

MBA Admission Document Checklist

- Application Form (*attached below*)
- Official English Test Score Results (TOEFL or IELTS)
- College Transcript- Original or Certified Copy (shows GPA score) **If not in English, must be translated and notarized. Mid-year result is acceptable.*
- College Diploma Certificate- Original or Certified Copy **If not in English, must be translated and notarized. Mid-year result is acceptable.*
- 2 Letters of Recommendation (*1 school and 1 work or 2 school references*)
- Resume or CV
- Proof of Finances and a Bank Letter showing current minimum funds of \$20,000 USD, 3 months prior to visa application date
- Copy of Passport Page and 1 passport size photo
- Scholarship Application (*attached below*)
(Including a 1000-word Scholarship Essay on topic “Your Strengths and Weaknesses”)

SOLBRIDGE
INTERNATIONAL SCHOOL OF BUSINESS



**SOLBRIDGE INTERNATIONAL SCHOOL OF BUSINESS
WOOSONG EDUCATIONAL FOUNDATION**

APPLICATION FORM Spring 2017- Fall 2017

SolBridge International School of Business
128 Uam-ro, Dong-gu (Samsung-dong)
Daejeon, Korea. 34613

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Application for International Student Admission (please type, no handwritten applications will be accepted)

I am applying for: Spring: March 2017 Fall: August 2017

Course: BBA MBA

Have you previously been a SolBridge exchange or study abroad student? No Yes

Status: Freshman Transfer - From which university _____?

For office use only: Second year Third year

Name (Please enter your legal name as it appears on your passport)

FAMILY NAME: _____

GIVEN NAME(S): _____

Other names (s) on supporting documents: _____

Gender: Male Female

E-mail address: _____

Alternate e-mail address: _____

Mailing address (This address is to be used for official correspondence)

Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Phone number: _____ / _____ Mobile Number: _____ / _____
(Include country code) (Include country

code)

Alternate mailing address (Valid from 2017 month _____ day _____ to 2017
month _____ day _____)

Address: _____

City: _____ State/Province: _____

Postal code: _____ Country: _____

Citizenship and other personal data:

Date of birth: (Year/month/day) _____ Country of birth: _____

Country of citizenship: _____ Passport number: _____

Dual citizenship – country of other citizenship: _____

Birthplace of biological mother: _____

Birthplace of biological father: _____

(If your biological mother or father is Korean, please attach proof of citizenship)

Is English the primary language spoken in your home? No Yes.

If no, what language? _____

Have you ever been convicted of a criminal offense? No Yes.

If yes, please attach an explanation on the nature of the offense.

Do you have any medical condition(s) that will affect your ability to complete courses?

No Yes.

If yes, please attach information about the nature of the condition.

Do you have any special dietary requirements for religious or health reasons? No Yes.

If yes, please state your food requirement(s). _____

Emergency contact details *(The person to contact in case of an emergency)*

(PROF., DR., MRS., MR., MS.) Surname / Family name Given Names

Relationship: _____

Phone number: _____ / _____ Mobile Number: _____ / _____
(Include country code) (Include country code)

E-mail Address: _____

Alternate e-mail address: _____

The following must be attached to your application form:

- **Proof of English Proficiency** – either an IELTS score or a TOEFL iBT score. If accepted, original must be brought with you to SolBridge.
- **Copy of Photo Page of your Passport**
- **Extracurricular Activities** – volunteer work, awards, certificates of achievement (if applicable)
- **Personal Essay** – a 1000-word Scholarship Essay on topic “Your Strengths and Weaknesses”
- **Proof of Finances** – a bank letter or bank statement stating that you have the equivalent of 20,000 USD in the bank
- **Original Transcripts / Mark Sheets** – certified or attested copies are acceptable. If accepted, original transcripts must be brought with you to SolBridge.
- **Original Degree Certificate** – certified or attested copies are acceptable. High School (or your country’s equivalent) certificate or diploma for **BBA** applicants. Bachelor’s Degree for **MBA** applicants. Mid-year results will be accepted from applicants who have yet to receive their final results.
- **Letter of Recommendation** – **BBA** applicants must attach **one** letter of recommendation (preferably from a teacher). **MBA** applicants must attach **two** letters of recommendation (either from a professor or employer, or both)
- **Resume or Curriculum Vitae** – for **MBA** applicants only

Declaration

I understand that, upon registration, my data may be used for any purpose relating to my study in accordance with the procedures of SolBridge International School of Business. I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation will result in disqualification of my application and the termination of the admission process. I give my consent for SolBridge International School of Business to release as required this information to organizations and persons mentioned herein for the purpose of verifying the data supplied.

