



INSTRUCTIONS FOR APPLYING TO MCGILL ON-LINE (GRADUATE ADMISSION FORM)

To apply to the IMHL, your first step is to complete the On-Line Graduate Admission Form. Please follow the instructions, and phone Patricia Strutz if you have any questions at + 514 398 4648.

An application fee of \$100 Cdn (payable by VISA or MasterCard) is required by Graduate and Postdoctoral Studies from all people applying to McGill programs. Therefore, please make sure your profile corresponds to the IMHL participants' profile (see <http://www.mcgill.ca/imhl/participants/>) before completing the admission form.

Section	Instructions
Go to:	https://banweb.mcgill.ca/mcgp/hzskalogs.P_DISPLANGUECHOICE
Admissions	Click on English or French
Admissions Login	Follow on-line instructions to create your login ID and PIN.
Biographical Information	Complete mandatory fields.
Apply for Admission	Complete mandatory fields. Application Type = Graduate Term = Winter 2010
Program Choice Selection	Complete mandatory fields. Faculty/School/Centre - will automatically pop-up as Graduate Studies. Department = Management Program = MM Intl Practising Mgmt - N Major or Subject = Intl Practising Mgmt - N Concentration or Area of Specialization = ----- (leave blank)
Address Information	Complete mandatory fields.
Personal Information	Complete mandatory fields. If you have a Quebec Permanent code but cannot remember the number click on "no" to this question. You will then be prompted to enter your parents' names which will be used to obtain your Permanent Code at a later date.
Employment Information	IMHL applicants are required to submit a detailed Curriculum Vitae. You may skip this section by clicking the box marked "I have no employment to report."
Disclosure Information	Only if you wish to have others make enquires on your behalf regarding your application, complete this section. If not, click on "continue".
University History	Complete mandatory fields.
Education Information	Complete mandatory fields.
Course History	IMHL applicants should arrange to have ORIGINAL transcripts from all universities attended sent to the Masters Programs Office. Therefore, you may skip this section by clicking the box marked "I have no courses to report."
Tests Taken	IMHL applicants are not required to write GMAT or TOEFL tests. Click on "I have no tests to report."
Additional Information	Complete mandatory fields.
First Program Information	Status = Part-Time
Referee Information	Complete mandatory fields.
Authorization Form	Read carefully and follow on-line instructions.
Confirmation Form	Read carefully and follow on-line instructions.
Credit Card Payment	Read carefully and follow on-line instructions. The application fee is \$100 Canadian and payable by VISA or MasterCard.

McGill's admission to the program is based on previous academic credentials. However, there is also place in the program for a limited number of participants who do not hold a bachelor degree or whose academic credentials do not meet our minimum requirement i.e. "Mature Students".