



master of business administration

University of Northern British Columbia
3333 University Way,
Prince George, B.C.,
V2N 4Z9

MASTER OF BUSINESS ADMINISTRATION (MBA) APPLICATION CHECKLIST

1. Please submit all Application Materials and Fees together in ONE ENVELOPE.
2. Only transcripts issues and sealed by the issuing institution will be considered official. Transcripts and letters of reference sent by E-mail or fax will not be accepted.
3. Only original, signed and sealed letters of reference sent from the referee will be accepted.
4. Application files are not assessed unless complete.
5. Applicants must have access to a computer with high speed internet and must be willing and able to travel to UNBC in Prince George and other locations as scheduled by the program for face to face instruction.

All applicants MUST submit the following to the UNBC Graduate Admissions Office at the address noted above by the application deadline date (April 15th for international students & May 15th for domestic students).

- Application Fee (\$100 CDN, non-refundable)
- MBA Application Form (fully completed and signed)
- Three Original Letters of Recommendation (all submitted in sealed and signed envelopes sent directly to the UNBC Graduate Admissions Office from the referee)
- Resume (current, outlining work and life experiences)
- Transcripts (official transcripts, submitted in sealed envelopes with institution's seal from all post-secondary institutions attended, preferably submitted directly to UNBC from the institution)
- Statement of Academic Interest (letter of intent)

Submit, if applicable

- Applicant's whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. English Proficiency Test Results (in the form of TOEFL, IETLS, or LPI results are to be submitted directly to UNBC from testing agency.