# McGill MMA Application Checklist

## Prepare Your Application

| Apply online |  
|---------------|---------------------------------------------------------------|
| **o** List all the university-level institutions you have attended in the “Education History” section of the application form:  
  • all schools where you obtained your degree(s)  
  • your exchange schools  
  • any non-degree courses taken at a different university or unfinished degrees  
  • any transfer credits taken at a different university |  
| **Important!** |  
| **o** If you do NOT have a graduate or undergraduate degree from a Canadian or US university, you **must** complete the GMAT or GRE. **No exceptions.**  
  **o** If your mother tongue is not English and you have NOT completed a degree in an English-speaking country, you **must** take the TOEFL or IELTS to prove English language proficiency.  
  **o** For those who have completed an undergraduate or graduate degree at a recognized institution where English is the language of instruction, but not in an English-speaking country, you are exempt from taking a proficiency test. To determine other cases in which you may be exempt, please review the McGill English Language Proficiency requirements.  
  **o** You will be asked on the application form to provide the contact information of 2 referees. Once your application has been **submitted**, McGill will contact these referees directly via email and ask them to upload their references.  
  • Reference letters must be submitted by the referees by **the deadline**. |

## Upload Your Supporting Documents

*Once you have submitted your application and paid the non-refundable application fee, you will receive access to your uApply account via email.*

| Transcripts |  
|---------------|---------------------------------------------------------------|
| **o** We need transcripts from all the university-level institutions you have attended as indicated above. All transcripts received via the upload process are considered unofficial.  
  **o** When **any new grades** are available, upload updated transcripts using the ‘Upload New Version’ link on uApply.  
  **o** Note: McGill transcripts do not need to be uploaded – we access them internally. |  
| CV |  
| **o** 1 page maximum  
  **o** Make sure to include:  
  a) Educational record in reverse chronological order. Indicate dates of attendance and degrees earned.  
  b) If your educational background does not demonstrate any quantitative skills, we ask that you highlight your relevant course work, competencies, and include a short student or professional summary.  
  c) Employment history, if any, in reverse chronological order. Indicate your title, dates of employment, and whether you worked part-time or full-time, or as an intern.  
  **o** Any other relevant information is welcome and encouraged on the CV. |  
| GRE or GMAT |  
| **o** We receive the results directly from the testing agency. All you have to do is arrange for test scores to be sent to McGill using the McGill Institution code:  
  • GMAT Institution Code: **58H-MN-80**  
  • GRE Institution Code: **0935**  
  **o** ** Mandatory only** for individuals who have not completed a graduate or undergraduate degree at a Canadian or US university. |  
| TOEFL or IELTS |  
| **o** We get the results directly from the testing agency. All you have to do is indicate the appropriate McGill Institution code on the test.  
  • TOEFL/IELTS Institution Code: **0935**  
  **o** **Mandatory** for individuals whose mother tongue is not English and who have not completed a degree in an English-speaking country. Other **exemptions** from taking the test may apply. |
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| Personal Statement | Please answer each of the following questions:  
|                   | • Explain why you intend to pursue your master’s in analytics studies at this time *(maximum 500 words)*.  
|                   | • Explain how the Desautels Master of Management in Analytics program will help you achieve your professional goals *(maximum 500 words)*.  
|                   | Each question should be completed on a separate page and uploaded as one PDF document. |

| Two References | You must indicate the contact information of 2 referees on the application form.  
|                | Only once your application has been submitted will McGill contact your referees via email and ask them to upload their references.  
|                | If at any time you need to make changes to the referee information, you can apply these changes directly on your uApply page. |

**SUBMIT YOUR APPLICATION**

- In order to be considered for admission, your file must be complete and all supporting documents uploaded by the deadline.
- A non-refundable Graduate Studies application fee of CAD $125.71 must accompany each application. Applications cannot be submitted without this fee. This sum must be paid by credit card.

**QUESTIONS?**

- Check our Frequently Asked Questions page
- Email us at mma@mcgill.ca