

APPLICATION PROCEDURES:

Completed files are evaluated on a rolling basis. Although the MBA Admissions office notifies all applicants of any outstanding documents electronically, applicants may view the status of their application through Minerva at www.mcgill.ca/minerva-students. It is the applicant's responsibility to ensure that their file is complete. **NO FAXED MATERIAL OR UNOFFICIAL DOCUMENTS WILL BE ACCEPTED.** Please submit your supporting documents to **McGill University, Desautels Faculty of Management, MBA Admissions Office, 1001 Sherbrooke Street West, Suite 302, Montreal, Quebec, Canada H3A 1G5.**

APPLICATION DEADLINES:**Full-time admission:**

Completed application forms and all supporting documents for all Canadian and Permanent Resident Students must be received by **May 1st** for September admission. International Students subject to visa entry requirements must apply by **March 15th**.

Part-time admission:

The part time program is expected to be re-launched for the **September 2011** admission term.

DOCUMENTS TO BE SUBMITTED:

- Graduate On-Line Application** (sent electronically)
- Application Fee**
The application fee is \$100 CDN paid by credit card at the time of application.
- Personal Background Sheet**
All sections must be duly completed.
- Curriculum Vitae and Employment History Form**
Please submit curriculum vitae of your work experience along with the employment history form (enclosed).
- Letters of Recommendation**
Using the recommendation forms provided, submit two letters of recommendation from individuals who have been directly responsible for evaluating your professional/managerial performance and potential.
- Transcripts (Academic Transcript Request Form)**
Two official transcripts of marks from all universities attended are required. These must be forwarded directly by the issuing institution. Kindly complete and submit the academic transcript request form (enclosed) to the issuing institution that will forward the transcripts directly to the McGill MBA Admissions Office. If you attended more than one university, please photocopy as needed. McGill transcripts will be requested internally.
For international applicants, the academic records must include: transcripts in the original language with official translations, listing courses and grades for each year of study, verifying conferral of degrees. These documents must bear the actual signature of the registrar and the official seal or stamp of the institution.
- Graduate Management Admissions Test (GMAT) Score**
The GMAT is required of all MBA applicants. Official scores must be forwarded directly to the MBA Admissions Office by Pearson Vue (institution code 58H-MN-22). The scores for those applicants taking the GMAT CAT (computer adaptive) arrive approximately two weeks after taking the GMAT CAT. For those taking the paper-based test, scores arrive approximately six weeks following the test date. You are therefore, encouraged to take the test well before the application deadline date. Should you require additional information on the GMAT please visit <http://www.mba.com>

Test of English as a Foreign Language (TOEFL) Score

If you earned a Bachelor degree outside Canada, the United States, Australia, New Zealand or the United Kingdom, you are required to take the TOEFL. Official scores must be forwarded directly to the MBA Admissions Office (code number 0935) by the Educational Testing Service (ETS). The TOEFL may be waived for four-year university programs whose language of instruction is English. A minimum required score of 600 for paper-based test, 100 for the Internet test or 250 for computer-based test.

 FINANCIAL ASSISTANCE (applicable only to full-time students)

Academically well qualified applicants to the MBA full time program are automatically considered for all awards and fellowships available through the Desautels Faculty of Management. International students, however, are strongly encouraged to inquire about the possibility of financial assistance in their home country (i.e. government assistantships, government loans, bank loans program and educational funding agencies). In order to obtain their student authorisation, International applicants are required to submit certified statements as proof of their financial ability to support themselves for the duration of their stay in Canada (i.e. tuition and living expenses).

Recipients of an award or fellowship are notified in their acceptance letter. Funds for the awards and fellowships are transferred to the recipient's student account after registration, in late September, immediately following the add/drop date.

For more information on how to finance your studies, please visit the Graduate and Postdoctoral Studies website at <http://www.mcgill.ca/gps/fellowships/grad>

INTERNATIONAL STUDENT AUTHORIZATION

Non-Canadian applicants who intend to study in Quebec must apply to two levels of government in order to study in Quebec. The first is Immigration Québec which issues the *Certificate of Acceptance of Quebec (C.A.Q)*. The second is the Department of Citizenship and Immigration Canada, which issues the *Student Authorisation*. Depending on which part of the world you are applying from, you could require as much as six months in completing the process. You should start your application as soon as you receive your letter of acceptance from the Graduate and Post Doctoral Studies Office. However, it is advisable that students contact the Canadian Embassy at least one year prior to program starting date as some countries require students to pass a medical examination.

