**MONGOLIA INTERNATIONAL UNIVERSITY**
**Admission Affairs Office,**
13th khoroo, Bayanzurkh district,
Ulaanbaatar, Mongolia
*+976-7000-7447*
*admission@miu.edu.mn*

# FORM 1: APPLICATION
**Graduate Program Admissions**

Passport Photo

| Applicant's Name | | Application No. | *(only office)* |
|---|---|---|---|

\* Please TYPE or PRINT CLEARLY in *English* to complete this form. Please put "☑ or "☒" on the "□" items.

## PROGRAM OF STUDY

| **Applying Semester** | □ 2025 Fall [Graduate Admission] <br> □ 2026 Spring [Graduate Admission] | |
|---|---|---|
| **Type of Application** | □ General Applicants (2 Years in MIU) | □ 1+1 Program (1 Year in MIU + 1 Year in Universities in S. Korea) |

※ In order to successfully go on a 1+1 program, you must meet the requirements set by the partnering university prior to your application to the 1+1 program.

You may select 1 top choice. Please select your choice of study by circling (insert 'o') the program.

| Program | Choice (Put 'o') |
|---|---|
| **Public Administration (MPA)** | |
| **Business Administration (MBA Start up)** | |
| **Business Administration (MBA)** | |
| **Foreign Language Education (FLE)** | |
| **Software Engineering (MSE)** | |

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## PERSONAL INFORMATION

| Name (In CAPITAL letters) | *Please TYPE your FULL name as given on the passport.* | | |
|---|---|---|---|
| | (Last/Family) | (First) | (Middle/if any) |
| Gender | □ Male    □ Female | **Marital Status** | □ Single    □ Married |
| Date of Birth (DD/MM/YYYY) | | **Nationality (Country of Citizenship)** | |
| Country of Birth | | **Alien Registration No. (if any)** | |
| Passport Number | | **Passport Expiry Date (DD/MM/YYYY)** | |
| Mailing Address (Including the city & country) | (Zip/Postal Code :      -      ) | | |
| | | | |
| Current Residence Address (if different from above) | (Zip/Postal Code :      -      ) | | |
| | | | |
| Email (Mandatory) | | **SKYPE ID (Mandatory)** | |
| Mobile Phone Number | (Country/Area Code) | (Mobile Phone Number) | |

## EMERGENCY CONTACT INFORMATION

| | | |
|---|---|---|
| **Emergency Contact Person's Name 1** | | |
| **Relationship to Applicant 1** | | |
| **Email 1** | | |
| **Mobile Phone Number 1** | (Country & Area Code) | (Mobile Phone Number) |
| **Emergency Contact Person's Name 2** | | |
| **Relationship to Applicant 2** | | |
| **Email 2** | | |
| **Mobile Phone Number 2** | (Country & Area Code) | (Mobile Phone Number) |

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# FORM 1: APPLICATION
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## ACADEMIC (UNIVERSITY/INSTITUTION) INFORMATION

- Applicants must hold a bachelor's degree (or an expected bachelor's degree prior the applied semester) from a college or university.
- Should you state any false information, there will be a cancellation of your admission.

### 1. FIRST DEGREE (HIGHEST OR MOST RECENTLY OBTAINED DEGREE)

| Name of the University / Institution | *Please write the name of the university that you have graduated.* | | | |
|---|---|---|---|---|
| | | | | |
| **Acquired Degree (Major)** | *i.e. B.A. in Political Science* | | | |
| **Thesis or Dissertation Title (Optional)** | | | | |
| **Country of the University/Institution** | | **Years of Study** | | |
| **University/Institution Admission & Graduation Date (DD/MM/YYYY)** | | **GPA** | *i.e. 3.8/4.0* | |
| **Language of University/Institution Education** | | **No. of University/Institution Diploma** | | |

### 2. SECOND DEGREE (OPTIONAL)

| Name of the University / Institution | *Please write the name of the university that you have graduated.* | | | |
|---|---|---|---|---|
| | | | | |
| **Acquired Degree (Major)** | *i.e. B.A. in Political Science* | | | |
| **Thesis or Dissertation Title (Optional)** | | | | |
| **Country of the University/Institution** | | **Years of Study** | | |
| **University/Institution Graduation Date (DD/MM/YYYY)** | | **GPA** | *i.e. 3.8/4.0* | |
| **Language of University/Institution Education** | | **No. of University/Institution Diploma** | | |

### 3. RESEARCH EXPERIENCE (If any)

| Journal / Publication Name | Date | Full Author List (as listed in journal) | Title of Article |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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## EMPLOYMENT (WORK EXPERIENCE) INFORMATION

▪ Should you state any false information, there will be a cancellation of your admission.

