

CEMS Master of Management specialising in International Management

Application Guide



In this Application Pack you will find everything you need to guide you through the **application process** of the **CEMS Master of International Management** programme.

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Admissions Department

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Email: admissions.gsb@uct.ac.za

Here's a quick overview of what to expect from the Pre-Application and Admissions processes











First of all, you will need to do some research. Before you begin, we encourage you to find out as much as possible about the programme you are applying for at the GSB. This involves reading up as much as you can on <u>our website</u>, attending our <u>information sessions</u>, seeking counsel from your peers, colleagues and mentors, or calling our Admissions Team for more information or clarity.

- Understand the entrance requirements; make sure you meet the criteria.
- Consider the <u>time and workload demands</u> of the programme, and discuss this with your employer if necessary.
- Know what the latest <u>fees</u> are, and consider your <u>funding options</u>.

The application process: Applying at the UCT GSB involves a few easy steps:

STEP 1: Complete your 'Pre-Application' – an application for the UCT GSB

The Pre-Application process is required for us to know that you are sufficiently qualified or experienced and the right fit for your chosen academic programme at the GSB. This is an important step that will help prepare you for the rest of the application process.

STEP 2: Apply with the University of Cape Town

The UCT Online application is necessary to register you as a student of the university, and create your unique UCT Student Number. You may be required to resubmit some information from the previous step.

STEP 3: Upload your documents

During your Pre-Application process you will be required to compile a set of documents, then upload them onto our application portal. Our Admissions team will use these documents to prepare your application for the Admissions Board.

STEP 4: Pay your application fee

Before the Admissions team are able to send your application pack to the programme's Admissions Board, they will need to confirm receipt of your application fee. This is an important step that lets us know that you are serious about your application. Please note, this is non-refundable regardless of the Admissions Board's decision on your application.

TOP TIP: Many of our applicants find it useful to create an application folder on their computer to keep all application documents safely filed in one place, and easily accessible for their submission.









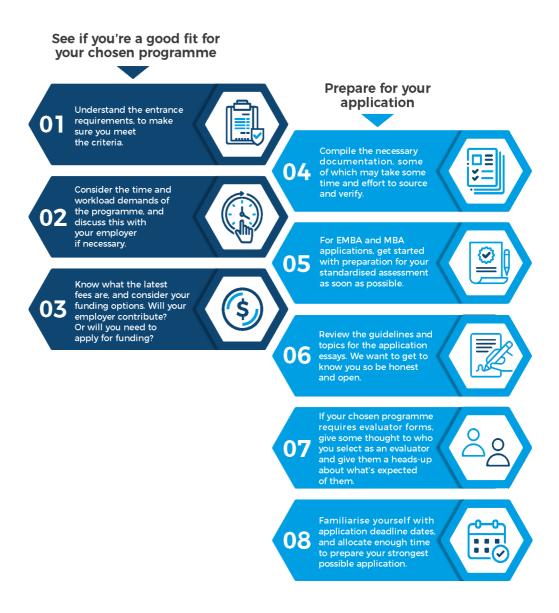


Starting your application

Once you have started your application, you will receive an email containing your unique **Pre-application Portal Link**.

You don't need to complete all steps in one sitting. All changes are saved automatically, so you can always go back to complete an incomplete step or skip ahead – return to your application portal at any time using **your unique link**.

TOP TIP: For privacy reasons, don't share your unique portal link with anyone else.











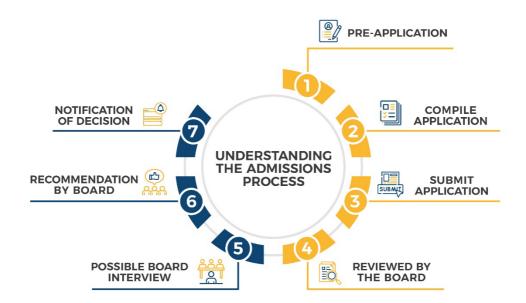


The admissions process

Once you have submitted a completed application, the Admissions Team will kick into gear and process the application.

TOP TIP: Make sure you've completed **all 4 steps** of your application to allow the Admissions Team to proceed with your application. The assigned Admissions officer will communicate with you directly should any documentation be outstanding.

