DOCUMENT CHECKLIST
ITEMS TO BE SUBMITTED ONLINE:

☐ **Graduate On-Line Application**
The application fee is $125.71 CDN paid by credit card at the time of application.

☐ **MBA Essay Questions**
In one document, complete the three MBA essay questions and upload as a PDF.

☐ **Reference Letters**
On the application form, you must provide the names and email addresses of **two** professionals who have been directly responsible for evaluating your work performance and potential. You may send the recommendation form to the referee for completion or the referees may choose to write their own recommendation letter. Once your application has been submitted, McGill will automatically contact these referees and invite them to upload the reference. **Note:** *Referees may upload their reference letter in PDF or Word document.*

☐ **Transcripts**
Upload your complete record of study from each university-level institution you have attended to date and listed on your application. The transcripts must include courses and grades for each year attended. Transcripts in languages other than English or French must be accompanied by an English or French translation provided by the institution issuing the transcript or by a certified translator. A copy of the original language is also required. For those universities/institutions where a degree has been obtained, however the year the degree is conferred is not stated on the transcripts, we would require a copy of the degree awarded and this must be uploaded along with the transcripts. Uploaded copies are considered unofficial, therefore final official transcripts will be required once you have been extended an offer of admission. McGill transcripts need not be uploaded.

☐ **Curriculum Vitae**
Upload as a PDF.

☐ **Graduate Management Admissions Test (GMAT) or Graduate Record Examination (GRE) Score**
All applicants must complete either the GMAT or the GRE exam. When registering for the test please ensure that you request the results be sent directly to McGill University, GMAT Institution Code: 58H-MN-22; GRE Institution Code: 0935. McGill will then receive the results electronically, directly from the testing agency.

☐ **Test of English as a Foreign Language (TOEFL) Score (if required)**
When registering for the test please ensure that you request the results be sent directly to McGill University, Code: 0935, Department Code: 02. McGill will then receive the results electronically, directly from the testing agency.