**1. CURRENT OR MOST RECENT EMPLOYMENT RECORD**

| | |
|---|---|
| **Name of the Last or Current Employment** | |
| **Position / Job Title** | |
| **Country of the Employment** | |
| **Dates of the Last or Current Employment (DD/MM/YYYY ~ DD/MM/YYYY)** | |
| **Reason of Dismissal** | |

**2. PAST EMPLOYMENT RECORD**

| | |
|---|---|
| **Name of the Last or Current Employment** | |
| **Position / Job Title** | |
| **Country of the Employment** | |
| **Dates of the Last or Current Employment (DD/MM/YYYY ~ DD/MM/YYYY)** | |
| **Reason of Dismissal** | |

## ENGLISH LANGUAGE PROFICIENCY (*OPTIONAL*)

▪ Please state the details of any English Language qualifications that you have obtained. (i.e. TOEFL, TEPS, IELTS and etc.)
▪ Should you state any false information, there will be a cancellation of your admission.

| | |
|---|---|
| **Test Name (if any)** | |
| **Score/Grade (if any)** | |
| **Date of Test (if any)** | |
| | |

▪ Please enclose copy of the certificate showing your English language proficiency.

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## OTHER

| Question 1) Have you ever been dismissed or suspended from College/University? | |
|---|---|
| □ Yes | □ No |
| *If YES, please explain why. (Such conviction will not necessarily disqualify you from admission.)* | |
| | |

| Question 2) Have you ever been convicted of a felony or misdemeanor? | |
|---|---|
| □ Yes | □ No |
| *If YES, please explain why. (Such conviction will not necessarily disqualify you from admission.)* | |
| | |

| Question 3) Do you have any medical condition(s) that will affect your ability to complete courses? | |
|---|---|
| □ Yes | □ No |
| *If YES, please attach information about the nature of the condition to the application.* | |

| Question 4) Is there anyone in your family who graduated from or is currently studying at MIU? | | | |
|---|---|---|---|
| □ Yes | □ No | | |
| *If YES, please state the name and your relationship to the family member (below).* | | | |

| Name(s) | | | | |
|---|---|---|---|---|
| **Relationship** | □ Brother | □ Sister | □ Cousin | □ Other : (State) |
| **Details** | □ LEI | □ Undergraduate | □ Graduate | **Year of Study/Graduation** |

| Question 5) Is anyone in your family currently employed at MIU? | | |
|---|---|---|
| □ Yes | □ No | □ I myself am currently employed at MIU |
| *If YES, please state the name and your relationship to the family member (below).* | | |

| Name | | | | | |
|---|---|---|---|---|---|
| **Relationship** | □ Father | □ Mother | □ Brother | □ Sister | □ Other : (State) |

| *If YES, please check the classification of the job position of the specific family member (below).* | | |
|---|---|---|
| □ Administrator / Staff Member | □ Faculty | □ Other : (State) |

| *If Yes, please state the duration of employment at Mongolia International University (below).* | |
|---|---|
| **Employed Duration** | |

# PAYMENT OF APPLICATION FEE

| Application Fee |
|---|
| 30 USD (International student), 30.000 MNT (Mongolian student) |

- If you are residing in Mongolia, you may pay the application fee in cash at MIU Financial Affairs office.
- If you are living abroad, you may pay the application fee by wire transfer. Please be informed that all foreign currencies' application fees include the transaction costs.
- Application fee is non-refundable.

**Payment Bank Information:**

| Currencies | Category | Details |
|---|---|---|
| **Korean WON** *or* **US DOLLAR** | Beneficiary's Name: | Mongolia International University |
| | Beneficiary's Account: | 5720495555 |
| | Beneficiary's Bank: | Khan Bank |
| | Bank SWIFT Code: | agmomnub |
| | Bank Address: | Treasury Department, Khan Bank, Seoul Street 25, Ulaanbaatar 44, Mongolia |
| **Russian RUBLE** | Beneficiary's Name: | Mongolia International University |
| | Beneficiary's Account: | 5920282448 |
| | Beneficiary's Bank: | Khan Bank |
| | Bank SWIFT Code: | agmomnub |
| | Bank Address: | Treasury Department, Khan Bank, Seoul Street 25, Ulaanbaatar 44, Mongolia |
| **Chinese YUAN** | Beneficiary's Name: | Mongolia International University |
| | Beneficiary's Account: | 5920282459 |
| | Beneficiary's Bank: | Khan Bank |
| | Bank SWIFT Code: | agmomnub |
| | Bank Address: | Treasury Department, Khan Bank, Seoul Street 25, Ulaanbaatar 44, Mongolia |
| **Mongolian TUGRIK** | Beneficiary's Name: | Mongolia International University / Эм Ай Ю Дээд сургууль |
| | Beneficiary's Account: | 5720794350 |
| | Beneficiary's Bank: | Khan Bank |
| | Bank SWIFT Code: | agmomnub |
| | Bank Address: | Treasury Department, Khan Bank, Seoul Street 25, Ulaanbaatar 44, Mongolia |

