**Admission Process – step by step**

1. **Submission of application** via email to Romain Bartolo at [iskandar@solbridge.ac.kr](mailto:iskandar@solbridge.ac.kr), with all supporting documents, by **Saturday 30 June 2018**:
   * **SolBridge application form**
   * **Proof of English proficiency** (IELTS, TOEFL)
     + BBA language requirements: minimum IELTS 5.5, TOEFL IBT 61
     + MBA language requirements: minimum IELTS 6.5, TOEFL IBT 79

\*Other English tests such as Cambridge test will be converted into the most favorable IELTS or TOEFL score. However, we strongly recommend applicants to favor IELTS or TOEFL tests in order to get the highest scholarship.

* + **Passport copy**
  + **Certificates of extracurricular activities**, if applicable,
  + **Scholarship essay** (if students apply for scholarship)
  + **Scholarship form**

Scholarships are merit-based and given upon admission. Scholarships are based on the English score and average GPA. Other language skills (other than the native language and English) and extracurricular activities are potential ways to increase scholarships a little further.

Scholarships are given for one academic year for BBA students, and for one semester for MBA students and BBA transfer students. Students will keep their scholarship if they maintain an average GPA of B+ (3.6 out of 4.5).

* + **Proof of finances**: bank statement with a minimum amount of USD 18,000.

This document is a requirement from the Korean government. All international students wishing to study in Korea must show that they have a minimum amount of USD 18,000 on their bank account. The amount can be on different accounts and under different names. The amount will not have to be transferred to Korea. It just serves as a proof prior to admission.

* + **Grade transcripts**: scanned and certified copies with mandatory English translation are acceptable. Upon admission, students will be required to bring original certificates to SolBridge
  + **Degree certificate**: scanned and certified certificates with mandatory English translation are acceptable. Upon admission, students will be required to bring original certificates to SolBridge
  + **D2 Visa sponsorship form** (sent along with the application form)
  + **Recommendation letters**: 1 for BBA students, 2 for MBA students
  + **Resume / CV**: for MBA applicants only

1. **Verification of documents** by our Admissions Department
2. **Scheduling of a Skype admission interview** with our Admissions Manager
3. **Issuance of an acceptance letter and payment invoice** with a deadline upon admission
4. **Sending of invitation and guarantee letters** for the visa application after fee payment is made through wire transfer. **The D2 visa is the only eligible visa for international students in Korea.**
5. Upon arrival to South Korea, students are kindly asked to show in all original documents and certificates that were furnished for the admissions process.

**Main contact and enquiries:**

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