

# *mba*

*master of business administration*



# 2011 / 12 APPLICATION FORM

University of Northern British Columbia  
School of Business  
Master of Business Administration Program  
3333 University Way  
Prince George, BC, V2N 4Z9  
Toll-free: 1-866-960-6125  
**E-mail: [mba@unbc.ca](mailto:mba@unbc.ca)**

## 2011/12 MBA APPLICATION FORM

Intended First Semester of Study _____
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Have you previously attended UNBC?  Yes  No  
 Have you previously been or are you currently employed by UNBC?  
 Yes  No

If yes, please provide your UNBC Student/Employee ID:

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### 1. PERSONAL INFORMATION

The following must be your **legal** names for use on all official University of Northern British Columbia documentation.

<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (specify)	Last/Family Name (s)
First Name	Middle Name(s)
Former Name(s) (if applicable)	Preferred First Name

#### Permanent Address

Street# and Name, Apt#, PO Box, RR/SS, Site, Comp		
City or Town	Province	
Country	Postal Code	Telephone

#### Mailing Address (The response to your application will be mailed to this address. Complete if different from above.)

Street# and Name, Apt#, PO Box, RR/SS, Site, Comp		
City or Town	Province	
Country	Postal Code	Telephone
CELLULAR		FAX

Electronic Mail (please supply only one)		
Please identify which type of email address you have provided. <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other (specify)		
Date of Birth	d d m m y y	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>

<b>Marital Status</b> (for statistical purposes)		
<input type="checkbox"/> Married or Equivalent	<input type="checkbox"/> Single, never married	<input type="checkbox"/> Single, previously married <input type="checkbox"/> Widowed

<b>Aboriginal</b> (voluntary declaration)		
<input type="checkbox"/> First Nations Status <input type="checkbox"/> First Nations Non-Status <input type="checkbox"/> Métis <input type="checkbox"/> Inuit/Innu <input type="checkbox"/> Other _____		
If you are First Nations Status, what is your Band?		

<b>Immigration Status</b> (mandatory – all applicants must complete)		
<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Study Permit <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other (specify)		
If not born in Canada, specify date of entry	d d m m y y	
Country of Citizenship (if not Canadian)		

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### 2. KNOWLEDGE OF LANGUAGES

<b>First Language</b> (mother tongue) (check only one box)														
<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Aboriginal (specify) _____ <input type="checkbox"/> Other (specify) _____														
<b>Language Proficiency: ENGLISH</b>				<b>Other Language:</b>				<b>Other Language:</b>						
_____				_____				_____						
		Speaking	Reading	Writing			Speaking	Reading	Writing			Speaking	Reading	Writing
Excellent		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excellent		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excellent		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 3. EMERGENCY CONTACT

Last/Family Name	First Name										
Relationship	Telephone										

### 4. CURRENT EMPLOYER

Company Name															
Position Title															
Street# and Name, Suite#, PO Box															
City or Town						Province									
Country				Postal Code				May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Telephone (work)								Extension							

### 5. ACADEMIC HISTORY

Please list all post-secondary institutions previously attended/currently attending. Begin with the most recent. One set of official transcripts (submitted to UNBC in a sealed envelope directly from issuing post-secondary institution) of the applicant's **ENTIRE** post-secondary record must be sent to the UNBC Graduate Registration Office at 3333 University Way, Prince George, BC V2N 4Z9

From		To		Name/Location	Year/Level	Field of Study	Credentials
mm	yy	mm	yy				
mm	yy	mm	yy				
mm	yy	mm	yy				
mm	yy	mm	yy				

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If you are working towards a degree, please indicate when it will be completed	d	d	m	m	y	y
Previous application to the UNBC MBA program? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year?	d	d	m	m	y	y

### 6. PROFESSIONAL CREDENTIALS

Please list all professional credentials obtained.

Date		Institute/Association	Designation/Certificate
mm	yy		
mm	yy		
mm	yy		
mm	yy		

If you are working towards a designation/certificate, please indicate the professional credential to be obtained and when it will be completed?	d	d	m	m	y	y
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### 7. PROFESSIONAL EXPERIENCE

Include with your application a **curriculum vitae** or **resume** summarizing all positions as per the application instructions. Please list your three most recent positions below.

