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## Admission Policy

LIGS University (“LIGS”) follows a strict Admission Policy with clearly established admissions criteria which reflect our mission and vision. Each student has to accept the terms and conditions of the Policy at the time of admission at LIGS.

LIGS is proud of the students who enroll. Although every applicant cannot be admitted, we publish fair admissions requirements and select applicants to enroll in our Master of Business Administration degree program.

### LIGS Entrance Requirements

1. Applicants must have earned at least a bachelor's degree from an accredited U.S. institution or its international equivalent from an accredited international institution.
2. English Language Requirements:

Prospective MBA students whose native language is not English and who have not earned a degree from an accredited institution where English is the principal language of instruction can also demonstrate proficiency in English through one of the following for admission:

- a. Master’s Degree: A minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (IBT); 6.5 on the International English Language Test (IELTS); 50 on the Pearson Test of English Academic Score Report; 100 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).
- b. A minimum score on the College Board Accuplacer ESL Exam Series as follows:  
  
ESL Language Use: Score of 85 ESL  
Listening: Score of 80 ESL  
Reading: Score of 85 ESL  
Sentence Meaning: Score of 90 ESL  
Writeplacer: Score of 4  
Comprehensive Score for all exams of 350
- c. A minimum grade of Pre-1 on the Eiken English Proficiency Exam; 6. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;



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- d. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. An average grade of B or higher is required for the master's degree.

All prospective students wishing to study at LIGS have to complete and submit the Institution Application Form which can be filled in online via LIGS websites.

All applicants are required to pay a non-refundable Application Fee of \$100.

Prospective students consult the contract and tuition fee plan prior to their Final Acceptance with Enrollment Advisors who clearly explain the structure of MBA program as well as the requirements for admissions.

Enrollment Advisors collect all necessary information needed for admission decision. Enrollment advisors communicate to the applicants the information about scholarship possibilities and give the applicants the scholarship information. They guide them during the application for admission and application for scholarship initial phase process. They prepare an outline of the Enrollment Agreement including the tuition payment schedule, that would come in effect should the admission be granted.

Prospective students must provide the following documents so that the admission decision could be made:

- Application Form
- Degree certificate
- Transcript of records (if in a language other than English, prospective students must provide English translations certified by a relevant authority).
- Curriculum vitae
- Government issued ID
- Profile picture

The final admission decision is taken and confirmed by the Vice Provost of LIGS. The accepted prospective students receive an acceptance letter with the next steps they need to take to confirm their enrollment.

The Vice Provost can admit a student who does not meet the established admissions criteria under special circumstances. The Vice Provost might arrange an online call with the applicant and makes an assessment by considering the students' Previous Qualifications/Experience, Language of instruction Proficiency, and Financial Ability (maintenance) to study in the degree program.



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Students must complete the registration process, which includes making an initial payment and enrolling in a tuition payment schedule.

Students are required to sign their Enrollment Agreement and submit unofficial transcripts, along with any required English Language Proficiency Requirements.

Students must submit official transcripts no later than prior to registering for the third 500 level course. Students who do not comply with this requirement are placed on administrative hold and may be removed from the program if this requirement is not met.

Upon conclusion of the Enrollment Agreement and settling of the initial installment, the Student is granted access to the Learning Management System. Every new student must attend an initial video call with the Student Advisor to get important introduction to the Learning Management System, the degree program, faculty members, Student Services Centre, LIGS University policies, etc.

Each student is given a copy of the Student Handbook.

The Institution updates records of student personal and contact information as necessary. It is the students' responsibility to ensure to notify the Institution immediately if there is any change in their contact details e.g. address, e-mail address, telephone number, mobile telephone number, or any other change in their personal circumstances. The student must notify any changes in writing including e-mail.

If it is discovered by the authority of the Institution that a student has supplied false information or documents to support his/her application to get admitted into the institution, his/her admission will be terminated from the Institution.

Enrollment for a program, together with the payment of the required fee, creates a binding agreement to follow the program and to pay the full tuition. If installments option is chosen, the tuition must be settled as per the agreed installments.

If the student cancels or terminates the Enrollment Agreement and is not in default thereunder, all refunds will be made according to the applicable Tuition Refund Policy. Student can cancel the agreement only in writing (including e-mail). Upon cancellation, a student whose costs of education are paid in full, but who is not eligible for a refund, is entitled to receive all materials, including kits and equipment.

The Institution wholeheartedly embraces the concept of Equal Opportunity, and makes every effort to promote it in and out of its premises. The applications of students from diverse backgrounds are treated equally and fairly. It is imperative that applicants disclose any special needs clearly in their application so that the Admissions Office can examine how far the Institution is physically able to provide the necessary support.