



Laurentian University

3+1+1 program

Application Package for the second "+1" MBA





Application Process

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

Admission to the MBA 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 of prior education, work experience and unique strengths in determining the applicant's ability to successfully undertake the MBA program.

In order to apply you have to have completed levels 1-4 of the CGA program of Professional Studies.



Instructions for Completing Your Application

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 6 to 9) 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 (Chinese and English versions) 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 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?

5. Curriculum Vitae

Attach your curriculum vitae (resume), containing the following information:

Work experience

List of current and past job positions (full and part-time)

- Company name and industry sector
- Position and dates of employment
- Description of duties and responsibilities

Volunteer and Community Work

- Identify organizations and describe activities

Education and training

Post-secondary education

- Degree/Diploma/Certificate sought or obtained
- Name of post-secondary institution
- Field of study
- Year of completion

Professional designation/designations

- Designation held
- Name of organization/institution
- Year of completion

Other training or educational experiences

Academic achievements or awards

Additional information

Memberships in professional organizations

6. Letters of Reference

You are required to submit two letters of reference, preferably one from professional acquaintances (ex. supervisor, client or business associate) and one academic (ex. University, College professor) or you may submit two academic references.

The letters of reference provide the Admissions Committee with additional information about your performance in both business and academic settings. The references must be submitted by individuals who can attest to your experience and suitability for graduate level studies. Letters completed by relatives or friends will not normally be accepted.

It is important to note that the letters of reference will only be viewed by the Admissions Committee at Laurentian University and will remain confidential.

Process for completing the letters of reference

Step 1: Print the number of copies you require of the standardized letter of reference . The Professional Reference Form is available on pages 10 and 11. The Academic Reference Form is available on pages 12 and 13 of this package.

Step 2: Complete section 1 of each letter of reference form and then forward the forms to the individuals who have agreed to provide you with a reference.

Step 3: Collect the completed forms and attach them to your application package.

IMPORTANT NOTE: Each form should be returned to you in a sealed envelope, with the referee's signature on the seal. To ensure confidentiality and integrity, please **do not open** the envelope. Opened envelopes will not be accepted by Laurentian University.

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 have 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

Name of applicant: _____ LU #: _____

My application for the second "+1" - MBA program includes the following documentation:

- ☐ Application for Admission Form (Please make sure to include the original and a photocopy)
- ☐ Letter of Application
- ☐ Curriculum Vitae

References:

- ☐ Envelope with letter of reference form 1
- ☐ Envelope with letter of reference form 2
- ☐ 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: _____

Diploma and degree certificates (if applicable)

- ☐ Notarized Chinese and English translation of diploma certificate
- ☐ Notarized Chinese and English translation of degree certificate
- ☐ Official credentialing/designation documentation
 - Name of Organization 1: _____ Date ordered: _____
 - Name of Organization 2: _____ Date ordered: _____

- ☐ Payment of \$60.00 application fee (payable to Laurentian University)
- ☐ Application Package Checklist



Sending in your application

As you are already residing in Sudbury, you may submit your completed application form directly to Laurentian University. Please bring the documentation in an envelope to the School of Commerce and Administration office (room F420). Inform the secretary that you are submitting an application for admission to the second year of the 3+1+1 program.

Please note that T.P.E.I. Training Canada Inc. will forward your transcript to Laurentian University at the end of January and will also provide a latest copy of your CGA transcript.



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Application for Admission Form-3+1+1: second “+1” MBA Program

SECTION 1:		LU Number <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
NAME										
Surname _____		Former Surname (<i>most recent</i>) _____								
Given Name _____		Middle Name _____								
HOME ADDRESS		GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female								
Apt. # _____ House # - Street _____		DATE OF BIRTH								
City _____ Province _____ Country _____ Postal/Mailing Code _____		Year _____ Month _____ Day _____								
MAILING ADDRESS (if different than home address)		TELEPHONE # International code <table border="1"><tr><td></td></tr></table>								
Apt. # _____ House # - Street _____		(_____) _____ Home								
City _____ Province _____ Country _____ Postal/Mailing Code _____		(_____) _____ ext. _____ Work								
COUNTRY OF CITIZENSHIP: _____		E-MAIL ADDRESSES								
COUNTRY OF RESIDENCE: _____		Preferred: _____								
LANGUAGE: Mother Tongue: <input type="checkbox"/> English <input type="checkbox"/> Other _____		Alternative: _____								
Principal Language of Communication: <input type="checkbox"/> English <input type="checkbox"/> Other _____										
Have you completed courses taught in the English language? <input type="checkbox"/> Yes <input type="checkbox"/> No										
Can you fully comprehend written English? <input type="checkbox"/> Yes <input type="checkbox"/> No										
Can you speak English fluently? <input type="checkbox"/> Yes <input type="checkbox"/> No										

