

2010 Master Application Instructions
for applications from Asia

Applicants for the MA/ MSc 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)
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. 4 passport photographs
6. Proof of remittance of your application fee
7. The copies of your English and GMAT results (if applicable)
8. Two letters of reference (optional)
9. Scholarship essay (if applicable)

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

Email: s.c.ko@tiasnimbas.edu (Candis Ko)
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. If the diploma has not been issued upon applying to TiasNimbas, a recent transcript, with subjects taken and marks received, will need to be included with the application.

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 TiasNimbas 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 TiasNimbas Career Office annually sends to several thousand companies and recruiters. Please wear business attire.

English

Applicants must take either the TOEFL or IELTS. The required overall score for the TOEFL is 90 (internet-based) or 232 (computer-based). The required overall score for the IELTS is 6.5.

Applicants who have followed a Bachelor's degree entirely in English are exempt from taking the TOEFL or IELTS.

To have your TOEFL scores sent to us automatically, please sign us up: code: 8614 and school name TiasNimbas 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

Applicants with a Bachelor degree in a business, management or related subject, from an approved university, or an acceptable professional qualification do not need to submit GMAT, provided academic requirement is: American or European degree gross percentile average (GPA) of 3.0 out of 4.0 or 7.0 out of 10, or overall average of 80 from 100% (B on a scale of A to F).

However, applicants with a non-management/business related Bachelor degree, may be asked to take an in-house Capacity Test or GMAT. This would also apply to applicants whom TiasNimbas requires more insight into their analytical skills.

To have your GMAT scores sent to us automatically, please sign us up with GMAT with: code: 23X-5F-I2 and school name TiasNimbas Business School.

Application fee

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

Please remit the application fee to:

*TiasNimbas Business School
ING Bank Nederland
P.O. Box 518
3500 AM Utrecht
The Netherlands
Account number 68.71.97.066
Account name: TiasNimbas 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 60-minute admission interview, held by staff from the TiasNimbas Asia Office. If face-to-face interview is not possible, a telephone interview will take place. In some cases, a second interview by our Central Admissions Office in the Netherlands will be held as well.

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 > your programme > financial aid.