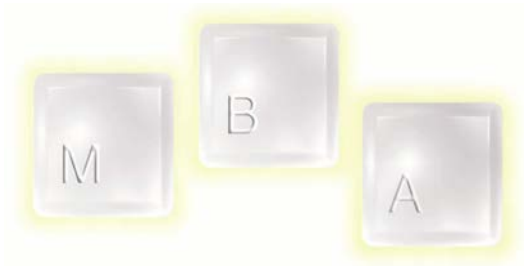




**Laurentian**University  
Université**Laurentienne**



Certified General  
Accountants  
Comptables généraux  
accrédités



# Laurentian University

## MBA Application Package

Graduates of participating Universities in China enrolled in the CGA  
Program of Professional Studies or members of the CGA Association





## 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.

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

In addition, generally, the following admission requirements apply:

- Completion of the PACE course requirements of the CGA program
- A four-year undergraduate degree from a participating university
- "A" average in post secondary education

Presentations of GMAT or TOEFL scores are not required for admission.

For more information on the admission requirements and application process, please contact T.P.E.I. Training Canada Inc.



## 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 8) and submit with your application package. Please make sure that you have signed and dated the form under Section 7. Please send the original and a copy in your application package.

### 2. Official degree, diploma and Transcripts

If you have completed previous degrees you should include degree certificates, diploma certificates and formal transcripts of your academic record, providing full details of the degrees, classes, grades you have obtained and the units you have taken. Original documents or certified copies are required in original language and in English.

If you are still registered for, or are awaiting the outcome of, another undergraduate or postgraduate degree, please provide an interim transcript.

Up to date transcripts (Chinese & English) for all formal education must be forwarded directly from the institution to T.P.E.I Training Canada Inc.

Important: 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 T.P.E.I. Training Canada Inc. receives 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 6 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 gives you the opportunity to convince the Admissions Committee that you have the aptitude and skills necessary to successfully complete the 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 (if applicable) 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 (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 or CGA professor/instructor) 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 9 and 10. The Academic Reference Form is available on pages 11 and 12 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: \_\_\_\_\_

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

or Applicant CGA Member number: \_\_\_\_\_

My application for the MBA program (for CGAs and students of the CGA Program of Professional Studies) 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 (other than the CGA designation)

Name of Organization 1: \_\_\_\_\_ Date ordered: \_\_\_\_\_

Name of Organization 2: \_\_\_\_\_ Date ordered: \_\_\_\_\_

Please note that T.P.E.I. Training Canada Inc. will forward to Laurentian University, an official CGA transcript.

☐ Payment of \$60.00 application fee (payable 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

劳伦森大学北京办事处  
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 – MBA Program

(Graduates of participating Universities in China enrolled in the CGA Program of Professional Studies or members of the CGA Association)

<b>SECTION 1:</b>		CGA Number	
NAME			
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)		Year Month Day	
Apt. #	House # - Street	<b>TELEPHONE #</b> International code	
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			

**THIS SECTION TO BE COMPLETED  
BY T.P.E.I. Training Canada Inc.**

**CURRENT STATUS – CGA PROGRAM OF STUDY**

- ☐ CGA Member - since \_\_\_\_\_ (year)  
Note: Letter of good standing needs to be attached to this application if the applicant is a CGA member
- ☐ Level 4 of the CGA Program of Studies completed

**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 and T.P.E.I. 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 CGA-Canada, CGA-Canada Affiliates, 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: \_\_\_\_\_ Applicant CGA Student number: \_\_\_\_\_  
 or Applicant CGA Member number: \_\_\_\_\_

### 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: \_\_\_\_\_ Applicant CGA Student number: \_\_\_\_\_  
 or Applicant CGA Member number: \_\_\_\_\_

### 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

- I have known the applicant from: Year \_\_\_\_\_ Month \_\_\_\_\_ to Year \_\_\_\_\_ Month \_\_\_\_\_
- I have known the applicant in the following capacity: ☐ Instructor ☐ Tutor ☐ Other \_\_\_\_\_
- I have known the applicant at the following academic level: ☐ College ☐ Professional Program of Study  
☐ University ☐ Other: \_\_\_\_\_
- 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: \_\_\_\_\_