Be patient – you will be notified of any outcomes in due course.













Entrance requirements

Attributes and qualifications needed for this degree

QUALIFICATIONS AND PREVIOUS EXPERIENCE

Prospective candidates must:

- Hold a qualification that allows the student to enter into a Master's-level study in the country where it was obtained, which in South Africa is an NQF Level 8 qualification. Candidates with a non-South African qualification may need to verify the equivalence to a South African degree.
- Provide proof of academic preparation:
 - Have completed a bachelor's degree in management or economics or a related field; or have successfully passed 120 credits/60 ECTS of studies in business education at the postgraduate level in any of these areas. This could be from a one-year honours or PGDip in economics/management or business following any other Bachelor's degree.

LANGUAGE REQUIREMENTS

Students must be fluent in spoken and written English. The UCT GSB Admissions Board could require a TOEFL for applicants whose mother tongue is not English or who have not received a degree from an English university. The Board also takes motivation essays, standardised assessments, and interviews into account with regard to English proficiency. Final decision at the discretion of the Board.

Proficiency in English (if not mother tongue*) must be proven through any of the following accreditations as a minimum level:

- TOEFL iBT100
- IELTS(Academic)/IELTS Indicator 7.0
- CPE C; CAE B
- BEC Higher B

The additional language can be at intermediate proficiency level but the speaker must be fluent. Students will have to show proof of their language proficiency. If a student does not have proficiency in a third language, they will be required to learn a new language during the programme.

All CEMS Master of Management specialising in International Management students graduate with competence in three languages, one of which must be English.

- Language 1: English (home language or proficiency)
- Language 2: Any language (home language or B1 oral/ B1 written level)
- Language 3: Any language (home language or elementary level)











Application Essays

Let us get to know you better, and tell why you're applying for this programme

Important note: Do **not** fill out the essay questions on this document. This is just a mock-up of the application essay section of your pre-application. You will be able to download this

Name		Suri	name		
Please Indicate your Languages					
L1	L2			L3	
Complete 6 short essays on	the following	ng to	pics		
No more than <u>500</u> words each					
1) Why do you want to stud	y the UCT G	SB M	M programme?)	
2) How will you add value to your cohort, both at the UCT GSB and at your exchange school?					
3) How will this programme help you achieve your career aspirations?					











4) How will you go about securing your required 8-week international internship?				
(You may consult the <u>CEMS</u>	(You may consult the <u>CEMS Internship Guide</u> for information)			
5) You will be required to co describe any topics/ideas the		•		
6) Please indicate when you exchange schools. Please pro		•	ee choices of	
Students must indicate preferred announced following the selectic study abroad. Please note: Stude offered destinations for their terminto consideration.	on process. Students ents are first selected	may also indicate during which d for entry to the CEMS MIM pro	term they wish to ogramme, and then	
I want to go on exchange du	ring (mark with a	n X):		
Semester 1 (Sep-Dec)		Semester 2 (Jan-May)		
Top 3 exchange school choic	es:			
1.				
2.				
3.				











Mother Tongue Declaration Form

The CEMS MIM programme requires students to speak at least one language in addition to their mother tongue – one of which must be English.



CEMS Candidate's Declaration regarding Mother Tongue

CEMS asks you for this information because it will app Mother Tongue (MT) is one of the three languages that one MT, please fill out a separate declaration for each	at CEMS requires. If you have more than
I declare thatis my M	other Tongue / Native Language.
I consider this language to be my MT for the follo	owing reason(s):
I further declare and confirm with my initials and my written and speaking proficiency in this la operations that are typical of business.	inguage is sufficient for conducting
 I am confident that when speaking/correspon native speaker of this language that I would be native-like level of fluency in this language, 	ding with another person who is a e considered by that person to have Initials:
 I have read and understand the Ethical Guide that my signature indicates my full and unrese guidelines stated therein and in this present d 	erved commitment to comply with thocument,
a man de alayatian (abaya) is true and correct	Initials:
my declaration (above) is true and correct, and I understand that company and professional	
determination of the accuracy of my declarati	
discrepancies, should they be determined by t	hose recruiters, will likely be
detrimental to my recruitment process and/or	• •
	Initials:
name of candidate	candidate's home school
	<u>date</u>
signature of candidate	DD MM YYYY











