

## Master of Global Management Online Application Procedure and Documents Checklist

### Qualifications:

1. Non-Chinese citizen in good health both mentally and physically.
2. Applicants for master degree program must have a bachelor degree and under 35.

**STEP 1. Please apply and upload all application materials via Tongji Portal (<http://study-info.tongji.edu.cn>) according to the Application Material Checklist below, and finish online application procedure.**

**Deadline for self-sponsored application:** May 10th, 2024

**Deadline for scholarship application:** Feb.-Mar. 2024

### Application Material Checklist:

1. A copy of the passport (personal information page of ordinary passport only, students must enter China with ordinary passport, other passport types are not accepted).

2. Graduate certificate and degree certificate. If the certificates are not in Chinese or English, the original notarized translated versions must be submitted.

\*The certificates should be notarized by local Chinese Embassy or local Chinese Consulates (or foreign embassies or consulates in China).

Or Certificate of expected graduation issued by current academic institution (for applicants who will be graduating after current academic year only and must be the Original copy).

Degree certificate is required to be verified and notarized documents related to the degree certificate must be submitted at the registration.

3. Original or notarized academic transcripts of the bachelor program. If the academic transcripts are not in Chinese or English, the original notarized translated document must be submitted.

\*The transcript should be notarized by local Chinese Embassy or local Chinese Consulates (or foreign embassies or consulates in China).

4. IELTS/ TOEFL report within 2-year validity (IELTS 6 and above, TOEFL 80 (iBT) and above, or equivalent English Proficiency test result); Or certificate indicating your bachelor program's medium is English.
5. Original recommendation letters from two professors or associate professors (contact information is necessary).
6. Personal statement. Around 1000 words in English. Study and work experience, academic research achievement, planned research proposal and personal prospect after graduation should be included.
7. Physical health report issued within the last six months or valid Chinese visa.
8. Payment evidence

If the applicant pays the application fee through bank or online bank, it is required to provide a photo of receipt or screenshot of transaction, not required for those who pay through the online application system.

9. Catalogue and abstract of published papers and any other material that can prove your academic research ability.
10. Other supporting materials, such as CSC/SGS application form, approval letter from supervisor in Tongji University, award certificates, admission notice from other universities, etc.

\* In addition to the application materials mentioned above, the university may require applicants to provide supplementary materials, depending on the circumstances.

### **How to Pay the Application Fee**

Application fee: RMB600 (non-refundable)

You can pay through:

- a. Online application system
- b. Bank or online bank, and you are also required to upload your receipt to our online application system.

### **Account information:**

#### **1. For accounts overseas:**

Beneficiary: Tongji University

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Add: School of Economics and Management, Tongji University,  
Tongji Building A, 1500 Siping Road, Shanghai, 200092, P.R. China.  
Tel: +86-21-6598 3063/6598 6991 Fax: +86-21-6598 8568

Beneficiary Bank: Bank of China, Shanghai Branch yangpu sub-branch

Address: NO. 83 Chifeng Road, Shanghai, 200092, P.R.China

Beneficiary Bank Account No.: 433859245525

Swift number: BKCHCNBJ300

## 2. For accounts in China:

- 户名(Beneficiary): 同济大学
- 账号(Beneficiary Bank Account No.): 033267-00812000848
- 开户银行(Beneficiary Bank): 中国农业银行股份有限公司上海翔殷支行
- 中国农业银行股份有限公司上海翔殷支行行号 (Bank Number) : 103290035039
- 地址(Address): 上海市杨浦区翔殷路 1128 号

## IMPORTANT NOTE:

1. You need to **upload all materials on our online application system**. Please check carefully that everything required above has been uploaded, and please click the files you uploaded to check whether they are clear enough to see and complete before submitting;

For any incomplete, disqualified or unclear documents, your online application would be returned and you need to upload as required and submit again till everything is clear, qualified and complete.

2. You can upload up to 3 documents in each category, if your documents are more than 3, please upload them into "supplemental documents" and name it correctly for checking, e.g. Transcripts page 4, etc.; Or combine multiple documents into one.

3. You need to upload all the material on our online application system and upload the specific documents into respective categories.

When uploading, files without corresponding category should be uploaded into "supplemental documents"(e.g. IELTS/TOEFL report into "Language Proficiency Certificate", Bachelor-taught-in-English Certificate into "Language Proficiency Certificate" and etc.)

4. When fall semester begins, you shall bring the documents and certificates with you for further check. Detailed information will be listed on our Registration Guide and will be sent out with

the admission notice. **Your admission will be cancelled if your documents are found to be fake.**

5. All documents required must be submitted before the deadline for the requirements of the university, if not, would be treated as waiver of application.
6. Students who submit their expected graduation certificate during application should submit their official graduation certificate during registration.

## **STEP 2. Email All-in-one PDF**

After submitting the online application, students should download the application form in Tongji Portal, then combine it with all required application materials in ONE PDF as listed in **Application Material Checklist** and EMAIL the **All-in-one PDF** to Admission Manager: [clairehuang@tongji.edu.cn](mailto:clairehuang@tongji.edu.cn).

Please rename the PDF as “Country-- Home University- Full Name -Application Number” , e.g. “Canada-Tongji-Mary ZIMMER -5551188” .

## **STEP 3. Online Interview Notification**

When receiving your complete set of application materials online and after the documents screening, the selected applicants would obtain the invitation to online interview via WeChat or Zoom. Please download WeChat and Zoom APP in advance.

**As the admission is on a rolling basis, we strongly recommend you to start your application ASAP to avoid any unnecessary delay.**