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# FORM 1: APPLICATION
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# (*or submit via online application*)

# CHECKLIST OF REQUIRED DOCUMENTS

| No. | Documents for Submission | Check |
|:---:|---|:---:|
| 1 | **Completed online application form**<br>▪ You must attach your photo, receipt of the application fee payment, and supporting documents.<br>▪ Your name must match the name on your passport or official certificate of nationality. | □ |
| 2 | **Statement of Purpose in English** | □ |
| 3 | **Two Recommendation Letters in English**<br>▪ At least one recommendation letter should be written by the professor of your previous university. | □ |
| 4 | **English Resume (in Europass CV format) with Photo Attached**<br>▪ Europass CV can be produced via https://europass.cedefop.europa.eu/documents/curriculum-vitae | □ |
| 5 | <u>**Notarized**</u> **Official Bachelor's Degree Graduation Certificate (or proof of a relevant education level)** | □ |
| 6 | <u>**Notarized**</u> **Official Copy of Bachelor's Transcript**<br>▪ Full marks / GPA must be written on the transcript. | □ |
| 7 | <u>**Notarized**</u> **Official Bachelor's Degree Graduation in Mongolian Certificate (or proof of a relevant education level)** | □ |
| 8 | <u>**Notarized**</u> **Official Copy in Mongolian of Bachelor's Transcript**<br>▪ Full marks / GPA must be written on the transcript. | □ |
| 9 | **[*OPTIONAL*] Certificate of English Proficiency Test Score (TEPS, IELTS, or TOEFL)** | □ |
| 10 | **A Copy of Valid Passport or National ID Card for Mongolian Applicants**<br>▪ Minimum 2 years till the expiry date | □ |
| 11 | **HIV / AIDS Test Result for International Applicants**<br>▪ The test should be conducted prior to 2 months from the date of application. | □ |
| 12 | **2 Personal Photos** of 3.5cm x 4.5cm, Passport Size | □ |
| 13 | **A Copy of Application Fee Payment Receipt (Mongolian students: 30.000 MNT International students: 30$)** | □ |
| 14 | **[*OPTIONAL*] Research Portfolio, Records of Achievement** | □ |

- All of the documents scanned and submitted must be originals.
- Admitted students must submit hard copies of their original documents to the Admission Affairs office on the first day of semester. Applicants who fail to submit original documents are subject to a penalty payment or withdrawal of enrollment.
- All documents must be translated into Mongolian, and have public notarization.
- Once students are admitted to MIU and arrive in Mongolia, all international entrants will need to translate their Bachelor's certificate and transcripts into Mongolian (under the Admission Affairs office's guidance. This is to successfully register all foreign students into the Higher Education Mongolian Information system (HEMIS) database. There will be extra charges for the translations (depending on the type and number of pages of applicant's documents.)
- A certificate of registration, transcript, and graduation from universities/colleges outside of Mongolia must have an English address, an international phone number and a fax number from the department where the document were issued by the foreign institution.

# APPLICANT'S SURVEY ON ADMISSIONS

| **Question 1) How did you first learn about MIU? (You may select 2 options).** | | |
|---|---|---|
| □ Friends & Relatives | □ Social Media (Facebook, VK, Instagram etc.) | |
| □ Educational Agent | □ Mass Media (Newspaper, TV, Radio etc.) | |
| □ MIU Alumni | □ MIU Website | |
| □ MIU Events (i.e. Open Day, ME Concert etc.) | □ Other | |
| □ Educational Events (i.e. Education Expo) | | |

| **Question 2) How did you apply for the program?** | | |
|---|---|---|
| □ Directly to MIU (online or offline application) | □ Educational Agent (Please State the Name): | |

| **Rank the factors in making your university choice from most (1) to least (8) important.** | | | | | |
|---|---|---|---|---|---|
| | 100% English curriculum | | International faculty | | International students |
| | Academic programs | | Tuition fee | | Scholarships and financial aid |
| | Geographic location | | Campus life | | 1+1 Outbound Programs |

| *For example (below).* | | | | | |
|---|---|---|---|---|---|
| 1 | 100% English curriculum | 3 | International faculty | 7 | International students |

## DECLARATION

□     I have completed this application to the best of my ability and knowledge.

□     I understand that:

i. The submitted documents supporting this application become the property of the University and will not be returned to me;

ii. The University may change or cancel any decision it makes if the information I have given is incorrect or incomplete.

□     I declare that the information I have given in this application is correct and complete.

Applicant's Signature:                          Date (DD/MM/YYYY):

_____     _____