic, and professional background as well as their motivation for pursuing an MBA at UNCG. Applicants should dress professionally and record their video in an appropriate setting with minimal background noise or distractions. After uploading, check the video to ensure it plays smoothly and without glitches.

This is your opportunity to bring your story to life. Use the video to add context to your application and help us better understand your presence, passions, and interests. Be intentional with your words—and even your setting—to reflect who you are and what you hope to contribute to the program.

See the online application for specific upload and formatting instructions.

FINANCIAL DOCUMENTS (INTERNATIONAL APPLICANTS)

International applicants who will be seeking a student visa to study on campus are invited to upload the following financial documents as part of their application:

- [Financial Certificate](#)
- Current Bank Statement
- [Affidavit of Support](#)

NOTE: Financial documents, while encouraged, are not required for admission. Once admitted to a graduate program, these documents will be needed before the Global Engagement Office can issue a SEVIS I-20 form to obtain a student visa.

There is no deadline for submitting these documents however, the Graduate Admissions Office suggests May 1 for Fall enrollment. When planning, 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.

For more information on the visa process, visit the [Global Engagement Office website](#).

APPLICATION FEE & WAIVERS

The graduate program application fee is \$65 per graduate program application and \$25 per visiting student application.

UNC Greensboro's Graduate Admissions Office offers application fee waivers to the following:

- Full-time UNC Greensboro staff and faculty
- Guarantee Scholars
- MARC U-STAR Scholars
- Mellon Mays Undergraduate Fellows
- RISE Network participants
- Ronald McNair Scholars
- STAMPS STEM students
- TRIO Scholars

For questions relating to these waiver opportunities, contact gradinquiry@uncg.edu.

The Bryan School of Business and Economics offers application fee waivers to the following:

- Beta Gamma Sigma Honor Society members
- Active-duty military service members
- [Accelerated Master's Program \(AMP\)](#) applicants
- Applicants who have attended or watched a recording of our monthly [Virtual Information Session](#)

Application fee waivers are processed *after* all supporting documents are received. The Graduate Recruitment Team recommends *waiting to submit* your application until all supplementary documents have been submitted (including letters of recommendation, transcripts, etc). Please allow up to 1 business day for your application fee waiver to be processed.