Fees and Banking Details

Everything you need to know about the cost structure of the programme All details are correct at time of publication

Programme fee 2025: R250 310*

Programme Fees	African Student	Non-African Student
Term 1	R107 070	R163 730
Term 2	R143 240*	R219 050*
Total	R250 310*	R382 780*
Application Fee	R1 000	\$100
Acceptance Fee	R25 000**	R25 000**

UCT GSB Bank Account Details

BENEFICIARY	UNIVERSITY OF CAPE TOWN - GSB Account No. 9
BANK	Standard Bank SA Ltd.
BRANCH	Rondebosch, Western Cape
ACCOUNT	072953004
SWIFT CODE (FOR INTERNATIONAL PAYMENTS)	SBZAZAJJ
GSB REFERENCE NUMBER FORMAT	GSB/Surname/FirstName-OR-UCT student number











KINDLY NOTE

*ANNUAL FEE INCREASE

The University increases fees annually. Applicants embarking on 2-year Programmes or Programmes that straddle two academic years, must factor in fee increases for their courses in the 2nd academic year of study.

FEES AND PAYMENT DATES

Please note that fees and the associated payment structures differ for South African students (incl. permanent SA residence holders), African students (incl. permanent African states residence holders) and non-African students. Payment for tuition is required before registration. Please consult the <u>fees handbook</u> or the <u>GSB website</u>.

PRO-FORMA INVOICE

Should you require a pro-forma invoice from the UCT GSB in order to apply for employer funding (or any other reason), we have created an automatic invoice generator for your chosen programme here.

Non- South African Students

All students from outside South Africa (incl. students with permanent residency status in African countries) are required to make the full payment of tuition fees for the academic year prior to registration.

South African students

South African students (incl. students with SA permanent residence status) must make the initial payment <u>prior to registration</u>. The initial payment amount is typically set as 35% of the total fee debt for the year. In the event of late payment, this will be subject to a once-off late payment fee of 8% of the total annual fee. You will be allowed to register if the initial payment has not been received by the due date. Payment of the balance of fees for the year is due on 31 July. We send out detailed statements of account every month from March onwards. Note that interest is charged on outstanding balances after 31 July. Refer to the <u>fee's handbook</u> for details.

**ACCEPTANCE FEES

An acceptance fee is required for all GSB programmes. This must be paid upon acceptance of the offer and secures your place on the programme. An acceptance fee of ZAR 25,000 is applicable to all GSB students applying for Masters level programmes. Postgraduate Diploma level students must pay an acceptance fee of ZAR 15,000. This is credited against the initial payment due upon registration. Note that this acceptance fee is subject to cancellation charges, calculated on a sliding scale, should you subsequently withdraw your acceptance (Please refer to Fees Booklet).









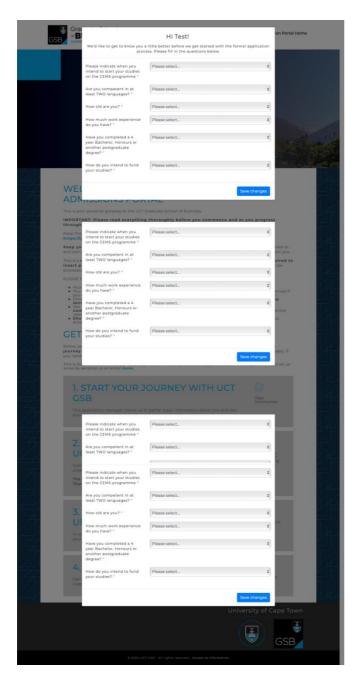


Our Application Process

STEP 1: UCT GSB Pre-Application

Here is what our Pre-Application system looks like. Each step is automatically saved and you can return to complete any step later.

Before you begin, we will ask you to confirm a few programme-specific particulars.





