

# Laurentian University

## 3+1+1 program

Application Package for first "+1" – H.B.Com



## Application Process

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Please read the following instructions very carefully before completing any of the attached forms, writing your letter of application.

Admission to the first” +1” – H.B.Com program is competitive and will be based on the Laurentian University Admissions Committee relative rankings of applications. The Committee will review each application individually and assess each applicant’s portfolio and unique strengths in determining the applicant’s ability to successfully undertake the program.

## Instructions for Completing Your Application

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This is a self-administered application package. You must assemble all required documents and forward your completed application according to the instructions provided. Your application package **must** include the following:

### 1. Application for Admission Form

Complete the attached Application for Admission Form (pages 5 to 7) and submit the original and a photocopy with your application package. Please make sure that you’ve signed and dated the form under Section 6 before returning both copies with your application package.

### 2. Transcripts and Post-Secondary Documentation

Transcripts for all formal post-secondary education must be forwarded to T.P.E.I. Training Canada Inc. As your request for transcripts may take several weeks, it is important that you contact each post-secondary institution at the earliest possible time to guarantee that your provincial CGA affiliate or international program office receive the proper documentation in a timely manner.

### 3. Application Fee

A non-refundable application fee of \$60, payable to Laurentian University, must accompany your application package. To make a payment by credit card, please complete the Admission Fee information in Section 7 of the application for admission form. Alternatively, please attach a money order to your application package.

### 4. Letter of Application

The letter of application provides the Admissions Committee with an opportunity to evaluate your written communication skills and provides you with the opportunity to convince the Admissions Committee that you have the aptitude and skills necessary to contribute to the program.

Letter of application specifications:

1. The letter should be typed and single spaced.
2. The letter should be addressed to the Admissions Committee, in standard letter form.
3. The length of the letter should be between 500 and 1000 words (2 to 4 pages maximum in length).

4. Generally, the letter should respond to the following:
- Why do you want to pursue studies at LU and ultimately complete the program?
  - Explain in detail, the skills and knowledge you have attained through your previous education and professional experience (if applicable) and how these attributes will help you succeed in the Laurentian University program.
  - What are your personal and professional expectations of the program?

## **7. Application Package Checklist**

Once you have compiled all of the information described above and completed the Application for Admission Form, you are ready to send in your application package to T.P.E.I. Training Canada Inc. To ensure that you have included all of the documents necessary to complete your application, please also complete and enclose the application package checklist (located on the following page) with your application. Use the checklist to make sure that you've included all of the documents necessary to complete your application. Failing to provide all the proper documentation could potentially delay your application to the next application session.

## Application Package Checklist

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Name of applicant: \_\_\_\_\_

Applicant CGA Student number: \_\_\_\_\_

My application for the Laurentian University degree programs includes the following documentation:

- ☐ Application for Admission Form (Please make sure to include the original and a photocopy)
- ☐ Signed and dated Section 6 of the Application for Admissions Form
- ☐ Letter of Application
- ☐ Official transcripts of prior post-secondary education have been requested from the following educational institutions:

Institution 1: \_\_\_\_\_ Date ordered: \_\_\_\_\_

Institution 2: \_\_\_\_\_ Date ordered: \_\_\_\_\_

Institution 3: \_\_\_\_\_ Date ordered: \_\_\_\_\_

Note: Some institutions issue official degree/diploma certificates with transcripts. Please make sure that these official documents are provided in the official language and in English.

- ☐ Payment of \$60.00 to Laurentian University
- ☐ Application Package Checklist

## Sending in your application

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It is important that you forward your complete application package to T.P.E.I. Training Canada Inc.



Please **do not** submit your application to Laurentian University directly.

**T.P.E.I. Training Canada Inc.**

Barbara Ko, Director  
C/O Room 304, Tower 2, Jia Li Building  
180 Beiyuan Road  
Chaoyang District Beijing  
100101, P.R. China

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金帆专业培训中心  
北京市朝阳区北苑路加利大厦 2 号楼 304 室  
100101  
010-64916570

