

COMMON APPLICATION MISTAKES

A quick guide to help you submit a complete application.

01 TRANSCRIPTS & CERTIFICATES

☐	Missing graduate-school documents	WHAT TO DO Submit official transcripts and graduation certificates from all institutions where you have obtained or expect to obtain a degree.
☐	Unofficial documents	WHAT TO DO Screenshots, documents marked “Unofficial,” and other documents not officially issued by your institution cannot be accepted.
☐	Documents not in English	WHAT TO DO If a certificate is issued in a language other than English, you must also submit an official English translation issued or certified by a public institution.
☐	CSSD report not sent directly to WBS	WHAT TO DO Applicants who have completed degree programs at universities in Mainland China must arrange for CSSD to send the Online Verification Report of Higher Education Qualification Certificate directly to the WBS Admissions Office for every degree awarded.

02 GMAT / GRE

☐	Test taken outside an authorized test center	WHAT TO DO Only scores from tests taken at an authorized test center are accepted. At-home tests, such as Home Edition tests, are not accepted.
☐	Official score data not sent to WBS	WHAT TO DO Uploading a score document to the application portal is not sufficient. Score registration is required based on the test type selected. Please refer to the Application Guide for details.

03

ENGLISH LANGUAGE PROFICIENCY

☐	Test taken outside an authorized test center	WHAT TO DO Only scores from tests taken at an authorized test center are accepted. At-home tests, such as Home Edition tests, are not accepted.
☐	Expired test score	WHAT TO DO The score must be no more than two years old as of the application deadline.
☐	Official score data not sent to WBS	WHAT TO DO Uploading a score document to the application portal is not sufficient. Score registration is required based on the test type selected. Please refer to the Application Guide for details.

04

RECOMMENDATION LETTERS

☐	Recommendation letters not submitted	WHAT TO DO Two recommendation letters are required. Recommenders should be academic supervisors or workplace supervisors.
☐	Personal email address used	WHAT TO DO Recommenders should use an official institutional or corporate email address. Letters submitted from personal or free email accounts, such as Gmail or QQ Mail, are not accepted except in unavoidable circumstances.

COMPLETE YOUR APPLICATION WITH CONFIDENCE

Review the items above, then complete the final check.

FINAL CHECK

- ☐ All required documents have been uploaded.
- ☐ All documents are official and complete.
- ☐ Official test scores have been sent to WBS, where required.
- ☐ Both recommendation letters have been submitted.