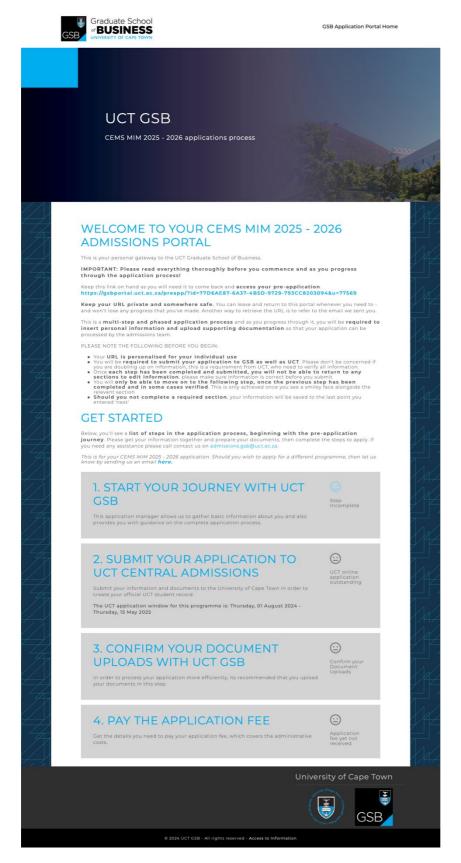








You will then land on our Pre-Application portal, which looks like this:







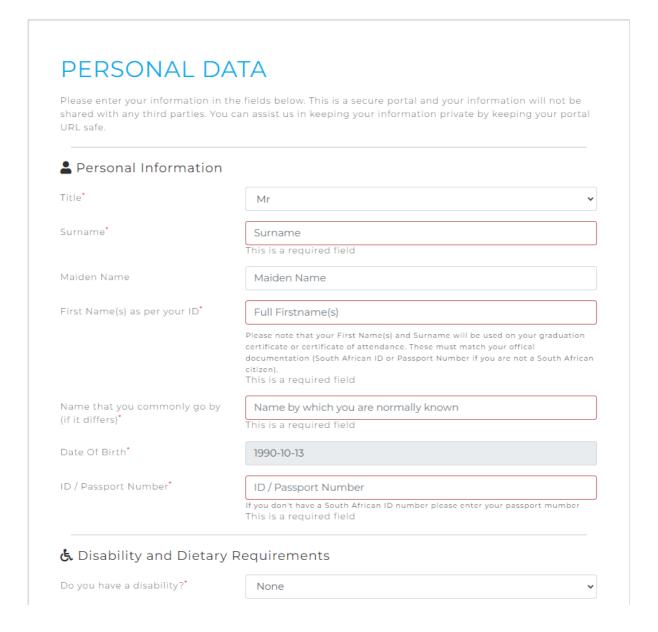






STEP 1.1: Personal details

Setting up your profile.





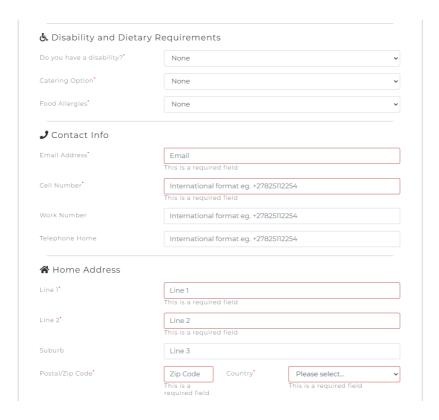


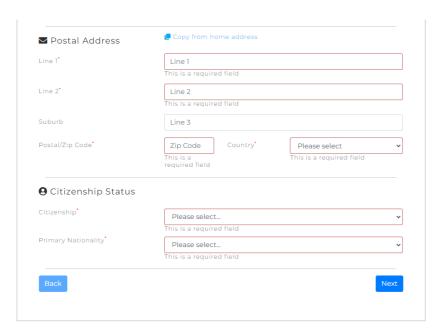






STEP 1.1: (contd.)









