

Global Manufacturing & Supply Chain Management

ADMISSION DOCUMENTS CHECKLIST

ITEMS TO BE SUBMITTED

Documents Required to Submit an Application at Zhejiang University

1. **Work Experience:** It is preferred to have at least two years of working experience by the time applicants start the program
2. Submit the following documents to gmba@zju.edu.cn :
 - ☐ Complete the **online application form** via ZJU MBA APPLICATION SYSTEM http://mba.zju.edu.cn/signup_web/
 - ☐ **A copy of your passport**
 - ☐ **Curriculum Vitae** in Chinese and English
 - ☐ **Personal statement** in Chinese and English. They should include study and work experience, reasons for application and study proposal.
 - ☐ For each university-level institution you have attended to date, please provide transcripts both in original language and English translation (original or notarized copy). The transcripts must include courses and grades for each year attended.
 - ☐ For those institutions where a degree has been obtained, in addition to transcripts include:
 - ☐ **Certificate of Graduation**, both in original language and English translation (original or notarized copy).
 - ☐ **Certificate of Bachelor's Degree**, both in original language and English translation (original or notarized copy).
 - ☐ **English proficiency test** (TOEFL or IELTS) – applicable in most cases. Test scores must be less than two years old.
 - ☐ Results of one of the following exams: **GMAT, GRE or National Entrance Examination**. Participation in the National Entrance Examination is required only for Chinese students.
 - ☐ **Two reference letters** in English. You must identify on the application form two referees who are familiar with your work, and who are willing to write letters of recommendation. Provide a valid institutional email address for each referee. Both letters must be written on company/university letterheads, signed and dated. McGill will contact these referees and invite them to upload references on your behalf.
3. **Interview:** Once documents are submitted, the Admissions committee will select the candidates to be interviewed. An interview invitation will be sent to your application email.
4. Those applicants who pass the interview will be asked to submit an online application to McGill University.

ONLY for Foreign Applicants- Additional Admission Requirements

1. **Application** to the International Education College, Zhejiang University
http://iczu.zju.edu.cn/english/redir.php?catalog_id=227
2. Results of one of the following exams: **GMAT or GRE**
3. **Interview:** Once documents are submitted, the Admissions committee will select the candidates to be interviewed by phone or video conference. An interview invitation will be sent to your application email.

ZJU contact: Ms. MA Jin - maj@zju.edu.cn

How to Apply to McGill University

- Complete the graduate studies **online application form** on [uApply](http://www.mcgill.ca/gradapplicants/apply). You can stop and save your progress at any time. Please note that **ALL** the documents indicated on this section have to be uploaded directly to uApply after you submit your online application. For detailed instructions on how to submit your application and on uploading documents, please visit the following link:
<http://www.mcgill.ca/gradapplicants/apply>
- **Application fee:** To submit your application, there is a non-refundable fee of \$ 110.29 CAD to be paid by credit card via uApply.
- Upload your complete **record of study (via uApply)**:
 - For each university-level institution you have attended to date, please upload transcripts both in original language and English translation (original or notarized copy). The transcripts must include courses and grades for each year attended.
 - For those institutions where a degree has been obtained, in addition to transcripts include:
 - Certificate of Graduation, both in original language and English translation (original or notarized copy).
 - Certificate of Bachelor's Degree, both in original language and English translation (original or notarized copy).
- **Curriculum Vitae** in English
- **Personal statement** in English. It should include study and work experience, reasons for application and study proposal
- Results of one of the following exams: **National Entrance Exam (only required for Chinese students), GRE or GMAT**. When registering for the GRE or GMAT tests, please ensure that you request the results be sent directly to **McGill University**. McGill will then receive the results electronically directly from the testing agency.
 - **GMAT Institution Code: 58 H-MN-22.**
 - **GRE Institution Code: 0935.**
- **English proficiency test** (TOEFL or IELTS) - applicable in most cases. Test scores must be less than two years old and submitted directly from the testing agency.
 - When registering for the IELTS or TOEFL, you must request the results to be sent directly to McGill University (institution code: **0935**). McGill will then receive the results electronically directly from the testing agency. If available, send the TRF # indicated on your IELTS score report to the Program administrator (yulia.nikitina@mcgill.ca) to obtain your test score.
- **Two reference letters** in English. You must identify on the application form two referees who are familiar with your work, and who are willing to write letters of recommendation. Provide a valid institutional email address for each referee. Both letters must be written on company/university letterheads, signed and dated. McGill will contact these referees and invite them to upload references on your behalf.

McGill University contact: Ms. Yulia Nikitina - yulia.nikitina@mcgill.ca