MBA ADMISSIONS OFFICE

Desautels Faculty of Management
McGill University
1001 Sherbrooke Street West, Suite 300
Montreal, Quebec, Canada H3A 1G5
Tel: (514) 398-4066
Fax: (514) 398-2499
E-Mail: mba.mgmt@mcgill.ca
Website: www.mcgill.ca/mba

PERSONAL BACKGROUND SHEET

Mr./ Mrs. / Miss. _____

- Graduate Management Admission Test and Test English as a Foreign Language** where applicable. Arrange to have your score(s) sent directly by Pearson Vue (GMAT) and ETS (TOEFL).

Examination Dates:

	Registration No.	Day	Month	Year
GMAT				
TOEFL				

- List any awards, honours, publications or any other factors which you would like for consideration in support of your application:

- Financial Assistance:** How do you plan to finance your studies? (Please refer to the information contained in the Financial Assistance section of the Graduate Studies in Management calendar) Students being sponsored should clearly indicate the name of the sponsor below.

Please complete the following questions on separate pages and attach them to this form.

- Describe a situation where you failed to achieve an objective, and what you learned from it. (Maximum 500 words)
- Describe an experience where, working in a team as a member or leader, you successfully managed to deal with a challenge posed by the diversity of the group. (Maximum 500 words)
- As concisely as possible, please explain why you intend on pursuing your MBA studies at this time and how will the Desautels MBA program help you in achieving your professional goals. (Maximum 500 words)

All information required on this form must be given in full or the MBA Admissions Committee will not consider the application. False information will invalidate the application and will result in the immediate denial of admission. In the case where an applicant has been granted admission, the acceptance will be revoked.

I hereby certify that all statements made in connection with this application are true and complete and that I prepared and wrote the essay and other related materials without any assistance. I am aware that any misrepresentation of facts contained in my supporting documents provides just cause for denial of admission or the revocation of admission.

Applicant Signature: _____

Date: _____

WORK HISTORY FORM

Last Name: _____ First Name: _____

Please describe the two most recent positions you have held starting with the most recent. In addition, please enclose a copy of your curriculum vitae. Employment appearing on this form is for full time experience gained after completion of undergraduate studies. No part-time, summer or internship must appear on this form.

EMPLOYER: _____ NATURE OF BUSINESS: _____

JOB TITLE: _____ ADDRESS: _____

START DATE: _____ END DATE: _____

REASON FOR LEAVING: _____

STARTING ANNUAL SALARY: _____ ENDING ANNUAL SALARY: _____

RESPONSIBILITIES:

ACCOMPLISHMENTS:

EMPLOYER: _____ NATURE OF BUSINESS: _____

JOB TITLE: _____ ADDRESS: _____

START DATE: _____ END DATE: _____

REASON FOR LEAVING: _____

STARTING ANNUAL SALARY: _____ ENDING ANNUAL SALARY: _____

RESPONSIBILITIES:

ACCOMPLISHMENTS:

**RECOMMENDATION FORM /
FORMULAIRE DE RECOMMANDATION****Note to Candidate:**

Please enter your name below and ask your referee to return it directly to the address above.

Veillez inscrire votre nom ci-dessous et demandez à votre répondant d'envoyer l'enveloppe à l'adresse ci-dessus.

Recommendation for:

Recommandation au sujet de:

Last Name (Nom de famille)

First Name (Prénoms)

Note to Referee:

This recommendation form is provided for your convenience by the McGill MBA program to which the above-named person is applying. In accordance with the privacy provisions of Quebec law, candidates may, upon request, have access to their recommendation once a decision has been rendered.

Ce formulaire de recommandation est fourni pour votre usage par le bureau des admissions du programme de MBA de McGill auquel l'étudiant dont le nom figure ci-dessus a posé sa candidature. Veuillez avoir l'amabilité de renvoyer ce formulaire de recommandation à l'adresse ci-dessus. Conformément aux dispositions de la Loi québécoise sur la protection de la vie privée, la teneur des lettres de recommandation ne peut être divulguée au candidat qu'à la demande expresse de celui-ci et uniquement après qu'une décision finale a été prise.

1. How long have you known the applicant and in what connection?

Depuis combien de temps connaissez-vous le candidat et à quel titre?

2. What special qualities does the applicant possess which leads you to support his/her application?

Quelles sont les qualités spéciales que possède le candidat qui vous incitent à appuyer sa candidature?

3. Please address the following components of the candidate's character. Cite specific examples where possible.

Veillez évaluer les éléments suivants de son caractère. Citez des exemples particuliers si possibles.