Number of years of full-time work experience in a professional or managerial position (excluding training period):						
From		To		Employer	Position	Sector of the economy
mm	yy	mm	yy			
mm	yy	mm	yy			
mm	yy	mm	yy			

### 8. LANGUAGE PROFICIENCY TESTS

Applicants whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. Language proficiency results must be transmitted to UNBC directly from the testing institution, e.g.: ETS.

Check only one: <input type="checkbox"/> LPI <input type="checkbox"/> TOEFL <input type="checkbox"/> IELTS <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other (See UNBC Grad Calendar, section 1.1 for details)	<input type="checkbox"/> Test scheduled for	d	d	m	m	y	y
	<input type="checkbox"/> Test taken on	d	d	m	m	y	y

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### 9. STATEMENT OF ACADEMIC INTEREST (Letter of Intent)

Include a 500-1000 word statement of academic interest with your application. The following questions can serve as guidelines for the letter.

- Describe yourself, emphasizing your strengths and weaknesses and any major influences that have shaped your interests.
- Describe how the UNBC MBA program can help you to achieve your career goals.
- Much of the learning value derived from the UNBC MBA program will come from your peers. Describe how you, your background, and your experiences will contribute to learning in the UNBC MBA program.

### 10. LETTERS OF RECOMMENDATION

Three letters of recommendation are required from academics, colleagues, supervisors or significant clients. It is suggested that applicants use a mix of such referees. Original, signed letters **must be mailed by the referees** directly to the UNBC MBA program in sealed, signed envelopes. Faxes will not be accepted.

Please identify the three referees:

<b>1</b>	<b>Referee's Name</b>	<b>Position</b>	<b>Firm</b>																				
	Reference Type (i.e.: Academic/colleague/etc.)	Years Known Referee	Telephone																				
			<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>																				
<b>2</b>	<b>Referee's Name</b>	<b>Position</b>	<b>Firm</b>																				
	Reference Type (i.e.: Academic/colleague/etc.)	Years Known Referee	Telephone																				
			<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>																				
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	Reference Type (i.e.: Academic/colleague/etc.)	Years Known Referee	Telephone																				
			<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>																				

### 11. ADDITIONAL MATERIALS

Please provide any additional information that will help us assess your application.

### 12. OTHER INFORMATION

Deadline for complete application is: February 1<sup>st</sup> Incomplete applications will not be processed.

### 13. APPLICATION FEE

All applications must be accompanied by a \$100.00 CDN non-refundable application fee. Please make all cheques or money orders payable to the University of Northern British Columbia. **DO NOT** send CASH through the mail.

If you are paying by credit card contact the UNBC Cashier's Office at 250-960-5631. **DO NOT** send credit card information by E-mail.

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### 14. INFORMATION RELEASE STATEMENT

Students are advised that the use of information provided on this application form, and other information placed in a student record, complies with the BC Freedom of Information and Protection of Privacy Act, and with the policies and procedures of the University of Northern British Columbia. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence in University research and planning. Certain student information is provided on a confidential basis to Statistics Canada as governed by the Canada Statistics Act, and to the BC Government. The internal uses of student records, and the obligatory reporting of student data to external bodies, respect the absolute confidentiality of student information.

### 15. STATEMENT OF INTEGRITY

I hereby declare that the information I have submitted in this application for admission is correct and true. I understand that completion of this signed application permits the University of Northern British Columbia to request and/or confirm any information necessary to support my application for admission; that submission of any false statement or documents will result in the immediate cancellation of admission or registration to the University of Northern British Columbia and that information on falsifications may be shared with the Member Institutions of the Association of Registrars of Universities and Colleges of Canada.

I have read and understand statements 13, 14 and 15 above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I voluntarily agree to allow the MBA Committee to review my application and supporting documents.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### 16. PROGRAM INFORMATION

For statistical purposes would you please let us know how you found out about the MBA Program. Thank you

\_\_\_\_\_  
\_\_\_\_\_

#### FOR OFFICE USE ONLY

\_\_\_\_\_  
Admission fee received

\_\_\_\_\_  
Date

\_\_\_\_\_  
By