



**Laurentian University**

# **3+1+1.5 program**

**Application Package for the "+1.5" MBA**





## Application Process

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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.



## 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 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 "+1.5" - 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**

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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.

## Application for Admission Form-3+1+1.5: “+1.5” MBA Program

<b>SECTION 1:</b>		LU Number	
<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/Mailing Code
<b>MAILING ADDRESS</b> (if different than home address)		<b>TELEPHONE #</b> International code	
Apt. #	House # - Street	( ) Home	
City	Province	Country	Postal/Mailing Code
<b>COUNTRY OF CITIZENSHIP:</b>		<b>E-MAIL ADDRESSES</b>	
<b>COUNTRY OF RESIDENCE:</b>		<b>Preferred:</b>	
<b>LANGUAGE:</b> Mother Tongue: <input type="checkbox"/> English <input type="checkbox"/> Other		<b>Alternative:</b>	
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](http://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. and Laurentian University, the permission to exchange 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: \_\_\_\_\_

Company: \_\_\_\_\_

Work Address: \_\_\_\_\_

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: \_\_\_\_\_