SECTION 2: GRADUATE MANAGEMENT ADMISSION TEST (GMAT)

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 www.mba.com

SECTION 3: POST-SECONDARY EDUCATION

1. COLLEGE *(Transcripts required)*

College diploma obtained:

☐ 2 year ☐ 3 year Year of completion: _____ Name of Institution: _____

2. UNIVERSITY *(Transcripts required)*

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

3. OTHER POST-SECONDARY EDUCATION *(Transcripts required)*

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

SECTION 4: OTHER PROFESSIONAL DESIGNATION/S *(Proof of designation/Copy of Certificate required)*

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

SECTION 5: BUSINESS AND PROFESSIONAL EXPERIENCE

*** Please complete the following, starting with your most current employment. Other work experience should be listed on your Curriculum Vitae.

Position Title	Company Name and Address	Experience
1. _____	_____	Start date: _____ month / year Finish date: _____ month / year
2. _____	_____	Start date: _____ month / year Finish date: _____ month / year

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.

Applicant's 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: ☐ International Money Order
 ☐ Mastercard ☐ Visa

Credit card holders:

Name: _____

Card #: _____

Expiry Date: ____/____

Signature

Professional Letter of Reference

Section 1: To be completed by the applicant

Name of applicant: _____

Section 2: To be completed by the referee (person providing the reference)

The above person is applying for admission into the MBA program at Laurentian University. We appreciate your time and effort in completing this form and we request your most candid assessment of the applicant in order to assist the Admissions Committee of Laurentian University in its evaluation process.

Once you have completed your assessment, please insert this form in an envelope. Seal the envelope and sign your name across the flap. Send the envelope to the candidate, who will then forward it to Laurentian University along with his/her application for admission. Your comments will be held in complete confidence and should not be shown to the applicant. Please note that Laurentian University may contact you to confirm the authenticity of your letter.

Name of the referee: _____

Title/Position: _____

Work Address: _____

Company: _____

Tel: (____) _____

Fax: (____) _____

E-mail: _____

Evaluation Questions

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

2. Compared to others at the same professional level, please evaluate the applicant in the following categories:

	Outstanding	Excellent	Good	Average	Below average	N/A
Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work well independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work well in a team environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please include any additional comments to help Laurentian University with its evaluation of the candidate.

Declaration:

I, _____

- ☐ Strongly recommend
☐ Recommend with reservations

- ☐ Recommend
☐ Do not recommend

that this candidate be admitted to the MBA program at Laurentian University.

Signature of the referee: _____

Date: _____

Academic Letter of Reference

Section 1: To be completed by the applicant

Name of applicant: _____

Section 2: To be completed by the referee (person providing the reference)

The above person is applying for admission into the MBA program at Laurentian University. We appreciate your time and effort in completing this form and we request your most candid assessment of the applicant in order to assist the Admissions Committee in its evaluation process.

Once you have completed your assessment, please insert this form in an envelope. Seal the envelope and sign your name across the flap. Send the envelope to the candidate, who will then forward it to Laurentian University along with his/her application for admission. Your comments will be held in complete confidence and should not be shown to the applicant. Please note that Laurentian University may contact you to confirm the authenticity of your letter.

Name of the referee: _____

Title/Position: _____ Company/Institution: _____

Work Address: _____ Tel: (____) _____

_____ Fax: (____) _____

_____ E-mail: _____

Evaluation Questions

1. I have known the applicant from: Year _____ Month _____ to Year _____ Month _____

2. I have known the applicant in the following capacity: ☐ Instructor ☐ Tutor ☐ Other _____

3. I have known the applicant at the following academic level: ☐ College ☐ Professional Program of Study
☐ University ☐ Other: _____

4. Please evaluate the applicant in the following categories:

	Outstanding	Excellent	Good	Average	Below average	N/A
Academic Achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Please include any additional comments to help Laurentian University with its evaluation of the candidate.

Declaration:

I, _____

☐ Strongly recommend

☐ Recommend

☐ Recommend with reservations

☐ Do not recommend

that this candidate be admitted to the MBA program at Laurentian University.

Signature of the referee: _____

Date: _____