APPLICATION GUIDELINES
DePaul University
Master of Business Administration
Hong Kong

TO THE APPLICANT

Thank you for your interest in the Kellstadt Graduate School of Business at DePaul University Hong Kong MBA Program. The University is fully accredited by the North Central Association of Colleges and Secondary Schools and by the AACSB – The International Association for Management Education. DePaul University was founded in 1898 by the Vincentian Fathers. The University does not discriminate on the basis of race, color, national origin, religion, sex, age or handicap in admission, employment or the provision of services.

If you have any questions after reviewing the application form and the bulletin, please do not hesitate to contact us. We appreciate your interest in DePaul University and look forward to receiving your application. The Admissions Committee will give your application careful and thorough consideration.

ADMISSION CRITERIA AND PROCEDURES

To apply, applicants must possess a degree that is equivalent to a 4-year, U.S. undergraduate degree. In addition, all students must demonstrate proficiency in English. Those whose native language is not English will be required to submit a recent score (not more than two years old) from the Test of English as a Foreign Language (TOEFL). This requirement will be waived for applicants who have obtained an undergraduate degree in the U.S., U.K., or other English-speaking country or English-speaking academic institution. DePaul University requires a minimum TOEFL score of 550 or 213 on computer based tests.

Although not required, applicants may also wish to include letters of recommendation and any other supporting material which they feel may give the Admissions Committee a broader view of their achievements. Any applicant who is admitted while other courses or programs are still in process of completion is admitted conditionally pending receipt of final documentation.

TRANSCRIPTS

Applicants must submit official copies of original post-secondary school performance records. These may include yearly transcripts, marksheets, exam results, final diplomas, degrees or graduation certificates. “Official copies” are those issued in the original language directly by your college or university. Copies must bear the official stamp and/or seal of the institution, as well as the signature of the appropriate official such as the Dean, Rector, Registrar, Controller of Examinations or Office of Teaching Affairs.

Photo or notarized copies, facsimile or electronic mail transmissions will not be accepted. Official English translations of all educational documents issued in a language other than English must be submitted.

Once the applicant has received all transcripts, they should be submitted together with the completed application form. Any applicant who is still taking courses or completing a program at the time he/she submits an application to the Kellstadt Graduate School of Business at DePaul
University must submit a follow-up transcript showing final grades and degree subsequently obtained.

GRADUATE MANAGEMENT ADMISSION TEST
While there is no minimum test score needed for admission, all applicants are required to take and submit a score from the Graduate Management Admission Test (GMAT). The GMAT score report must come directly from Educational Testing Service (ETS). A GMAT taken more than five years prior to the date of application is not considered valid for application purposes and would have to be retaken. An exception can be made for applicants who used the GMAT to begin a graduate business program and are now resuming their studies. Their score must be forwarded from ETS but is exempt from the five-year time limit.

APPLICATION FEE
A $40 U.S. application fee, payable to DePaul University by check or money order, is required and must accompany the completed application form. This fee is not refundable. If the application for admission into the September 2001 Hong Kong MBA program is received past the July 1, 2001 deadline, a $115 U.S. application fee is required to cover credential evaluation by an outside agency.

APPLICATION DEADLINE
In order to insure that application processing can be completed for the September 2001 start of the Hong Kong MBA Program, completed applications must be received in our Hong Kong or Chicago office by July 1, 2001.

APPLICATION FORM
The Kellstadt Graduate School of Business requires the prospective student to submit a “closed” application. That is the fee and all documents included and submitted with the application form – with the exception of the GMAT score report which is to be sent separately from the Educational Testing Service. This “closed” procedure enables us to process applications more efficiently and provide the applicant with a prompt and timely decision.

After the application has been processed, applicants may request, in writing, that their original documents be returned. English translations remain the property of the Kellstadt School.

APPLICANT CHECKLIST
Use this checklist. Remember: all items except the GMAT score and letters of recommendation must be submitted together and included with the application form.)

__ Completed application form, signed and dated.
__ Application fee in U.S. dollars ($40) – check or money order payable to DePaul University. This fee is not refundable. (The application fee is $115 if submitted past the July 1st deadline.)
__ Official transcripts as described from all institutions attended.
__ Official score on the Test of English as a Foreign Language (TOEFL) if undergraduate degree is from a non-English speaking program.
__ GMAT score must come directly from the Educational Testing Service. Applicant should arrange with the Educational Testing Service to have their score sent directly to DePaul University (DePaul's code is 1165).
Letters of recommendation and other supporting information are optional. Deliver or mail application form together with all credentials to:

Mr. Tony Chan
DePaul University Hong Kong MBA Program
18th Floor IBA Building
38 Des Voeux Rd.
Central Hong Kong

Phone: 2842-7924
Fax: 2524-8423
Email: tonyskc@netvigator.com or hkmba@condor.dePaul.edu

Or

DePaul University
Kellstadt Graduate School of Business
Suite 7900
1 East Jackson Blvd.
Chicago, Illinois 60614
U.S.A.

Or

Visit our Website: www.dePaul.edu/hkmba