

***2010 MBA Application Instructions  
for applications from Asia***

For applicants for the MBA programme of TiasNimbas Business School, the application process runs as follows:

**Step One – paperwork + fee**

Please prepare the following documents:

1. Application form (can be downloaded from our website [www.tiasnimbas.edu](http://www.tiasnimbas.edu) )
2. Resume in English
3. Answers to the five essay questions (see page 3 of the application form)
4. Copies of degree certificates and school transcripts
5. Two letters of reference
6. The copies of your English and GMAT results
7. 4 passport photographs
8. Proof of remittance of your application fee
9. Scholarship essay (if applicable)

**Please email first then post all hardcopy documents to TiasNimbas Taipei Office.**

**Email:** [s.c.ko@tiasnimbas.edu](mailto:s.c.ko@tiasnimbas.edu) (Candis Ko)  
[s.tseng@tiasnimbas.edu](mailto:s.tseng@tiasnimbas.edu) (Shu Tseng)

**Fax:** +886-2-2349 4931

**Tel:** +886-2-2349 4977 ext. 11 or 12

**Address:** 1F, No. 118, Sec. 1 Zhong Xiao W. Rd. Taipei 10044, Taiwan

***Application form***

Please follow the instructions on top of the first page!

***Resume***

Resume = curriculum vitae. Please feel free to attach whatever materials you think will benefit your application: autobiography, awards, certificates, your website, press article about your project, etc.

***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 send us the official copies 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 organisation, etc. The references can send their letters either directly or through you to the TiasNimbass office in Taipei.

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 programme?*

*--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 organisation and working effectively with others.*

### **Passport photographs**

We do need four hard-copy passport photographs for administrative purposes, as well as for our Graduate Gallery CD-Rom, with a searchable database of our alumni, that the TiasNimbass Career Office annually sends to several thousand companies and recruiters. Please wear business attire.

### **English**

For all programmes, strong English proficiency is required. We only accept IELTS (6.5) and TOEFL (CBT 232, IBT 90).

To have your TOEFL scores sent to us automatically, please sign us up: code: 8614 and school name TiasNimbass Business School.

However, if you are a native speaker of the English language or have completed your bachelors degree in English, you do NOT need to take a TOEFL or IELTS.

### **GMAT**

Our required minimum GMAT score is 550. But most applicants have 600 or higher. To have your GMAT scores sent to us automatically, please sign us up with GMAT with: code: 23X-5F-I2 and school name TiasNimbass Business School.

### **Application fee**

The application for MBA is euro 100. Application fees cannot be waived.

Please remit the application fee to:

*TiasNimbass Business School*

*ING Bank Nederland*

*P.O. Box 518*

*3500 AM Utrecht*

*The Netherlands*

*Account number 68.71.97.066*

*Account name: TiasNimbass Utrecht, the Netherlands*

*SWIFT Address: INGB-NL-2A*

*IBAN: NL02INGB0687197066*

*Please state 1) your name; 2) programme of interest*

## **Step Two - interview**

The last step is the 45-60 minute admission interview with someone from the admission board at the TiasNimbas Utrecht Office. If face-to-face interview is not possible, a telephone interview will take place.

During the interview, applicant's professional backgrounds, academic backgrounds, and motivation will usually be discussed.

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

### **Scholarships**

Applications for scholarships should be made simultaneously with the application for the programme. Applicants must write an essay of 500 words stating why the applicants believe that our programme will help them to achieve their ambitions. And how this programme will be able to help their environment and local community. Potential leadership, merit and as well as financial need are taken into consideration.

For conditions and application instructions, please consult the programme adviser, or visit [www.tiasnimbas.edu](http://www.tiasnimbas.edu) > your programme > financial aid.