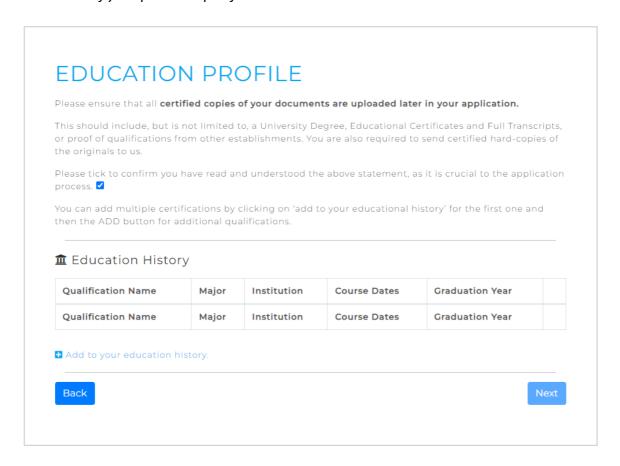






STEP 1.2: Education Profile

An CEMS Master of International Management is a postgraduate degree – please provide the details of your previous qualifications









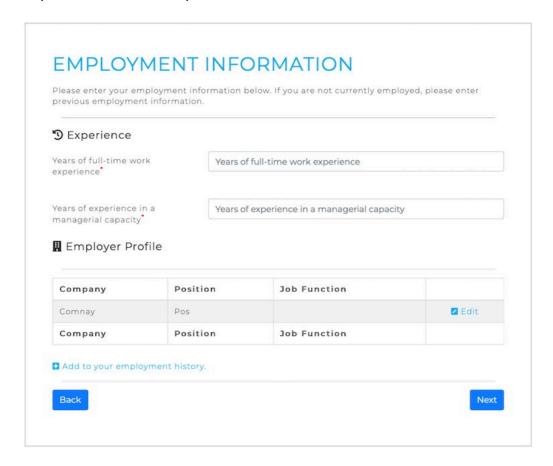




STEP 1.3: Employment information

Tell us about your employment history.

This is a pre-experience master's programme. Applicants to the programme are NOT required to have work experience.













STEP 1.4: Prepare your documents

It is at this stage that you will be required to complete your Application Essays and your Mother Tongue Declaration form.











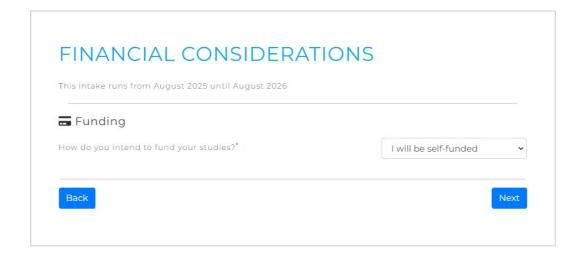


STEP 1.5: Fees

How are you planning on funding your studies?

MY GSB APPLICATION

You are progressing through a multi-tiered application form. Please enter your information, as applicable, and click next to progress to the following step. You can return to this page, later.







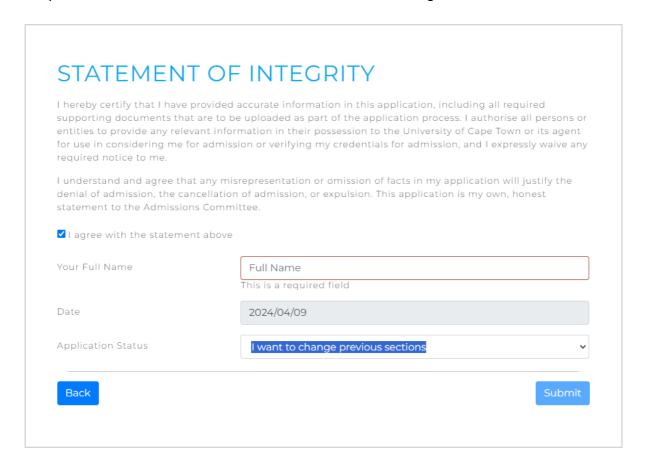






STEP 1.6: Digital signature

This confirms the authenticity of your submission, and allows you to choose whether you've completed this section or intend to return later and make changes.



Next steps

Once you've confirmed your submission, the Pre-Application process (Step 1) is complete.

You will also need to UCT Online Application (Step 2) described below.











STEP 2: UCT Online Application

You will also need to submit your information to UCT Central Admissions (PeopleSoft) to create your official UCT student record and student number.

