

Laurentian University

3+1+1.5 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 of prior education, work experience and unique strengths in determining the applicant’s ability to successfully undertake 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 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: _____

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

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
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180 Beiyuan Road
Chaoyang District Beijing
100101, P.R. China

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100101
010-64916570

Application for Admission Form – 3+1+1.5: first “+1” H.B.Com Program

SECTION 1: APPLICANT INFORMATION					
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 Code	Year	Month Day
MAILING ADDRESS (if different than home address)				TELEPHONE #	
Apt. # House # - Street				Home: _____	
City Province Country Postal Code				Work: _____ ext: _____	
Country of Citizenship: _____				International Code: _____	
CURRENT STATUS: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident of Canada <input type="checkbox"/> Other				E-MAIL ADDRESSES	
COUNTRY OF RESIDENCE: _____				Preferred: _____	
LANGUAGE: 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				_____	

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

SECTION 3: 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 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. and Laurentian University, the permission to exchange 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: ____/____