2025 Enrollment Guide on Global BBA Program in English for International Students of Renmin University of China

I **Application Qualifications**

Applicants should:

1. NOT have Chinese nationality; Hold a valid ordinary passport;
2. Be physically and mentally healthy; Not have criminal record;
3. Have a full-time high school diploma or higher education level, and are eligible to apply for university;
4. Have a good command of English: Applicants should submit TOEFL or IELTS score reports that are within two years of validity. However, it is not necessary to include these language test scores if the applicant's native language is English or if they have completed at least three years of study at a school or university where the medium of instruction was English at the time of application submission;
5. Be subject to the additional nationality regulations of Ministry of Education of People's Republic of China.

II **Application Time**

Self-financed applicant:

December 5, 2024- May 31, 2025

Please note:

International Students Office (ISO) of RUC will review the application materials during the application period. Applicants who do not pass the preliminary online review shall resubmit the application materials before the deadline. Late application will not be accepted after the deadline.

III **Program Introduction**

School	Renmin Business School
Major	Business Administration
Location	Beijing, China + 1-year overseas (without extra tuition)
Duration	4 years (first semester starts in Sept.)
Tuition	CNY 36,000 per year
Website	http://globalbba.rmbs.ruc.edu.cn

IV **Application Procedure**

1. Online Application

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. The application fee is RMB 800. The application fee will not be refunded.

2. Qualification Review

RUC will review the applicants' information and materials in the application system within the application time. Applicants who do not pass the online preliminary review should re-upload the related information or documents in time within the application period.

3. Mail Documents

Applicants should mail the hard copies of the application materials to the university through EMS or SF-Express within one week after passing the Qualification Review.

4. School Review

After the qualification review, the Business School will review the application documents. Applicants will get the interview notice if the check of the application documents is approved.

5. Admission and Enrollment

The university will publish the results of enrollments from May to July, 2025. Students should bring the admission documents including admission notice for onsite registration in September, 2025 to the university. The university will re-check the applicant's information and documents after onsite registration. If there were any violations or fraudulent situation found, the university will turn down the admission.

V **Application Documents**

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

After online application, the system will automatically generate an application form. The form should be printed and signed.

2. Final Education Certificate

1) Applicants who have completed high school should submit a copy of their high school diploma, which must be notarized or verified by the institutions authorized by the Education Ministries.

2) If the applicant is currently a student at school, please submit the original Certificate of Expected Graduation issued by their current high school. The copy of their final education certificate, with the **notarization** or **verification** of the final education certificate by the institutions entrusted by the Education Ministries must be provided to the university before registration.

3. Transcript (Original)

Transcript must include a list of all completed courses up to graduating year. If the score is not in centesimal system, an explanation of the grading scale is needed. SAT, ACT, IB, AP, UK A-level, Cambridge International A-level, or other standardized tests' score report (if applicable)

4. Copies of the Information Page of the Passport

The applicant must hold an ordinary passport. The validity of the passport must be later than **March 31, 2026**. If the applicant is currently in China, please provide the copy of the visa page (if any).

Notes:

1) The university does not accept applicants who hold the following documents to apply as international students: "Travel Permit of the People's Republic of China", "Exit Entry Permit of the People's Republic of China", "Mainland Travel Permit for Hong Kong and Macao Residents", "Mainland Travel Permit for Taiwan Residents", "Residence Permit for Hong Kong, Macao/Taiwan Residents of the People's Republic of China", etc.
2) Applicant is not allowed to change the passport or personal information from the date of application until 3 months after onsite registration. The personal information includes name, gender, date of birth, nationality, passport number, and etc. If it was unavoidable to change your passport or personal information due to extremely special circumstances or force majeure, a written application should be submitted to the University for the Consent from the university. If the identity documents and personal information submitted by the applicant did not match the personal information provided during the application and admission process, the university will turn down the enrollment procedures.

5. Recommendation Letter

The recommendation letter must be issued and signed by the applicant's high school teachers, class teachers, school leaders, or other officials in charge. The letter must contain the signature, name, position, work unit, and other information of the recommender of the referee.

6. Personal Statement and Study Plan

The personal statement and the study plan shall be written in English. It provides an opportunity for you to present yourself including personal study and work experience, academic research achievements, research plans, career planning after graduation, etc.

7. *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 *(http://iso.ruc.edu.cn/ENGLISH/Download/ApplicationDocuments/index.htm)*. The applicant should go to local authentic 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.

8. English Proficiency Certificate

Applicants should submit TOEFL or IELTS score reports that are within two years of validity. However, it is not necessary to include these language test scores if

the applicant's native language is English or if they have completed at least three years of study at a school or university where the medium of instruction was English at the time of application submission.

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

1) The Employment & Income Certificate of the applicant or the guarantor

2) The Bank deposit of applicant or the guarantor should be no less than RMB 30,000.

10. Statement of Guarantee (Original)

The template of *the State of Guarantee* can be downloaded from the website of the International Students Office *(http://iso.ruc.edu.cn/ENGLISH/Download/ApplicationDocuments/index.htm)*. *The Statement of Guarantee* should be signed by the economic guarantor.

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

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

2) Applicants who are currently reside 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*.

12. 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 *National Proof Documents*.

13. School profile

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

14. Other Supportive Documents

Copies of published academic papers, awards or other research results may be attached if necessary.

Matters needing attention: All application documents shall be in Chinese / English**.** And all application materials will not be returned once submitted.

VI **Scholarships Application**

Beijing Municipal Government Scholarship

The scholarship will provide tuition reduction to the students for the first academic year accordingly. The full scholarship is the reduction of 20000 yuan, half

scholarship is the reduction of 10000 yuan. If the basic tuition is lower than the amount of the reduction, the reduction will considered the factual situation. The application requirements and procedure will be further notified.

VII **Insurance**

China's Ministry of Education requires international students to purchase and maintain comprehensive insurance. The university will not register any student without a valid insurance. For more information, please refer to the website: *http://www.lxbx.net*

VIII **Housing**

The housing office will provide the Room Reservation Form to the enrolled student including living condition and booking procedure. Housing office can be reached by Telephone number: 86-10-62511395; Email: LGIA@ruc.edu.cn

If you live off campus, please make sure to get the Temporary Accommodation Registration at the nearest police station within 24 hours according to the Chinese law.

IX **Visa**

Enrolled students must apply for the X1 visa with the admission notice and *Visa Application for Study in China* (JW201/202 visa form) to the Chinese embassies and consulates abroad, and transfer the X1 visa to the Residence Permit within 30 days after arriving in China.

X **Contacts**

For any question or inquiry, please consult the Business School and the International Students Office.

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If there is any change in the relevant enrollment information, please be subject to the latest published by the International Student Office. International Students Office reserves the right to update the enrollment guide if necessary.