Please note that once UCT have received your application, they will verify all information and approve. You can **expect this process to take between 2- 7 days**.

Please check back on your application, once your application has been accepted, you will see a classifier alongside this section.

You can also reach the **Online Application here.**

When completing the "Programme of Study" section, please select the following:

• Select 2025 academic year

• Level of Qualification: GSB (Postgraduate Programmes)

• Faculty: Commerce

• Academic Qualification: CEMS MIM













STEP 3: Document Uploads

By this stage in the application process these should be easy to access. Rest assured, we'll process all documents with the strictest confidentiality.

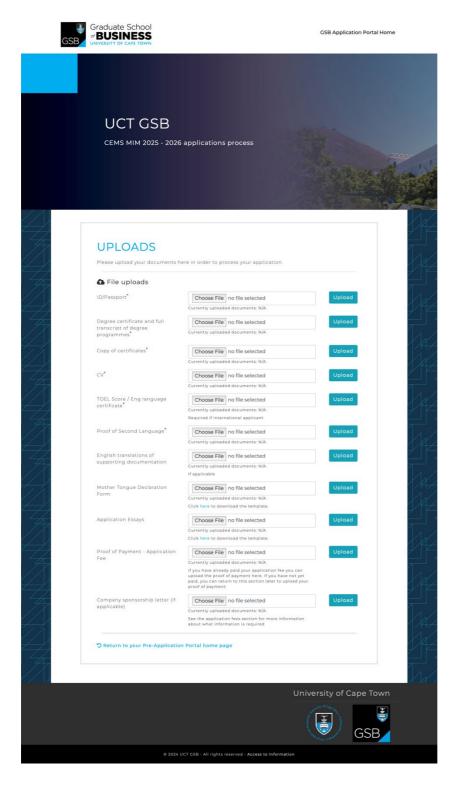












STEP 4: Application fee

This is a non-refundable application fee that covers the expense of processing your application.





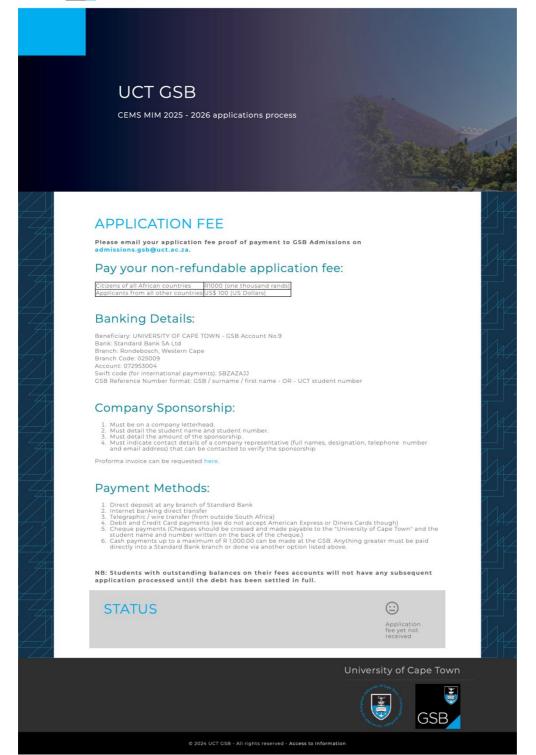








GSB Application Portal Home















CEMS Master of International Management Checklist

Use this checklist to track your progress.

Bear in mind that some elements listed below will take more time than others.

	1	NOTES
Prepare documentation		
CV		
Transcripts		
Degree Certificates		
ID/Passport		
Write Application Essays		
Application Essay 1		
Application Essay 2		
Application Essay 3		
Application Essay 4		
Application Essay 5		
Application Essay 6		











Language requirements	
Declaration of Mother Tongue	
TOEL Score / Eng language certificate	
Proof of Second Language	
English translations of supporting docs	
Complete your UCT Online Application	
Submit your application to UCT Central	
Admissions (PeopleSoft)	
Proof of Application Fee Payment	

Good luck, and remember: if you have any questions or require assistance on your application journey, you can reach the Admissions Team on:

Tel: +27 (0)21 650 7500

Email: admissions.gsb@uct.ac.za





