

Global BBA Program Application Guide (2024 intake)

Major	Business Administration
Location	Beijing, China + 1-year overseas (without extra tuition)
Language of Instruction	English
Duration	4 years (first semester starts in Sept.)
Tuition	CNY 36,000 per year (roughly USD 5,000 per year)
Scholarships	Students can apply for Beijing Municipal Government Scholarship
Accommodation	(roughly) USD 1,300-3,600 a year
Application Deadline	April 30, 2024
Website	http://globalbba.rmbs.ruc.edu.cn

Application Procedure

Step 1: Application Online

Applicants must log in to the International Students Application System of Renmin University of China (<http://international.ruc.edu.cn/application>) within the application time, fill in the application information authentically, upload the application materials and pay the application fee online in the system.

After the payment of the application fee, the system will automatically generate the *Application Form for International Students of Renmin University of China*. Applicants should print the application form and sign it.

Note:

- 1) The requirement of the electronic photos:
 - a. Taken recently, plain white background, two-inch;
 - b. Full face exposed, ears exposed;
 - c. With a neutral facial expression;
 - d. Taken in dark-colored clothes;
 - e. Uniforms should not be worn in your photo, except religious clothing that is worn daily;
 - f. Taken with no hat or other head coverings unless it is required by the applicant's religious belief; your full face must be visible, and the head covering must not cast any shadows on your face;
 - g. The image format should be in JPG or JPEG;
 - h. The head of the applicant shall account for 2/3 of the whole photo.
- 2) The registration information must be verified before submitting. Once submitted, it cannot be modified.
- 3) Be sure to keep the username and password used in online registration.

4) The application fee is RMB 800. Please pay the application fee through the online payment in the system. **The application fee will not be refunded.**

5) Late applications will not be accepted.

Step 2: Send Hard Copies by Post

After the online application, RUC will review the applicants' information and materials. Applicants who pass the online preliminary review should mail the hard copies of the application materials to the International Students Office of RUC through EMS or SF-Express within one week after passing the online preliminary review.

Step 3: Professional Review and Interview

After the preliminary review, ISO will send the application materials to the GBBA program. The GBBA program will review the application materials again and notify the qualified applicants of participating an interview. The interview is mostly done often via ZOOM. Interviews will be arranged on a rolling basis within one or two months since the application date.

Step 4: Admission

The admission decision will be made by the University Admission Committee based on the applicant's application qualifications, interview performance and overall evaluation.

Application Documents Checklist

1. Application Form for International Students of Renmin University of China (Original)

After online application, the system will automatically generate the application form. The form should be printed clearly on one piece of A4 paper. Smearred, doodled or damaged forms are not acceptable.

Applicants must sign the form.

2. Copies of the First Page and Visa Page of the Passport

The applicant must hold an ordinary passport. The validity of the passport must be later than **September 30, 2025**. Otherwise, please change the passport in advance. The copy of the visa page refers to the copy of the visa page held in China (if any). **Please do not change the passport and personal information before the onsite registration. The change will affect the enrollment accordingly.**

3. High school graduation certificate

1) Applicants who have graduated should submit the copy of final education certificate, with the original copy of the notarization of the final education certificate or the original copy of verification of the final education certificate by the institutions entrusted by the Education Ministries.

2) If the applicant is currently a student at school, please submit the original or notarized copy of the certificate of expected graduation issued by his or her current university. The copy of final education certificate, with the original copy of the notarization of the final education certificate or the original copy of verification of the final education certificate by the institutions entrusted by the Education Ministries must be provided to the university during the onsite registration for re-examination. Those who fail to pass the re-examination will not be admitted for registration. If the applicant cannot provide the related final education certificate according to the item 1) above, the enrollment will be turned down.

4. Transcript (original)

5. SAT, ACT, IB, AP, UK A-level, Cambridge International A-level, or other standardized tests' score report (if applicable)

6. TOEFL or IELTS score report which are within two years' validity.

You do not need to include the language test scores if:

- English is your native language
- Or you already (at the time of application submission) at least 3 years at a school / university where the language of instruction was English.