## Application for Admission Form – 3+1+1: first “+1” H.B.Com Program

<b>SECTION 1: APPLICANT INFORMATION</b>		<b>CGA NUMBER</b>		<b>AFFILIATE CODE</b>	
<b>NAME</b>					
Surname _____		Former Surname ( <i>most recent</i> ) _____		Given Name _____ Middle Name _____	
<b>HOME ADDRESS</b>				<b>GENDER</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
Apt. # _____ House # - Street _____				<b>DATE OF BIRTH</b>	
City _____		Province _____	Country _____	Postal Code _____	Year _____ Month _____ Day _____
<b>MAILING ADDRESS</b> (if different than home address)				<b>TELEPHONE #</b>	
Apt. # _____ House # - Street _____				Home: _____	
City _____ Province _____ Country _____ Postal Code _____				Work: _____ ext: _____	
Country of Citizenship: _____				International Code: _____	
<b>CURRENT STATUS:</b> <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident of Canada <input type="checkbox"/> Other _____				<b>E-MAIL ADDRESSES</b>	
<b>COUNTRY OF RESIDENCE:</b> _____				Preferred: _____	
<b>LANGUAGE:</b> Mother Tongue: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other _____				Alternative: _____	
Principal Language of Communication: <input type="checkbox"/> English <input type="checkbox"/> French				_____	

<b>SECTION 2: LANGUAGE TEST</b>	
If you completed one of the language tests listed below, please provide the following information:	
<input type="checkbox"/> <b>IELTS</b>	Date of completion: ____/____/____ Score: ____ Year Month Day
<input type="checkbox"/> <b>TOEFL</b>	Date of completion: ____/____/____ Score: ____ Year Month Day

<b>SECTION 3: GRADUATE MANAGEMENT ADMISSION TEST (GMAT)</b>	
If you completed the GMAT test, please provide the following information:	
Date of completion: ____/____/____	Score: ____ Year Month Day
Note: More information is available on the GMAT at <a href="http://www.mba.com">www.mba.com</a>	

#### SECTION 4: POST-SECONDARY EDUCATION

##### 1. UNIVERSITY *(Original or notarized transcripts required)*

Name of Institution	Province/Country	Degree	Program Completed
I. _____	_____	<input type="checkbox"/> 3 yr <input type="checkbox"/> 4 yr	<input type="checkbox"/> Yes <input type="checkbox"/> No
II. _____	_____	<input type="checkbox"/> 3 yr <input type="checkbox"/> 4 yr	<input type="checkbox"/> Yes <input type="checkbox"/> No
III. _____	_____	<input type="checkbox"/> 3 yr <input type="checkbox"/> 4 yr	<input type="checkbox"/> Yes <input type="checkbox"/> No

##### SECTION 5: OTHER PROFESSIONAL DESIGNATION/S *(Proof of designation/Copy of Certificate required)*

Name of Organization	Designation	Country	Date Completed
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**SECTION 6: AUTHORIZATION AND DIRECTION TO RELEASE INFORMATION**

I have applied for admission to Laurentian University and I understand that a condition of admission is verification of education backgrounds and employment background and histories from any source and of all data provided with my application, documents and/or résumé and I authorize Laurentian University to verify any information provided as part of this application.

I hereby certify that the information and documents provided are complete, true and correct, to the best of my knowledge. I understand that any incomplete, incorrect or false information furnished by me or my representative or agent may disqualify my application for admission and will be grounds for expulsion from the university if I am registered, at the sole discretion of Laurentian University.

I have agreed to allow an investigation and verification of information and documents I have provided or will provide in my application for admission. I understand that information on falsified documents is shared with the Association of Universities and Colleges of Canada, and the universities.

I hereby authorize and direct you to release to Laurentian University any information contained in your files concerning my employment, my education record, references submitted, test scores and all information relating to my application.

I hereby release and forever discharge Laurentian University, holder(s) of information and their affiliates and all of their respective past and present officers, directors, employees from any actions, claims and demands of any kind whatsoever in any way relating to the collection, disclosure, or use of this information by the holder(s) of information relating to the above items.

I grant my home university \_\_\_\_\_, T.P.E.I. Training Canada Inc., CGA-Canada, CGA-Canada affiliate offices and Laurentian University, the permission to exchange my academic and personal information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION 7: ADMISSION FEE**

There is a standard admission fee of **\$60.00** payable directly to **Laurentian University**. The fee is non-refundable and must accompany this application for admission.

Method of Payment: ☐ Cheque ☐ Money Order  
☐ Mastercard ☐ Visa

Credit card holders:

Name: \_\_\_\_\_

Card #: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_