



## ANNOUNCEMENT

National Institute of Development Administration  
Revision New Application for Admission  
Master of Business Administration – International Program  
Academic Year 2016

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Reference is made to Announcement on Revision of New Application for Admission to the Master of Business Administration – International program for the academic year 2016 issued on September 4, 2015. The National Institute of Development Administration will revise the application as follows :

### 1. Qualification of the Applicants

1.1 Applicants must hold a bachelor's degree in any field or major from an accredited academic institution and have a TOEFL score of 500 PBT, 173 CBT and 61 iBT or IELTS score of 6.0 or NIDA TOEFL ITP score of 500 or General English Test from NIDA score of 500

1.2 Applicants who are native speakers of English or who have completed undergraduate studies in English within 5 years prior to application

*NIDA reserves the right to examine documents and eligibility of an applicant at any time. If the applicant is found ineligible after being admitted the announcement of acceptance shall be considered null and void.*

### 2. Application Process

#### 2.1 Applying in Person

2.1.1 Application can be made in person at the Educational Service Division at 3<sup>rd</sup> Floor , Prince Naradhip Bongsprabandha Building

<b><i>First Round</i></b>	Now – January 15 <sup>th</sup> , 2016	Between 8.30 – 16.30 hrs (except government holidays)
<b><i>Second Round</i></b>	February 1 <sup>st</sup> – June 17 <sup>th</sup> , 2016	

2.1.2 Application Forms can be downloaded from the NIDA Business School's website (<http://mba.nida.ac.th>)

2.1.3 Applicants must pay 1,200 baht for application fee

## 2.2 Online Application

2.2.1 Applicants can see the information about the application for admission on the Announcement of National Institute of Development Administration to Master of Business Administration – International Program at <http://edserv.nida.ac.th>

<b><i>First Round</i></b>	Now – January 8 <sup>th</sup> , 2016
<b><i>Second Round</i></b>	February 1 <sup>st</sup> – June 10 <sup>th</sup> , 2016

2.2.2 Applicants can visit <http://entrance.nida.ac.th> and have to follow the following instructions :

- 1) Register for getting into the online application system.
- 2) Set a password and confirm
- 3) Apply for entrance examination by choosing a school and a program of study.
- 4) Fill out profile information.
- 5) Confirm the application.
- 6) Print an invoice of application fee.
- 7) Save the application information, verify the information and confirm the application.
- 8) Upload the required documents onto the Attached Files System or send the documents by e-mail to [entrance\\_nida@hotmail.com](mailto:entrance_nida@hotmail.com), or by regular mail to Education Service Division, The National Institute of Development Administration 118 Serithai Road, Klongchan, Bangkok, Bangkok 10240. Please note in brackets on an envelope: application documents for Master of Business Administration – International Program.
- 9) Print a bill payment for the application and the payment must be made by January 8<sup>th</sup>, 2016 for the first round and June 10<sup>th</sup>, 2016 only at any branches of Bangkok Bang in Thailand.
  - Application fee      1,200 baht
  - Bank fee/charge      20 baht / transaction
- 10) If applicants are unable to complete documentation and payment process by January 8<sup>th</sup>, 2016 for the first round and June 10<sup>th</sup>, 2016 the application will be considered invalid.

**Note :** 1.The application payment is non-refundable.  
2.The application is complete when the Institute verifies the application documents and payment made within the prescribed time.  
Applicants can monitor application status after the payment has been made for 2 day at <http://entrance.nida.ac.th>

### 3. Application Materials

- Completed Application form (**free**)
- Two letters of recommendation  
(Use the standard forms included with the application form, in 3.1)
- Two of 1-inch photos taken not more than six months prior to application date
- Copy of complete official transcript of undergraduate studies (Applicants holding a bachelor's degree (continuing from an Associate's degree) must submit transcripts for both degrees (Bachelor's and Associate's))
- One copy of Identification Card / One copy of Passport
- Evidence of any change of name (if applicable)
- Record of English language proficiency test (TOEFL score or NIDA test or IELTS)
- In cases where the applicant has graduated from an institute outside of Thailand, students must submit:

(1) *A Letter of Confirmation on Standard Curriculum for Bachelor's Degree*

This can be obtained from the Bureau of Standards and Evaluation at the Commission on Higher Education, Ministry of Education Tel: +66 2 610 5380-2, or contact NIDA's Educational Service Division for more details, 0-2354-5481

(2) An Official Letter of Certification for their Bachelor's Degree Graduation with their University Council's approval as well as a complete transcript with the specified date of graduation which must be sent directly from the applicant's university to the address below:

Educational Service Division  
National Institute of Development Administration  
118 Seri Thai Road, Khlong Chan  
Bangkapi, Bangkok 10240 Thailand  
Facsimile: +66 2 377 7477

**Note :** Applicants must submit all required documents before the interview date or before the first day of classes; otherwise, the application will be considered as incomplete and the application will be void.

Application must ensure that their qualification meets the entrance requirement of the National Institute of Development Administration. It should be noted that application fee is non-refundable if applicant are found eligible for admission.

#### 4. Selection Procedure

##### 4.1 Interview

#### 5. Announcement of Applicants Interview

<i>First Round</i>	January 21 , 2016
<i>Second Round</i>	June 24 , 2016

#### 6. Date for Interview Examination

<i>First Round</i>	January 28 , 2016
<i>Second Round</i>	June 30 , 2016

#### 7. Announcement of Results

<i>First Round</i>	February 18 , 2016
<i>Second Round</i>	July 21 , 2016

A list of successful applicants admitted to the program will be announced at the Educational Service Division, 3<sup>rd</sup> Floor , Prince Naradhip Bongsprabandha Building and be posted at (<http://www.nidabusinessschool.com>).

Announced on November 18 , 2015.



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Vice President for Academic Affairs