7. One recommendation letter.

The recommendation letters must contain the signature, name, position, work unit, and contact information of the recommender.

8. Personal statement

9. Letter of Guarantee

The template of the Letter of Guarantee can be downloaded from the website of the International Students Office. The Letter of Guarantee should be signed by the applicant's relative or the economic guarantor.

10. Proof of Economic Capability (choose one of the following)

1) Bank deposit certificate of the applicant (time deposit of no less than RMB 30,000 and the maturity date should be after October 2024).

2) the guarantor's employment certificate (annual income specified) or bank deposit certificate (the employment certificate must be issued on the company's letterhead paper or time deposit of no less than RMB 30,000 and the maturity date should be after October 2024).

11. Foreigner Physical Examination Form (Original)

The Foreigner Physical Examination Form should be the original document in English or Chinese.

The template of *Foreigner Physical Examination Form* can be downloaded on the website of International Students Office. The applicant should go to the local regular hospital for physical

examination in strict accordance with the items specified in the *Foreigner Physical Examination Form*. **A physical examination form missing items, photo, cross-page seal, signature of the doctor, and the seal of the hospital is considered invalid.** The validity of *The Foreigner Physical Examination Form* is 6 months.

12. Certificate of No Criminal Record (original or notarized copy).

1) Applicants who are currently not in Chinese mainland should offer the certificate issued by the local public security department.

2) Applicants who are currently in Chinese mainland should offer the certificate issued by entry and exit administration departments of China.

The Renmin University of China Commitment Letter for Non-Criminal Record on International Students Office website is not for the Master Programs in English, and it cannot be used as *the Certificate of No Criminal Record*.

13. Nationality Proof

According to *the Nationality Law of the People's Republic of China* and *the Letter No.12 [2020]* of *the Ministry of Education of the People's Republic of China*, some applicants shall provide additional materials as

<http://iso.ruc.edu.cn/ENGLISH/Apply/MastersprogramsInEnglish/db70bd8b6ecc4075864af541cbe34583.htm> .

14. School profile. This provides an overview of your high school (e.g. background, student body, curricular offerings, and grading system.)

15. Other supporting materials you wish to include in your application files (if any)

***Matters needing attention:**

1. All application materials shall be in Chinese / English, and notarized Chinese / English translation shall be provided for texts not in Chinese / English. Documents in other languages are not accepted. If the published academic paper is too long to provide translation, Chinese / English research certificate, employment certificate or other relevant publication proof materials shall be provided, and the original paper shall be attached;

2. If the submitted materials are notarized copies, they shall be the original notarized copies. Copies of notarizations are not accepted;

3. All application materials will not be returned once submitted;

4. Renmin University of China reserves the right to require the applicant to submit relevant supporting materials.

Program Contacts

Tel: 86-10-82509143 Nancy YUAN (Program Manager)

86-10-62516552 Yinping WANG (Office Director)

Mailing address:

International Relations Office,
Room613, Mingde Business Building
Renmin University of China, 59 Zhongguancun St.
Haidian District, Beijing, China 100872
E-mail: globalbba@rmbs.ruc.edu.cn
Program Website: <https://globalbba.rmbs.ruc.edu.cn>

ISO Contacts

Tel: 86-10-62512359

Fax:86-10-62515343

Mailing address:

Room 108, International Cultural Exchange Center,
Renmin University of China, No. 59, Zhongguancun St.
Haidian District, Beijing, China 100872
E-mail: iso@ruc.edu.cn; huangjuniso@ruc.edu.cn
ISO Website: <http://iso.ruc.edu.cn>

*If there is any change in the relevant enrollment information, please be subject to the latest requirement (e.g., the qualification examination) published by the International Students Office. International Students Office reserves the right to update the enrollment guide if necessary.