- a) Intellectual abilities / *Facultés intellectuelles*

- b) Administrative skills; ability to manage workload. / *Dons pour l'administration; aptitude à gérer son travail.*

- c) Ability to work effectively with others. / *Aptitude à bien travailler avec autrui.*

- d) Ability to communicate in English in written and oral forms. Applicants are required to take and defend their points of view. Do you believe that the applicant has this ability?

Sens de la communication orale et écrite en anglais. Les candidats sont tenus de défendre leur point de vue. Estimez-vous que le candidat possède cette aptitude?

e) Leadership potential. / *Potentiel de dirigeant.*

 f) Initiative and follow-through / *Esprit d'initiative et suite dans les idées*

4. Please rate the applicant on the above six components:

Veuillez évaluer le candidat à propos des six éléments suivants:

	Outstanding (Top 2%) Exceptionnel (tranche supérieure de 2%)	Superior (Top 5%) Supérieure (tranche supérieure de 5%)	Excellent (Top 15%) Excellent (tranche supérieure de 15%)	Good (Top 33%) Bon (tranche supérieure de 33%)	Average (Top 50%) Moyen (tranche supérieure de 50%)	Below Average (Bottom 50%) Sous moyenne (tranche inférieure de 50%)	No Information Pas d'information
Intellectual abilities <i>Facultés intellectuelles</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative skills/workload <i>Dons pour l'administration/travail</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work effectively with others <i>Aptitude à bien travailler avec autrui</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate in English <i>Sens de la communication en Anglais</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential <i>Potentiel de dirigeant</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and follow-through <i>Esprit d'initiative et suite dans les idées</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall impression of candidate:

Impression globale du candidat:

- Outstanding (Top 2%) / Exceptionnel (tranche supérieure de 2%)
 Superior (Top 5%) / Supérieure (tranche supérieure de 5%)
 Excellent (Top 15%) / Excellent (tranche supérieure de 15%)
 Good (Top 33%) / Bon (tranche supérieure de 33%)
 Average (Top 50%) / Moyen (tranche supérieure de 50%)
 Below Average (Bottom 50%) / Sous de la moyenne (tranche inférieur de 50%)

Date:

Referee's Signature:

Signature du

Please affix business card here

Referee's Name

Nom du répondant:
Veillez affixé votre carte d'affaires ici

Position/Title:

Poste/titre:

School/Firm

École/entreprise: ...

Address:

Adresse:

**RECOMMENDATION FORM /
FORMULAIRE DE RECOMMANDATION****Note to Candidate:**

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Veillez inscrire votre nom ci-dessous et demandez à votre répondant d'envoyer l'enveloppe à l'adresse ci-dessus.

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Depuis combien de temps connaissez-vous le candidat et à quel titre?

6. What special qualities does the applicant possess which leads you to support his/her application?
Quelles sont les qualités spéciales que possède le candidat qui vous incitent à appuyer sa candidature?

7. Please address the following components of the candidate's character. Cite specific examples where possible.
Veillez évaluer les éléments suivants de son caractère. Citez des exemples particuliers si possibles.

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- h) Administrative skills; ability to manage workload. / *Dons pour l'administration; aptitude à gérer son travail.*

- i) Ability to work effectively with others. / *Aptitude à bien travailler avec autrui.*

- j) Ability to communicate in English in written and oral forms. Applicants are required to take and defend their points of view. Do you believe that the applicant has this ability?
Sens de la communication orale et écrite en anglais. Les candidats sont tenus de défendre leur point de vue. Estimez-vous que le candidat possède cette aptitude?

k) Leadership potential. / *Potentiel de dirigeant.*

l) Initiative and follow-through / *Esprit d'initiative et suite dans les idées*

8. Please rate the applicant on the above six components:

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Administrative skills/workload <i>Dons pour l'administration/travail</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work effectively with others <i>Aptitude à bien travailler avec autrui</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate in English <i>Sens de la communication en Anglais</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential <i>Potentiel de dirigeant</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and follow-through <i>Esprit d'initiative et suite dans les idées</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall impression of candidate:

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- Average (Top 50%) / Moyen (tranche supérieure de 50%)
- Below Average (Bottom 50%) / Sous de la moyenne (tranche inférieur de 50%)

Date:

Referee's Signature:

Signature du

Please affix business card here

Referee's Name

Nom du répondant:

Veillez affixé votre carte d'affaires ici

Position/Title:

Poste/titre:

School/Firm

École/entreprise: ...

