

Applicants for the TIAS International Full-time MBA Program, the application process runs as follows:

## **Step One – paperwork + fee**

Please prepare the following documents (All documents must be in English):

1. Application form (please apply online at [https://apply.tias.edu/ft\\_mba](https://apply.tias.edu/ft_mba) --> "Start application")
2. Answers to the four essay questions (please refer to the application form)
3. Resume in English
4. Copies of degree certificates and school transcripts
5. Copies of your English and GMAT results (or take \* TIAS Capacity Test to replace GMAT test)
6. Passport copy and photograph (please upload directly to the online application form)
7. Two letters of reference
8. Scholarship essay (if applicable)
9. Application fee of EUR 100 (please pay by credit card directly online)

\* TIAS Capacity Test is an online test with free of charge and the applicant can choose the test language in mother tongue (instead of English). The applicant only needs to practice the [Verbal Reasoning Test](#) and [Numerical Reasoning Test](#) (the first 2 tests at <http://www.shldirect.com/en/practice-tests/>) at least 5 times before taking the real In-house Test.

**Items 7-8 can be emailed to your Program Adviser, or uploaded directly to the online application form.**

**We accept all documents in soft copies; there is no need to post any hard-copy documents.**

**Email: [p.y.lai@tias.edu](mailto:p.y.lai@tias.edu) (Ms. Ava Lai)**

**Tel: +886-2-2349-4977**

### ***Application form***

Please follow the instructions in the online application system, and prepare required documents accordingly.

### ***Resume***

Resume = curriculum vitae. Please briefly and concisely describe your educational and professional backgrounds.

The length is recommended not to exceed 2 A4 pages.

### ***Diploma and transcripts***

Official transcripts of degree certificates and college diplomas are required. If these take some time to arrange, please provide us with an informal copy from your personal archive, and email us the official copies the soonest. We accept documents in English only; or documents with official English translation.

### ***Letters of reference***

The reference letters are quite free in format, style and content, as long as they've been written by someone who knows you well: present or former employer, major customer, teacher or professor, supervisor in volunteer organization, etc. The references can email their letters either directly or through you to your program adviser.

Reference letters typically address the following issues:

--How long and in what capacity have you known the candidate?

--What is your assessment of the applicant's intellectual ability to successfully complete this program?  
--What is your opinion of the candidate's motivation towards and suitability for a career in management?  
--What do you consider to be his/her principal qualities and weaknesses in this respect?  
--References also often add comments on: intellectual capacity, capacity for oral vs. written expression, analytical capacity, capacity to work effectively and independently, emotional maturity and stability, capacity for organization and working effectively with others.

### **Passport photograph**

Please wear business attire.

### **English**

Applicants must take either the TOEFL or IELTS. The required overall score for the TOEFL iBT is 90. The required overall score for the IELTS is 6.5.

However, if you are a native speaker of the English language or have completed your bachelor's or Master's degree entirely in English, you are exempted from taking the TOEFL or IELTS.

To have your TOEFL scores sent to us automatically, please sign us up at the School Code: [8614](#)

### **GMAT**

Applicants are required to submit the GMAT test result. The minimum requirement for GMAT score is 550.

To have your GMAT scores sent to us automatically, please sign us up at the School Code: [23X-LT-99](#)

### **Application fee**

The application fee for MBA is EUR 100. Application fee cannot be refunded. Please use VISA or MasterCard to pay directly online. The application won't be processed if the application fee is not paid.

## **Step Two - interview**

Successful applicants will be invited to the admission interview. The 30-45 minutes admission interview will be held by someone from the admission board at the TIAS Business School. If face-to-face interview is not possible, an online interview will take place. During the interview, applicant's professional backgrounds, academic backgrounds, study motivation and future career plan will usually be discussed.

The admission decision will follow within two weeks after the interview, but often sooner.

- *Note: Admissions interviews are conducted solely at the invitation of the admissions committee*

### **Scholarships**

If you would like to apply for a scholarship offered by TIAS, please write an essay and submit online, please refer to the scholarship information for the topics for each TIAS Scholarship.

Number of Scholarships is limited, and scholarships are awarded on a rolling basis. We therefore advise you to apply early.