I understand that if admitted I am responsible for applying to the immigration department of the Republic of Korea for a student visa to stay in Korea for the entire period of study at SolBridge International School of Business.

I further understand that I am required to make financial arrangements to ensure all other costs (visa, dormitory, meals, books, personal expenses) required for the duration of my stay in the republic of Korea are covered.

Signature of Applicant

Date

Legal Name:

Surname / Family Name

Given Names

Preferred Nickname



D-2 Visa Sponsorship and Issuance Policy

Purpose

This document explains SolBridge's policy regarding the sponsorship of international students requiring D-2 Visas. This policy is subject to change and SolBridge is entitled to revise its policies and procedures relating to compliance with its D-2 sponsor duties at any time.

SolBridge Sponsorship

- SolBridge students are subject to graduate within 8 semesters in our BBA program and 4 semesters in our MBA program. Therefore, you agree to complete the designated BBA or MBA program you are enrolled in until its completion at SolBridge.
- D-2 VISAs are only valid during the duration of the student's course of study at SolBridge.
- SolBridge may withdraw sponsorship if it is not necessary to continue sponsorship or if SolBridge cannot fulfill its sponsor duties.
- Sponsorships may be withdrawn at any time for any breach of compliance by SolBridge.
- D-2 VISAs will be revoked in circumstances where students leave SolBridge either voluntarily or by dismissal.
- SolBridge reserves the right to deny students' application for dropping out of SolBridge until receiving proper verification of their returning to their home of origin.
- Students who do not complete their studies at SolBridge for any reason, including transferring to or reentering into another university, must return to their home countries in order for their application to drop out be approved.

I hereby acknowledge that I have reviewed, understand and agree to all the terms pertaining to the D-2 VISA policy as mentioned above.

Name of Student (Print)

Signature

Date

Application for Admissions Scholarship 2017

Applicants for scholarship must write this essay instead of the personal essay. There is no need to attach a personal essay to your application form if you are applying for scholarship, the scholarship essay will be sufficient for evaluation of your writing. In your own handwriting, please attach a 1,000 word essay describing your strengths and weaknesses as a student. Please attach this form and your written essay to your application form.

SolBridge allocates a limited number of Scholarships for academic superiority every academic year to *qualified* students.

GUIDELINES

Eligibility:	Students must be admitted to SolBridge without condition, as a regular student. They must have met the standard English proficiency criteria and demonstrated exceptional academic performance in their last academic experience.
Conditions:	A copy of an acceptable English proficiency test score must accompany this application.
Amount:	Successful applicants may receive a tuition grant equal in amount up to \$7,050 (BBA) for the first academic year or \$3,983 (MBA) for the first semester. Extraordinary applicants may receive a 100% tuition grant.
Award Date:	Applicants who have been awarded a scholarship will be informed in the Letter of Acceptance they receive.

Estimated Tuition and fees for First Academic year 2017 (30 weeks)

Description	BBA	MBA
Tuition ¹	\$10,074	\$11,380
Non-tuition Fees ²	\$2,254	\$1,584
Enrollment Fee (one time)	\$650	\$700
Orientation week meals / materials (one time)	\$100	\$100
Total Cost	\$13,078	\$13,764

¹Does not include personal expenses, books, or winter or summer intersessions.

² This includes residence fee, student activity fee, health insurance, security deposit and breakfast (BBA only).

Name:	Passport #:
City:	Country:
Home Phone:	Cell Phone:
Email:	Scholarship Amount Requested: \$

Affidavit:

I understand that the scholarship I am applying for 1) BBA is for the first year of my studies only or 2) MBA first semester of studies only and that I must achieve a 3.6/4.5 GPA, in order to re-apply and compete for any future scholarship. I also understand that if I am granted a 50% (or greater) scholarship, I may be asked to provide some service to the university for promotional purposes without payment.

Signature: _____ **Date:** _____