Address:

Adresse:

ACADEMIC TRANSCRIPT REQUEST FORM(For those who have completed their degree outside Canada or the USA)**TO THE APPLICANT:**

Please complete the information below and forward this form to your university's registrar's office along with a return envelope addressed to **McGill University, Desautels Faculty of Management, MBA Admissions Office, 1001 Sherbrooke Street West, Suite 300, Montreal, Quebec, Canada H3A 1G5**. If you have attended more than one university, please reproduce; complete the form and forward to the additional universities.

TO BE COMPLETED BY THE APPLICANT

Last Name: _____ First Name: _____

University _____ and Address: _____

Date of Enrolment: _____ Degree and Year: _____

I hereby authorise the release of two copies of my transcripts of academic record to the McGill University MBA Program.

Signature: _____ Date: _____

TO THE SCHOOL

The above-mentioned is applying for admission to the McGill University MBA program. Please enclose this form together with two official transcripts of academic record in the envelope provided.

TO BE COMPLETED BY THE REGISTRAR

In order for the Admissions Committee to evaluate this applicant's academic record, please provide information of this student's cumulative grade point average and cumulative rank in class if possible.

Applicant's cumulative grade point average: _____ Class size: _____

Average grade point average of applicant's class: _____

Please explain the grading system used in your university: _____

Highest grade usually received _____ Lowest grade usually received _____ Average grade usually received _____

Has the applicant failed any courses: YES NOIf yes, are the courses failed or repeated indicated on this transcript YES NO

Authorized Signature of School Official Filing Request:

NAME: _____

DATE: _____

Please affix official seal or stamp

POSITION/TITLE: _____

TELEPHONE NUMBER: _____

APPLICATION FOR ACCELERATED STUDY OPTION

Candidates who meet all of the following criteria may be eligible for the Accelerated Study Option.

- Bachelor of Commerce or Bachelor of Business Administration from a recognized North American Institution.
- Minimum three years of full time professional work experience* following graduation.
- Minimum cumulative grade point average of 3.0 out of 4.0 scale
- GMAT

*** work experience is defined as holding a managerial position that allowed for interaction across a number of functional areas.**

Students admitted in the accelerated study option will be required to complete the MBA I core and register for ten (10) second year MBA courses (45 credits). They will be exempted from the experiential component of the MBA program. Applicants applying for accelerated studies must complete and return this Application for Accelerated Studies Option Form in addition to all other required documents.

NAME: _____ First Name Last Name
DEGREE: _____
YEARS OF WORK EXPERIENCE: _____
CUMULATIVE GRADE POINT AVERAGE: _____
GMAT SCORE: _____ VERBAL QUANTITATIVE TOTAL

*Note: If you do not meet **ALL OF THE CRITERIA SPECIFIED ABOVE**, do not apply for the Accelerated Study Option..*

MBA APPLICANT SURVEY

The following survey is part of the Desautels Faculty of Management of McGill University's effort to create a broad database on MBA applicants. Your responses will be recorded for **statistical purposes only and will in no way affect the evaluation of your application**. Please return the survey together with your application. Your cooperation is greatly appreciated.

I. Please indicate below the level of importance the following factors had in your decision in applying to an MBA Program?

- | | Very Important (1) | Somewhat Important (2) | Not Important (3) |
|---------|---------------------------|------------------------|-------------------|
| - _____ | Accreditation | | |
| - _____ | Diversity of Student Body | | |
| - _____ | Facilities | | |
| - _____ | Graduate Career Placement | | |
| - _____ | Location | | |
| - _____ | Program Content | | |
| - _____ | School Reputation | | |

II. In your selection process, which rankings did you consult?

- _____ America Economia
- _____ Business Week
- _____ Canadian Business Magazine
- _____ Financial Times of London
- _____ Forbes Magazine
- _____ National Post Business
- _____ Wall Street Journal
- _____ Economist Intelligent Unit (EIU)

Other: _____

III. In your selection process which guidebooks did you consult?

- _____ Graduate & Executive Management Programs in Canada
- _____ Hobson's
- _____ Peterson's
- _____ Top MBA Career Guide
- _____ Which MBA? (EIU) Economist Intelligent Unit

Other: _____

IV. Have you attended any of the McGill MBA Information sessions?

- ____ Canadian MBA Fair (city) _____
- ____ The MBA Tour - Latin America (city) _____
- ____ The MBA Tour – Asia (city) _____
- ____ QS World MBA Tour (city) _____
- ____ C.E.C. – Canadian Education Centre Fair (city) _____

Other: _____

V. Which other MBA programs are you considering?

1. _____
2. _____
3. _____
4. _____
5. _____