

**Insurance Broker
+ MBA**
A powerful
combination

Online MBA Application Package



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.

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 8) and submit the original and a photocopy with your application package. Please make sure that you've signed and dated the form under Section 5 before returning both copies with your application package.

2. Transcripts and Post-Secondary Documentation

Original transcripts for all formal post-secondary education must be **sealed** and included in your application package. As your request for transcripts may take several weeks, it is important that you contact each post-secondary institution at the earliest possible time.

Applicants with foreign credentials must include original (or notarized) documentation including transcripts and the degree/diploma certificates both in the original language and in English. Assessment centre documentation (i.e. WES) may further support your MBA application. Only apply to the online MBA program, once these documents are available to you and can be forwarded with your application.

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 6 of the application for admission form. Alternatively, please attach a cheque or 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 online MBA 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 an MBA?
 - Explain in detail, the skills and knowledge you have attained through your previous education and professional experience and how these attributes will help you succeed in the MBA program.
 - What are your personal and professional expectations of the program?

5. Curriculum Vitae

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

Work experience

List of current and past job positions

- Company name and industry sector
- Position
- Start and end dates
- Description of duties and responsibilities that illustrate your experience at an intermediate level

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

6. Letters of Reference

You must submit with your application, three letters of reference, preferably two from professional acquaintances (ex. supervisor, client or business associate) and one academic (ex. University, College or professor/instructor).

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/referee forms will only be viewed by the Admissions Committee at Laurentian University and will remain confidential.

Process for completing the letters of reference - Referee Forms:

- Step 1: Print the number of copies you require of the standardized letter of reference/referee forms. The Professional Reference – Referee Form is available on pages 9 and 10. The Academic Reference – Referee Form is available on pages 11 and 12 of this package.
- Step 2: Complete section 1 of each Referee form and then forward the forms to the individuals who have agreed to provide you with a reference.
- Step 3: Collect the completed referee forms and attach them to your application package.
IMPORTANT NOTE: Each referee 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 Laurentian University. 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 online MBA program includes the following documentation:

- ☐ **Application for Admission Form** (Please make sure to include the original and a photocopy)
- ☐ **Signed and dated Section 5 of the Application for Admission Form**
- ☐ **Letter of Application**
- ☐ **Detailed Curriculum Vitae**

References (minimum of 3):

- ☐ Envelope with Referee Form 1 – Referee name: _____
- ☐ Envelope with Referee Form 2 – Referee name: _____
- ☐ Envelope with Referee Form 3 – Referee name: _____

Official transcripts of prior post-secondary education have been submitted from the following educational institutions

Institution 1: _____

☐

Institution 2: _____

Institution 3: _____

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

Official credentialing/designation documentation

Note that LU will contact your Insurance Brokers Association for confirmation of the CAIB and/or CPIB designations; as such, only other credentials/designation information should be included below.

☐

Name of Organization 1: _____

Name of Organization 2: _____

☐

Payment of \$60.00 to Laurentian University

☐

Application Package Checklist

Sending in your application

.....

Please forward your **complete** application package to the following address:

Laurentian University
School of Commerce and Administration
Attention: **Linda Fiorino Piette**
935 Ramsey Lake Road
Sudbury, ON
P3E 2C6

Should you require support services in completing your application package, please contact:

Linda Fiorino Piette
lfiorinopiette@laurentian.ca
1-866-890-7117 x2

Application for Admission Form - Online MBA 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: _____	
				International Code: _____	
COUNTRY OF CITIZENSHIP: _____				E-MAIL ADDRESSES	
CURRENT STATUS: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident of Canada <input type="checkbox"/> Other				Preferred: _____	
COUNTRY OF RESIDENCE: _____				Alternative: _____	
LANGUAGE: Mother Tongue: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other _____					
Principal Language of Communication: <input type="checkbox"/> English <input type="checkbox"/> French					
IBAC ASSOCIATION (where you obtained your CPIB and/or CAIB designations):					
<input type="checkbox"/> B.C.	<input type="checkbox"/> Alberta	<input type="checkbox"/> Saskatchewan	<input type="checkbox"/> Manitoba	<input type="checkbox"/> Ontario	<input type="checkbox"/> Toronto Insurance Conference
<input type="checkbox"/> P.E.I.	<input type="checkbox"/> Newfoundland	<input type="checkbox"/> New Brunswick	<input type="checkbox"/> Nova Scotia		
IBAC DESIGNATION ACQUIRED: <input type="checkbox"/> CAIB <input type="checkbox"/> CPIB					

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 *(Original or notarized transcripts required)*

College diploma obtained:

☐ 2 year ☐ 3 year Year of completion: _____ Name of Institution: _____
Province/Country: _____

2. 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

3. OTHER POST-SECONDARY EDUCATION *(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

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: 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 to IBAC, _____
(insert IBAC member association(s) where you obtained your CAIB and/or CPIB designations) and Laurentian University, the permission to exchange my academic and personal information.

Signature

Date

SECTION 6: 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: ____/____

Professional Reference - Referee Form

Section 1: To be completed by the applicant

Name of applicant: _____

Section 2: To be completed by the referee

The above person is applying for admission into the online 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 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 the 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 us with our evaluation of the candidate.

Declaration:

I, _____

☐ Strongly recommend
☐ Recommend with reservations

☐ Recommend
☐ Do not recommend

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

Signature of the referee: _____

Date: _____

Academic Reference - Referee Form

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 online 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 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 the 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. 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 us with our evaluation of the candidate.

Declaration:

I, _____

☐ Strongly recommend
☐ Recommend with reservations

☐ Recommend
☐ Do not recommend

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

Signature of the referee: _____

Date: _____